AHM's
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL

Value Added Course
On
Computer Typing Skill

Under the
Department of Computer Science

Academic Year -2022-23

Course Coordinator
Mr. Umesh Mestha
Head of the Department, Computer Science

From   Date: 25-04-2023
Umesh Mestha
Head of the Department
Department of Computer Science
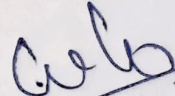Anjuman Arts, Science and Commerce College
Bhatkal

To
The Principal
Anjuman Arts, Science and Commerce College
Bhatkal

Sub: Request to grant the permission to start the add-on course on **Computer Typing Skill** for the academic year 2022-23

Respected Sir,

We would like to start the add-on course on "**Computer Typing Skill**" for the students to get typing skill. Please permit us to start the **Computer Typing Skill** course for the academic year 2022-23.

Thanking You

HoD

Department of Computer Science

Meeting Report of Institutional Board of Studies for Add-on Course on Computer Typing Skill held on : 08-05-2023

The Institutional Board of Studies of the Department of Computer Science for an add-on course on introduction to **Computer Typing Skill** held on 08-05-2023 in the principal chamber at 10:30 AM.

1. **Prof. Mushtaque K Shaikh**
   Principal, Chairman
2. **Prof. S.A. Indikar**
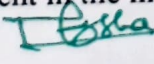   IQAC Coordinator
3. **Mr.Umesh Mestha**
   Course Coordinator

In the beginning of the meeting the Chairman of BoS:Prof. Mushtaque K Shaikh welcomed all the members and briefed them about the academic activity of the **Computer Typing Skill** course. The members expressed their appreciation and satisfaction about the activities of the department.

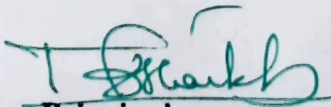After that institutional BoS discussed and resolved the following points:

1. **Starting of the add-on course on the introduction to Computer Typing Skill**
   BoS discussed the point and resolved to start a course on **Computer Typing Skill** inorder to improve the Typing Skill of the students.
2. **Approval of the syllabus for add-on course**
   The BoS discussed and approved the syllabus for the addon course on **Computer Typing Skill**
3. **Approval of admission criteria.**
   The BoS discussed and approved the admission criteria and resolved that the students of Non Commerce can enroll in this course.

The meeting of the BoS was concluded with the vote of thanks.

The following members were present in the meeting:
1. Prof. Mushtaque K Shaikh
2. Prof. S.A. Indikar
3. Prof. Umesh Mestha

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NOTICE

Date: 05-06-2023

All the students are hereby informed that, the Department of Computer Science starts the add-on course on "**Computer Typing Skill**" for the students of non-commerce from the date 10-06-2023. Interested students can enroll their names on or before 24-05-2023 in the Department of Computer Science.

HoD

Department of Computer Science
HOD, DEPARTMENT OF
COMPUTER SCIENCE
ANJUMAN ARTS, SCIENCE AND
COMMERCE COLLEGE
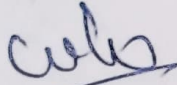ANJUMANABAD, BHATKAL
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Department of Computer Science

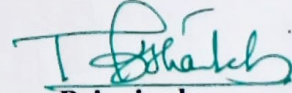## Computer Typing Skill Add-on Course - 2022-23

