

KIYAN TRAINING INSTITUTE

Typing Summer Internship in Jaipur

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■ Course Name	■ Course Fee
Typing Summer Internship	Rs. 600 / Month

About the Program

The **Typing Summer Internship Course in Jaipur** at Kiyon Training & Placement Institute provides practical, career-focused training in English & Hindi typing, keyboard skills, office documentation, and professional data entry work. This program is specially designed for students who want to improve typing accuracy, speed, and computer proficiency during their summer break.

Internship Highlights

- **Practical Industry-Oriented Training** Hands-on computer sessions with real-world office tasks.
- **Live Assignments** Work on actual data entry and documentation projects.
- **English & Hindi Typing** Build proficiency in both language keyboards.
- **Expert Faculty** Certified professionals with industry experience.
- **MS Office Integration** Learn typing in Word, Excel, and other office applications.
- **Career-Oriented** Preparation for office jobs, government exams & corporate roles.
- **Completion Certificate** Receive an industry-recognized certificate upon completion.

Course Curriculum

Module 1

Introduction to Typing Fundamentals

- Importance of typing in professional careers
- Keyboard layout (QWERTY) overview
- Correct sitting posture and hand positioning
- Finger placement and home row keys
- Typing ergonomics and eye-hand coordination

**Module
2**

Touch Typing Basics

- Learning touch typing techniques
- Home row mastery (ASDF – JKL;)
- Left-hand and right-hand key control
- Common typing mistakes and how to avoid them
- Developing muscle memory

**Module
3**

Speed Development Training

- Alphabet drills and key combinations
- Word and sentence typing practice
- Speed-building exercises
- Timed typing tests
- Targeting WPM (Words Per Minute) improvement

**Module
4**

Accuracy and Error Control

- Techniques to reduce typing errors
- Accuracy-focused drills
- Backspace control and correction methods
- Maintaining accuracy under time pressure
- Balancing speed with precision

**Module
5**

Numeric and Special Character Typing

- Number row and numeric keypad practice
- Symbols, punctuation, and special characters
- Formatting text using keyboard shortcuts
- Typing tables, forms, and data sheets

Certificate of Completion

Upon successful completion of the Typing Summer Internship, students receive an **industry-recognized certificate** from Kiyon Training & Placement Institute that validates their practical training in typing skills, office documentation, and computer applications.

To earn your certificate, you must:

- ✓ Attend all practical training sessions regularly
- ✓ Complete all live typing assignments and tasks
- ✓ Submit internship project work on time
- ✓ Pass the Final Performance Evaluation (speed + accuracy test)

Contact Us

Institute

Kiyon Training & Placement Institute

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