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| Program : Diploma in Commercial Practice | |
| Course Code : 4149 | Course Title: Typewriting Malayalam I |
| Semester : 4 | Credits: No credit |
| Course Category: Program Core | |
| Periods per week: 2 (L:0, T:0, P:2) | Periods per semester: 30 |

Course Objectives:

- To prepare the student to get fundamental knowledge in Malayalam Typing.
- To develop typing speed gradually to attain @ 20 wpm.

Course Prerequisites:

| Topic | Course code | Course name | Semester |
|--|-------------|----------------------------|----------|
| Basic knowledge in English Typewriting | | Typewriting English 30 wpm | 3 |

Course Outcomes:

On completion of the course, the student will be able to:

| CO _n | Description | Duration (Hours) | Cognitive Level |
|-----------------|---|------------------|-----------------|
| CO1 | Identify key board mastering of Malayalam typewriter, fingering home keys and drill exercise. | 6 | Applying |
| CO2 | Identify upper- and lower-case characters and drill exercise on III, I and IV rows. | 5 | Applying |
| CO3 | Make sentences and paragraphs. | 8 | Applying |
| CO4 | Apply skills in typing @ 20 wpm. | 9 | Applying |
| | Series Test | 2 | |

CO - PO Mapping:

| Course Outcomes | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 |
|-----------------|-----|-----|-----|-----|-----|-----|-----|
| CO1 | 3 | | | | | | |
| CO2 | 3 | | | | | | |
| CO3 | 3 | | | | | | |
| CO4 | 3 | | | | | | |

3-Strongly mapped, 2-Moderately mapped, 1-Weakly mapped

Course Outline:

| Module Outcomes | Description | Duration (Hours) | Cognitive Level |
|---|--|------------------|-----------------|
| CO1 | Identify key board mastering of Malayalam typewriter, fingering home keys and drill exercise. | | |
| M1.01 | Memorize the use of home keys and fingering. | 3 | Remembering |
| M1.02 | Identify home Keys (II Row) and additional keys and applying the same. | 3 | Applying |
| Contents: Fingering Malayalam Typewriter - Home Keys - Difference in typing the Home Keys row in English and Malayalam typing - Drill exercise on the Home Keys (II Row). | | | |
| CO2 | Identify upper- and lower-case characters and drill exercise on III, I and IV rows. | | |
| M2.01 | Demonstrate III row (upper row of home keys) I row and IV row. | 3 | Understanding |
| M2.02 | Apply the III row, I row and IV row in drill exercises. | 2 | Applying |
| | Series Test - I | 1 | |
| Contents: Fingering Malayalam Typewriting - Practice III row - Drill exercise on II and III including uppercase characters - Identify and Practice the I row. | | | |
| CO3 | Make sentences and paragraphs. | | |
| M3.01 | Express the importance of fingering. | 5 | Understanding |
| M3.02 | Construct sentences and paragraphs. | 3 | Applying |

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|---|---|---|----------|
| Contents: Importance of fingering - Type sentences - Type paragraphs - Type speed @ 15 WPM. | | | |
| CO4 | Apply skills in typing @ 20 wpm. | | |
| M4.01 | Develop speed in typing @ 10 wpm | 5 | Applying |
| M4.02 | Develop speed in typing @ 20 wpm | 4 | Applying |
| | Series Test - II | 1 | |
| Contents: Type speed @ 20 WPM. | | | |

Text/Reference:

| T/R | Book Title/Author |
|------------|---|
| T1 | Typewriting budget book. Sanjay Publications, Palakkad. |
| T2 | Typewriting budget book. Kala publications, Ernakulam. |

Note: In the absence of typewriters, computers with appropriate software shall be used.