Enrollment List

SN	NAME	CLASS	SIGN
1	POORNIMA BALINDRA NAIK	B.A-4 SEM	
2	MEGHA NAGAPPA NAIK	B.A-4 SEM	
3	VINUTA NARAYAN MOGER	B.A-4 SEM	
4	LATA GANAPATI DEVADIGA	B.A-4 SEM	
5	BHAGYASHRI RAVIDAS NAIK	B.A-4 SEM	
6	ABHILASHA CHANDRU HARIJAN	B.A-4 SEM	
7	LAVANYA MADEV NAIK	B.A-4 SEM	
8	CHAYA VENKATRAMAN NAIK	B.A-4 SEM	
9	VATSALA G. NAIK	B.A-4 SEM	
10	GAHANA GANAPATI NAIK	B.A-4 SEM	
11	BHARATH	B.Sc-4 SEM	
12	MADHURA RANGA NAIK	B.Sc-4 SEM	
13	SANATH	B.Sc-4 SEM	
14	JAGANNATH SHIVARAM MOGER	B.Sc-4 SEM	
15	DARSHAN GANAPATI NAIK	B.Sc-4 SEM	
16	CHITRA SHIVANAND NAIK	B.Sc-4 SEM	
17	NAGABHUSHAN SADANANDA SHETTY	B.Sc-4 SEM	
18	NAGARAJ CHANNAVEERAPPA HOSAMANI	B.Sc-4 SEM	
19	VIDYA RAMA NAIK	B.Sc-4 SEM	
20	PRADEEP MASTI GOND	B.Sc-4 SEM	

Course Coordinator
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Department of Computer Science

Add-on course on Computer Typing Skill
Time Table for the academic year 2022-23

Days	Timings	Room No.
Saturday to Wednesday	2:00 P.M. to 3:00 P.M. (1 hr)	Computer Lab

Course Coordinator

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IQAC Coordinator

IQAC & NAAC CO-ORDINATOR
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Computer Typing Skill Course Syllabus

A English typing course syllabus topics typically covers various aspects of typing skills, focusing on improving speed, accuracy, and overall proficiency.

English Typing Course Syllabus Subjects Details Downloadable ad Editable in PDF, Docx Word File Format.

1. Introduction to English Typing Basics
- Overview of the keyboard layout (QWERTY or other layouts)
- Proper finger placement on the home row
- Basic keyboard functions and key identification
- Introduction to touch typing technique

2. Home Row Practice
- Drills and exercises to reinforce home row key positions
- Emphasis on proper finger movement and posture
- Building muscle memory for the home row

3. Top and Bottom Row Keys
- Introducing the top and bottom rows of the keyboard
- Practicing letter combinations involving home row and top/bottom row keys
- Developing coordination between hands and fingers

4. Common Words and Sentences
1. Typing common words and sentences to improve speed and accuracy
2. Emphasis on maintaining a consistent pace while typing sentences
3. Introducing basic punctuation and symbols

5. Numeric Keypad
- Introduction to the numeric keypad and its functions
- Practice with numerical data entry and basic calculations
- Integrating numeric keypad skills with regular typing

6. Special Characters and Symbols
- Typing special characters, symbols, and punctuation marks
- Advanced drills to improve accuracy with non-alphabetic characters
- Developing speed with mixed content

7. Increasing Speed and Accuracy
- Techniques for increasing typing speed without sacrificing accuracy
- Timed typing exercises and drills
- Individual and class goals for words per minute (WPM) improvement

8. Review and Final Assessments
- Comprehensive review of all keyboard keys and techniques
- Final typing assessments to evaluate overall proficiency
- Providing feedback and tips for continued improvement

9. Additional Considerations:
- Incorporation of typing software and online tools for practice
- Regular typing speed tests and progress tracking
- Customized exercises based on individual needs and areas for improvement

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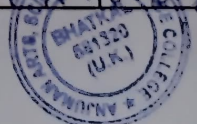# ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL

ATTENDANCE SHEET FOR THE VALUE ADDED COURSE ON COMPUTER TYPING SKILL 2022-23

10-06-2023 to 05-07-2023   Time: 2:00 P.M. to 3:00 P.M.

