



About Course

This is six months course of typing in English. In a speed-typing course, students are tested for their speed and accuracy. Moreover, students are required to use proper grammar, punctuation, and language.


What you will Learn

Students may learn how to look at the screen to correct typing errors. Often, these courses include an overview of different types of documents such as letters, contracts, and envelopes. Students also learn how to insert special symbols including those used in foreign languages.

Scope

The English Typing is required in many Govt. jobs.

Degree	Diploma
Duration	Six Month
Age	No Age Limit
Minimum Percentage	10+2 with a minimum of 40% from a recognized board.
Similar Options of Study	BCA, B.Sc Computer Science, B.Tech Computer Science, Diploma In Computer Science
Employment Roles	Programmer, Graphic Designer, Analyst, Computer Instructor, Trainer etc.



AIM COMPUTER INSTITUTE

Of Information & Technology

Our Job Orientation Courses

ADCA

O Level

DCGA

DCA

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CCC

Tally

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BCC

Mangal Font Typing

English Typing

Web Designing

Advance Excel

Contact Us

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