CERTIFICATE COURSE IN HINDI TYPING

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About Glister Eduversity

- Today is the era of working parents and due to workload, they do not get enough time to support their children`s education. Therefore,they are Heavily blamed by all, in the current dialogue and debate about Improving the education system, the disadvantages of improper parenting is known to All.

- It is time to start parenting in the education system. With the Glister Eduversity, we present you the solution to all such problems switching Towards telephonic parenting, proper guidance and development graph.

- This is the first Indian institution to provide education care with parenting. Glister Education offers telephonic parenting with a right strategic plans for the student, online test series, seminar, scholarship programs, in really attractive packages.

- We also guide their appoinments as well as their Strategies. So, let's don`t wait, and acheive nothing less than success with Glister Eduversity Parenting cum Education Care.

Director: Amit Pandey

Mission

The mission of Glister Eduversity is to educate the citizens and citizen-leaders for our society.

We do this through our commitment to the transformative power of a liberal arts and sciences education.

Beginning in the classroom with exposure to new ideas, new ways of understanding, and new ways of knowing, students embark on a journey of intellectual transformation.

Through a diverse living environment, where students live with people who are studying different topics, who come from different walks of life and have evolving identities, intellectual transformation is deepened and conditions for social transformation are created.

From this we hope that students will begin to fashion their lives by gaining a sense of what they want to do with their gifts and talents, assessing their values and interests, and learning how they can best serve the world.

Vision

Glister Eduversity will set the standard for residential liberal arts and sciences education in the twenty-first century. We are committed to creating and sustaining the conditions that enable all Glister Eduversity students to experience an unparalleled educational journey that is intellectually, socially, and personally transformative.

Welcome to the Glister Eduversity, Varanasi. For more than three Years, Glister Eduversity has served as our nation's flagship comprehensive institution of higher education.

Our primary goal is to become one of the most prominent and excellent educational Institute in the world. We are fortunate to have a talented, highly committed teaching and support staff here to ensure the learning environment of our students is the best it can be. Our faculties are renowned scholars and accomplished practitioners who are actively engaged in the academic excellence and innovative research ideas of the modern world. Our students are innovators, engineers, managers, great scientists, entrepreneurs, and aspiring leaders - from every age group and are located at every corner of the country. Our unique teaching and learning process with a proper blend of theory and practice crosses the boundaries of nations towards industry-readiness and global excellence.

Program overview

Pre-requisite for almost all office jobs (including Government jobs) as they all require some degree of computer work. Knowing how to type quickly and efficiently will make you more marketable than a fellow worker who struggles with the keyboard. Learning how to type in a speedy and efficient manner is a worthwhile investment for your career and the sooner it is learnt, the better.

Glister Eduversity, one of the premier institutes offers computer typing course in Hindi & English. For our English & Hindi typing course, we provide high quality typing material with Speed Testing Tools. People can enroll for our Typing course irrespective of their age to either further their career prospects or simply for the joy of learning or acquiring a new skill.

Students receive a certificate after they complete their course. Our Hindi Typing Certification will give you foundation knowledge and skills to Type on keyboard.

Salient Features

Today, knowing how to type fast is almost a necessity in the business world. More and more corporate-world employees are being asked to create reports, sales letters, business plans, blogs, web content, forecasts and more. Knowing how to type can save you hours of valuable work time, increasing your productivity.

This course, Hindi Typing and Keyboarding is designed in such a way that each lesson is short, and easy to master, with easy-to-understand text and custom-designed typing drills.

This Course is Focused on Quality training and After Completion of this Course You will get a Certificate that will be universally acceptable.

Course Objective

The 3 Months Hindi Typing course is for the Learners who want to work with the Help of Computer With the aim to learn, develop and practice required by the market. In this course, the emphasis is put on the trainee to acquire the ability to perform as a confident and competent Hindi Typist.

The objectives of this course are to:

To merge typing and latest computer course so that student can work in highly competitive world. To design the course and exam in such way that student will get deep understanding on typing and latest computer software's and technology which has been using in government and private organization.