S.N.	Name of the Students	Class & Sem	10/06	11/06	12/06	13/06	14/06	15/06	21/06	23/06	24/06	25/06	26/06	27/06	28/06	29/06	01/07	02/07	03/07	04/07	05/07
1	POORNIMA BALINDRA NAIK	B.A-4 SEM	P	P	A	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P
2	MEGHA NAGAPPA NAIK	B.A-4 SEM	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P
3	VINUTA NARAYAN MOGER	B.A-4 SEM	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
4	LATA GANAPATI DEVADIGA	B.A-4 SEM	A	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P
5	BHAGYASHRI RAVIDAS NAIK	B.A-4 SEM	P	P	P	P	P	P	A	P	P	P	A	P	P	P	A	P	P	P	P
6	ABHILASHA CHANDRU HARIJAN	B.A-4 SEM	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
7	LAVANYA MADEV NAIK	B.A-4 SEM	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P
8	CHAYA VENKATRAMAN NAIK	B.A-4 SEM	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	VATSALA G. NAIK	B.A-4 SEM	P	P	P	P	P	P	P	P	A	P	P	A	P	P	A	P	P	P	P
10	GAHANA GANAPATI NAIK	B.A-4 SEM	A	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
11	BHARATH	B.Sc-4 SEM	P	A	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P
12	MADHURA RANGA NAIK	B.Sc-4 SEM	P	A	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P
13	SANATH	B.Sc-4 SEM	P	P	A	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P	P
14	JAGANNATH SHIVARAM MOGER	B.Sc-4 SEM	A	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P
15	DARSHAN GANAPATI NAIK	B.Sc-4 SEM	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	A	P
16	CHITRA SHIVANAND NAIK	B.Sc-4 SEM	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P
17	NAGABHUSHAN SADANANDA SHETTY	B.Sc-4 SEM	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	A
18	NAGARAJ CHANNAVEERAPPA HOSAMANI	B.Sc-4 SEM	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P
19	VIDYA RAMA NAIK	B.Sc-4 SEM	P	P	A	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P
20	PRADEEP MASTI GOND	B.Sc-4 SEM	P	P	A	P	P	P	P	P	P	P	P	A	P	A	P	P	P	P	P

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Department of Computer Science

Add-on course on Computer Typing Skill
Exam Time Table for the academic year 2022-23

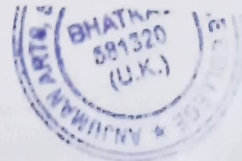| Date	Timings	Room No.
13-07-2023	2:00 P.M. to 4:00 P.M. (2 hr)	Computer Lab

Course Coordinator

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ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL

DEPARTMENT OF COMPUTER SCIENCE

ADD-ON COURSE: COMPUTER TYPING SKILL 2022-23

Max Marks: 50   Duration: 2 Hours

Section-A
Theory (30 Marks)

Instructions: Answer all questions. Each question carries 5 marks.

1. Define touch typing and explain its significance in improving typing speed and accuracy.
2. Discuss the importance of ergonomics in a typing environment. Provide three ergonomic tips to ensure a comfortable and efficient typing experience.
3. Differentiate between QWERTY and Dvorak keyboard layouts. State one advantage and one disadvantage of each layout.
4. Explain the concept of words per minute (WPM) in typing. How is WPM calculated, and why is it a crucial metric in assessing typing proficiency?
5. Describe the role of keyboard shortcuts in improving productivity. Provide examples of three commonly used keyboard shortcuts.
6. Elaborate on the importance of proofreading in typing. Outline three strategies to effectively proofread your typed content.

Section-B
Practical (20 Marks)

Instructions: Perform the following tasks. Each task carries 10 marks.

Task 1: Formatting

Using a word processing software of your choice, create a well-formatted document with the following requirements:
   a. Title: "Typing Skills Assessment"
   b. Subtitle: "Practical Formatting Exercise"
   c. Use at least two different font styles and sizes.
   d. Insert a numbered list of 5 typing tips.

Task 2: Speed Test
Take a 5-minute typing speed test using an online typing speed testing tool. Submit the result along with your answer sheet.

