

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

**Add-On Course
on
Computer Typing Skill**

**Under the
Department of Computer Science**

Academic Year: 2022-23

Course Coordinator

**Mr. Umesh Mesta
Head of the Department
Department of Computer Science**



From
Umesh Mestha
Head of the Department
Department of Computer Science
Anjuman Arts, Science and Commerce College
Bhatkal

Date: 25-04-2023

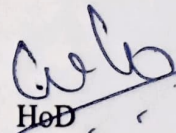
To
The Principal
Anjuman Arts, Science and Commerce College
Bhatkal

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



Department of Computer Science

**H.O.D. DEPARTMENT OF
COMPUTER SCIENCE
ANJUMAN ARTS, SCIENCE AND
COMMERCE COLLEGE
ANJUMANABAD, BHATKAL
U.K. - 581 320**

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ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL

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

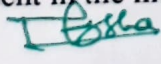
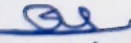
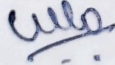
In the beginning of the meeting the Chairman of BoS: Prof. Mushtaque K Shaikh welcomed all the members and briefed them about the academic activity of the **Computer Typing Skill** course. The members expressed their appreciation and satisfaction about the activities of the department.

After that institutional BoS discussed and resolved the following points:

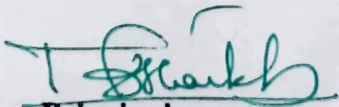
1. **Starting of the add-on course on the introduction to Computer Typing Skill**
BoS discussed the point and resolved to start a course on **Computer Typing Skill** in order to improve the Typing Skill of the students.
2. **Approval of the syllabus for add-on course**
The BoS discussed and approved the syllabus for the add-on 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 



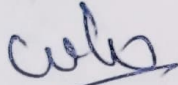

Principal
PRINCIPAL
Anjuman Arts, Science, Commerce College
& P.G. Centre
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Department of Computer Science

NOTICE

Date: 05-06-2023

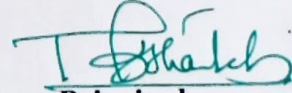
All the students are hereby informed that, the Department of Computer Science starts the add-on course on "**Computer Typing Skill**" for the students of non-commerce from the date 10-06-2023. Interested students can enroll their names on or before 24-05-2023 in the Department of Computer Science.



HOD

Department of Computer Science

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U.K. - 581 320



Principal

PRINCIPAL

Anjuman Arts, Science, Commerce College
& P.G. Centre
BHATKAL-581 320



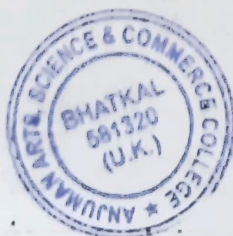
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Department of Computer Science

Computer Typing Skill Add-on Course - 2022-23

Enrollment List

SN	NAME	CLASS	SIGN
1	POORNIMA BALINDRA NAIK	B.A-4 SEM	<i>Pu</i>
2	MEGHA NAGAPPA NAIK	B.A-4 SEM	<i>MS</i>
3	VINUTA NARAYAN MOGER	B.A-4 SEM	<i>Vinutha</i>
4	LATA GANAPATI DEVADIGA	B.A-4 SEM	<i>Lata</i>
5	BHAGYASHRI RAVIDAS NAIK	B.A-4 SEM	<i>Blagya</i>
6	ABHILASHA CHANDRU HARIJAN	B.A-4 SEM	<i>Abh</i>
7	LAVANYA MADEV NAIK	B.A-4 SEM	<i>Lavanya</i>
8	CHAYA VENKATRAMAN NAIK	B.A-4 SEM	<i>Chaya</i>
9	VATSALA G. NAIK	B.A-4 SEM	<i>Vats</i>
10	GAHANA GANAPATI NAIK	B.A-4 SEM	<i>Gana</i>
11	BHARATH	B.Sc-4 SEM	<i>Bharath</i>
12	MADHURA RANGA NAIK	B.Sc-4 SEM	<i>Madhura</i>
13	SANATH	B.Sc-4 SEM	<i>Sanath</i>
14	JAGANNATH SHIVARAM MOGER	B.Sc-4 SEM	<i>Jag</i>
15	DARSHAN GANAPATI NAIK	B.Sc-4 SEM	<i>Darsh</i>
16	CHITRA SHIVANAND NAIK	B.Sc-4 SEM	<i>Chitra</i>
17	NAGABHUSHAN SADANANDA SHETTY	B.Sc-4 SEM	<i>Nag</i>
18	NAGARAJ CHANNAVEERAPPA HOSAMANI	B.Sc-4 SEM	<i>Nayya</i>
19	VIDYA RAMA NAIK	B.Sc-4 SEM	<i>Vidya</i>
20	PRADEEP MASTI GOND	B.Sc-4 SEM	<i>Pradeep</i>

