



COURSE BROCHURE

ENGLISH / GUJARATI TYPING



1 Month
30 Hours Approx.

Join the Best English / Gujarati Typing Training Institute to Learn from Experts. Enrol in our English / Gujarati Typing Course & Classes for a Successful Career. Also Get Online Verifiable Certificate and Job Placement Assistance

Course Content

- ▶ Introduction to Typing
- ▶ English Keyboard Proficiency
- ▶ Speed and Accuracy Improvement
- ▶ Advanced English Typing Practice
- ▶ Introduction to Gujarati Typing
- ▶ Gujarati Typing Practice - Letters and Words
- ▶ Speed and Accuracy Building in Gujarati
- ▶ Advanced Gujarati Typing Practice
- ▶ Transcription and Typing from Dictation
- ▶ Real-world Applications and Assessment

About Course

This Course is typically designed to help people who simply want to type better or who want a career in a secretarial or administrative position, where the ability to type quickly and accurately is necessary. Specifically designed for people with no formal typing training, this course starts with finger placement and provides an overview of how to type different letters, numbers, and symbols quickly, accurately, and without looking at a keyboard. In a speed-typing course, students are tested for their speed and accuracy. Moreover, students are required to use proper grammar, punctuation, and language. Students may also learn how to look at the screen to correct typing errors. Students also learn how to insert special symbols including those used in foreign languages.

Our Facts and Figures



15,000+
Students Trained



90+
Courses Offered



2,000+
Students Placed



100+
Company Tie-ups

About Shree Academy

Shree Academy was found in 2012 with the mission of providing best quality Computer Education and International Language Coaching to all classes of people at a very reasonable fee structure. Thousands of students have already got trained professionally and made their career successfully in the past.

www.shreeacademy.net.in



Why Shree Academy?



We provide
personal coaching



Training by
Expert Faculty



100%
Job Assistance



Online Verifiable
Certificate



Free Online
Material Access



Theory + Practical
Study Approach

3rd Floor, Harbhole Complex, Nr. HP Petrol Pump, University Road, Rajkot.
4th Floor, Plus Point, Opp. Blue Club, Dr. Yagnik Road, Rajkot.

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