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Department of Computer Science
Computer Typing Skill Add-on Course - 2022-23
Performance (Grade) List

SN	NAME	GRADE
1	POORNIMA BALINDRA NAIK	B+
2	MEGHA NAGAPPA NAIK	B+
3	VINUTA NARAYAN MOGER	A
4	LATA GANAPATI DEVADIGA	A
5	BHAGYASHRI RAVIDAS NAIK	A
6	ABHILASHA CHANDRU HARIJAN	B
7	LAVANYA MADEV NAIK	A+
8	CHAYA VENKATRAMAN NAIK	A+
9	VATSALA G. NAIK	B+
10	GAHANA GANAPATI NAIK	B+
11	BHARATH	A
12	MADHURA RANGA NAIK	A
13	SANATH	A
14	JAGANNATH SHIVARAM MOGER	A+
15	DARSHAN GANAPATI NAIK	A+
16	CHITRA SHIVANAND NAIK	A+
17	NAGABHUSHAN SADANANDA SHETTY	B+
18	NAGARAJ CHANNAVEERAPPA HOSAMANI	A
19	VIDYA RAMA NAIK	A
20	PRADEEP MASTI GOND	A

Course coordinator

H.O.D
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A.H.M.s

ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE

Anjumanabad, Bhatkal 581320, Uttara Kannada, Karnataka

Accredited at 'B' Level by NAAC

CERTIFICATE

This is to certify that Mr/Miss___Pradeep Masti Gond___

with register No. _U02JK2150032_ has successfully completed Value Added Course on

Computer Typing Skill course during _10-06-2023 to 05-07-2023_ and secured ___A___ grade.

H.Prof.Ramesh/Mestha
COMPUTER SCIENCE
Course Co-Ordinator
ANJUMAN ARTS, SCIENCE AND
COMMERCE COLLEGE
ANJUMANABAD, BHATKAL

Prof. S.A. Indikar
IQAC & NAAC CO-ORDINATOR
IQAC Co-ordinator
Anjuman Arts, Science.
Commerce College & P.G. Cen...
Bhatkal

Prof. Mushtaque K. Shaikh
PRrincipal
Anjuman Arts, Science, Commerce College
& P.G. Centre
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A.H.M.s

ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE

Anjumanabad, Bhatkal 581320, Uttara Kannada, Karnataka

Accredited at 'B' Level by NAAC

CERTIFICATE

This is to certify that Mr/Miss ___Vatsala. G. Naik___

with register No. ___U02SK21A0065___ has successfully completed Value Added Course on

Computer Typing Skill course during ___10-06-2023 to 05-07-2023___ and secured ___B+___ grade.

Prof. Umesh Mestha
H.O.D. DEPARTMENT OF
Course Co-Ordinator
ANJUMAN ARTS, SCIENCE AND
COMMERCE COLLEGE
ANJUMANABAD, BHATKAL

Prof. S.A. Indikar
IQAC & NAAC CO-ORDINATOR
IQAC Co-Ordinator
Anjuman Arts, Science,
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Bhatkal

Prof. Mushtaque K. Shaikh
PRINCIPAL
Principal
Anjuman Arts, Science, Commerce College
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Name of the Course: Computer Typing Skill

Name of the Department: Computer Science

Number of students enrolled: 20

BoS meeting Date: 08-05-2023

Start Date of the Course: 10-06-2023

End Date of the Course: 05-07-2023

Department of Computer Science have conducted add-on course on Computer Typing Skill for the Students from 10-06-2023 to 05-07-2023

The course was about the "To enable the students to get typing skill through "Typing Master" software.
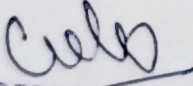
The Total 20 students were enrolled in this course and they benefited by this course.

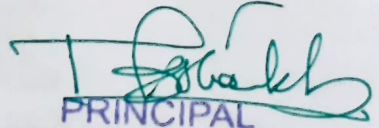Course concluded with final examination and certificate distribution.

Outcomes of the Course:

Upon completion of this module, the trainee will be able to:

1. Apply keyboard functions keys, Apply keyboard cursor control keys, Apply keyboard numeric keypads, Apply keyboard main typing keys, Apply keyboard combination keys (shift and ctrl), and Apply touch typing technique to complete a task

2. Proofread documents, Improve documents, correct errors, complete a final accuracy check, and Develop speed and accuracy.

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