Wels
Course coordinator
H.O.D. DEPARTMENT OF
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COMMERCE COLLEGE
ANJUMANABAD, BHATKAL
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T. Shakh
Principal
ANJUMAN ARTS, SCIENCE AND
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& P.G. Centre
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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

[Signature]
Course Coordinator
H.O.D. DEPARTMENT OF
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ANJUMANABAD, BHATKAL
U.K. - 581 320

[Signature]
IQAC Coordinator
IQAC & NAAC CO-ORDINATOR
Anjuman Arts, Science,
Commerce College & P.G. Centre
Bhatkal

[Signature]
Principal
PRINCIPAL
Anjuman Arts, Science, Commerce College
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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 and Editable in PDF, Docx Word File Format.

1. Introduction to English Typing Basics

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

2. Home Row Practice

- o Drills and exercises to reinforce home row key positions
- o Emphasis on proper finger movement and posture
- o Building muscle memory for the home row

3. Top and Bottom Row Keys

- o Introducing the top and bottom rows of the keyboard
- o Practicing letter combinations involving home row and top/bottom row keys
- o 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

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

6. Special Characters and Symbols

- o Typing special characters, symbols, and punctuation marks
- o Advanced drills to improve accuracy with non-alphabetic characters
- o Developing speed with mixed content

7. Increasing Speed and Accuracy

- o Techniques for increasing typing speed without sacrificing accuracy
- o Timed typing exercises and drills
- o Individual and class goals for words per minute (WPM) improvement

8. Review and Final Assessments

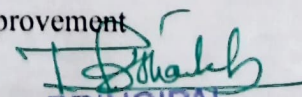
- o Comprehensive review of all keyboard keys and techniques
- o Final typing assessments to evaluate overall proficiency
- o Providing feedback and tips for continued improvement

9. Additional Considerations:

- o Incorporation of typing software and online tools for practice
- o Regular typing speed tests and progress tracking
- o Customized exercises based on individual needs and areas for improvement

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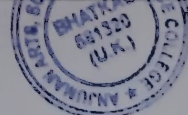
ATTENDANCE SHEET FOR THE VALUE ADDED COURSE ON COMPUTER TYPING SKILL 2022-23

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	22/06	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	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
3	VINUTA NARAYAN MOGER	B.A-4 SEM	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
4	LATA GANAPATI DEVADIGA	B.A-4 SEM	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
5	BHAGYASHRI RAVIDAS NAIK	B.A-4 SEM	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P
6	ABHILASHA CHANDRU HARIJAN	B.A-4 SEM	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
7	LAVANYA MADEV NAIK	B.A-4 SEM	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
8	CHAYA VENKATRAMAN NAIK	B.A-4 SEM	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
9	VATSALA G. NAIK	B.A-4 SEM	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
10	GAHANA GANAPATI NAIK	B.A-4 SEM	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
11	BHARATH	B.Sc-4 SEM	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
12	MADHURA RANGA NAIK	B.Sc-4 SEM	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
13	SANATH	B.Sc-4 SEM	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
14	JAGANNATH SHIVARAM MOGER	B.Sc-4 SEM	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
15	DARSHAN GANAPATI NAIK	B.Sc-4 SEM	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
16	CHITRA SHIVANAND NAIK	B.Sc-4 SEM	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
17	NAGABHUSHAN SADANANDA SHETTY	B.Sc-4 SEM	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
18	NAGARAJ CHANNAVEERAPPA HOSAMANI	B.Sc-4 SEM	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
19	VIDYA RAMA NAIK	B.Sc-4 SEM	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
20	PRADEEP MASTI GOND	B.Sc-4 SEM	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A