Learning Outcome:

By the time you finish this course, you will be able to confidently type all the letters, numbers and all the common symbols, with proper ten-finger touch typing technique.

1. Title of the Course
The Course shall be called as "Certificate Course in Hindi Typing ", a Regular course of 3 months (120 hrs.) Duration.

2. Duration of the Course
This is a Regular course of 120 hrs. Extended over a period of 3 months duration.

3. What You Will Get:
You Will Get a Mark sheet and a Certificate That Will be Universally Acceptable.

4. Aims and Objectives of the Course
The aims of the Hindi Typewriting syllabus are:
• To enable students to operate the keyboard by touch, using correct technique
• To enable students explain and demonstrate keyboarding skills with assurance and Confidence
• To develop in students the desire for self-improvement
• To develop students' ability to measure, evaluate and assess performances at Production tasks and foster pride in work well done
• To develop in students ability to understand written instructions, to analyze and solve problems in tasks assigned
• To increase students' ability to integrate related learning with note taking skills in production typewriting
• To enable students advance to higher levels in the skill acquisition process•

5. SCOPE:
Data Entry Operator, Hindi Typist, Office Assistant, Resume Maker, Cyber Work, Office Job, Govt Job, Transcription, Open Typing Learning institute etc

6. Syllabus
The syllabus is design to fulfill aforesaid objectives containing theory subjects as well as practical in English Typing. .

Computer Fundamentals	Theory : 50 Marks, Practical/Assignment : 50 Marks
Hindi Typing Training	Theory : 50 Marks, Practical/Assignment : 50 Marks

7. Eligibility Conditions
A candidate who has passed at least 10th examination from a recognized Board or its equivalent shall be eligible to take admission to the course.

8. Course Fee: INR 7,500+GST/-

Unit 1:- Computer Fundamentals
Introduction to Computer, Input/output Devices, audio devices, printer, scanning etc

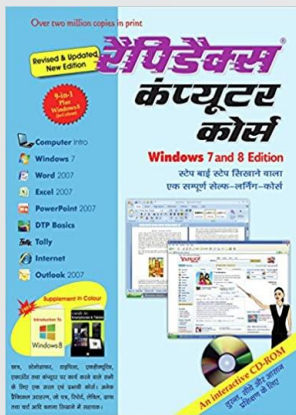### Unit 2:- Hindi Typing Training
Basic keyboard typing ski
lls, Keyboard typing practice, sentence writing, typing, letters, CV, page etc.

Repidex Computer Course
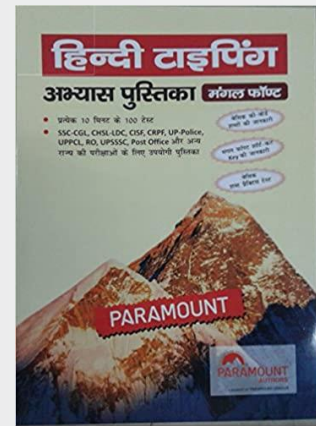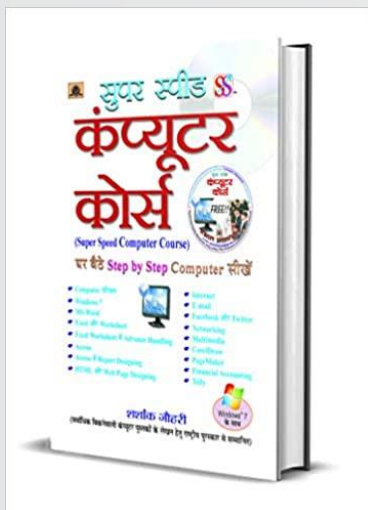
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Typewriter and Computer Typing

Onkar Nath Verma , Anshul Verma

Paramount Hindi Typing Practice Book

Paramount

VSuper Speed Computer Course (hindi)
Super Speed

Computer Hindi Typing Tutor
Mangal Evam Kritidev Font