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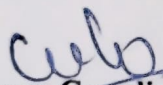


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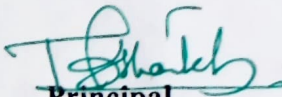
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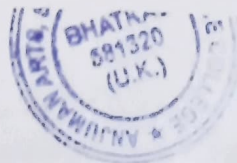
Add-on course on Computer Typing Skill
Exam Time Table for the academic year 2022-23

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


Course Coordinator
H.O.D. DEPARTMENT OF
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IQAC Coordinator
IQAC & NAAC CO-ORDINATOR
Anjuman Arts, Science,
Commerce College & P.G. Centre
Bhatkal


Principal
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Anjuman Arts, Science, Commerce College
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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

C. S. S.
H.O. COORDINATOR
DEPARTMENT OF
COMPUTER SCIENCE
ANJUMAN ARTS, SCIENCE AND
COMMERCE COLLEGE
ANJUMANABAD, BHATKAL
U.K. - 581 320



T. Shankar
Principal
PRINCIPAL
Anjuman Arts, Science, Commerce College
& P.G. Centre
BHATKAL-581 320



A.H.M.s
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE

Anjumanabad, Bhatkal 581320, Uttara Kannada, Karnataka

Accredited at 'B' Level by NAAC



This is to certify that Mr/Miss Vatsala G. Naik
with register No. U0251621A0065 has successfully completed the Add-on Course on
"Computer Typing Skill" during 10-06-2023 to 05-07-2023 and secured B+
grade.


Mr. Umesh Mestha
Course Co-Ordinator


Mr. S. A. Indikar
IQAC & NAAC CO-ORDINATOR
Anjuman Arts, Science,
Commerce College & PG Centre
Bhatkal


Mr. M. K. Shaikh
Principal
Anjuman Arts, Science,
Commerce College & PG Centre
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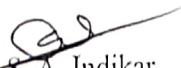
Anjumanabad, Bhatkal 581320, Uttara Kannada, Karnataka

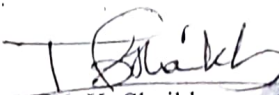
Accredited at 'B' Level by NAAC



This is to certify that Mr/Miss Pradeep Masti Goud
with register No. 0025162150032 has successfully completed the Add-on Course on
"Computer Typing Skill" during 10-06-2023 to 05-07-2023 and secured A
grade.


Mr. Umesh Mestha
Course Co-Ordinator


Mr. S. A. Indikar
IQAC Co-Ordinator
IQAC & NAAC CO-ORDINATOR
Anjuman Arts, Science,
Commerce College & P.G. Centre
Bhatkal


Mr. M. K. Shaikh
Principal
PRINCIPAL
Anjuman Arts, Science & Commerce College
& P.G. Centre
Bhatkal

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ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL
Department of Computer Science
Report and Outcome Analysis

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.

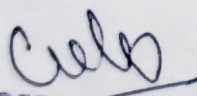
The Total 20 students were enrolled in this course and they benefited by this course.

Course concluded with final examination and certificate distribution.

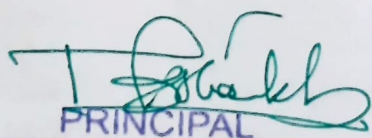
Outcomes of the Course:

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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