



HARMAL PANCHAKROSHI SHIKSHAN MANDAL'S
GANPAT PARSEKAR COLLEGE OF EDUCATION
Vidya Sankul, Bhom Plateau, Harmal, Pernem – Goa
403 524
(Affiliated to Goa University, Recognised by NCTE)



30-Hour Value Added Course on
‘Enhancing Typing Skills’



Harmal Panchakroshi Shikshan Mandal's
Ganpat Parsekar College of Education
Harmal, Goa
(Affiliated to Goa University & Recognised by NCTE)

Computer Literacy Cell

in collaboration with

Short Term Certificate Course

Committee

organises a value-added course on

Enhancing Typing Skills

from Saturday, 27th January 2024



Course Duration: 30 Hours

Course Fee: 100/-

Course timing: Saturdays: 11.30 AM to 1.30 PM

Mr. Suraj Parmekar
Convenor

Computer Literacy Cell

Mr. Sachin Gaonkar
Convenor

STCC Committee

Dr. Pandurang Pandit
Officiating Principal

Registration and Payment Details

- The course is compulsory for all the students of F.Y.B.Sc.B.Ed.
- Students are required to register and pay a Non-refundable fee of **INR 100/-** in cash to Asst. Prof. Suraj Parmekar
- The Course will begin from 27th January 2024
- The course will be of 30 clock hours duration.
- 80% attendance is compulsory to receive the course completion certificate.
- The students have to answer the periodic assessment as per the instructions of course coordinators

Resource Person:

Mr. Neil Fernandes

Student - TY B.Sc.B.Ed.

Certified Typist - Maria Vihar Youth Center - Nasik

For More Information contact:

Mr. Suraj Parmekar

Convenor

Computer Literacy Cell



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REPORT

Type of the event: 30-Hour Value Added Course titled 'Enhancing Typing Skills'

Date: 27th January 2024 to 30th March 2024

Venue: Resource Room

Participants registered for the event: PCM students of F.Y.B.Sc.B.Ed.

Objectives of the course:

- Make students proficient in touch typing and demonstrate an increased words-per minute (WPM) rate with accuracy. This objective aims to equip future educators with a fundamental skill that can significantly improve their efficiency and productivity in various professional settings.
- Create, edit, and manage digital documents, lesson plans, and other educational materials efficiently.
- Prepare future educators to navigate and utilize emerging technologies effectively, promoting versatility and adaptability in their professional roles.

Organizing Committee: Computer Literacy Cell and Short-term Certificate Course Committee

Organizing Committee Members:

1. Mr. Suraj Parmekar (Course coordinator & Convenor – Computer Literacy Cell)
2. Mr. Sachin Gaonkar (Convenor – Short Term Certificate Course Committee)
3. Dr. Prasad Patil
4. Dr. Akshay Salkar
5. Mr. Anant Mandrekar
6. Ms. Diksha Naik

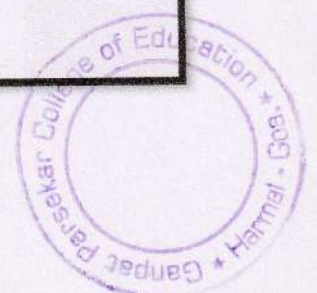
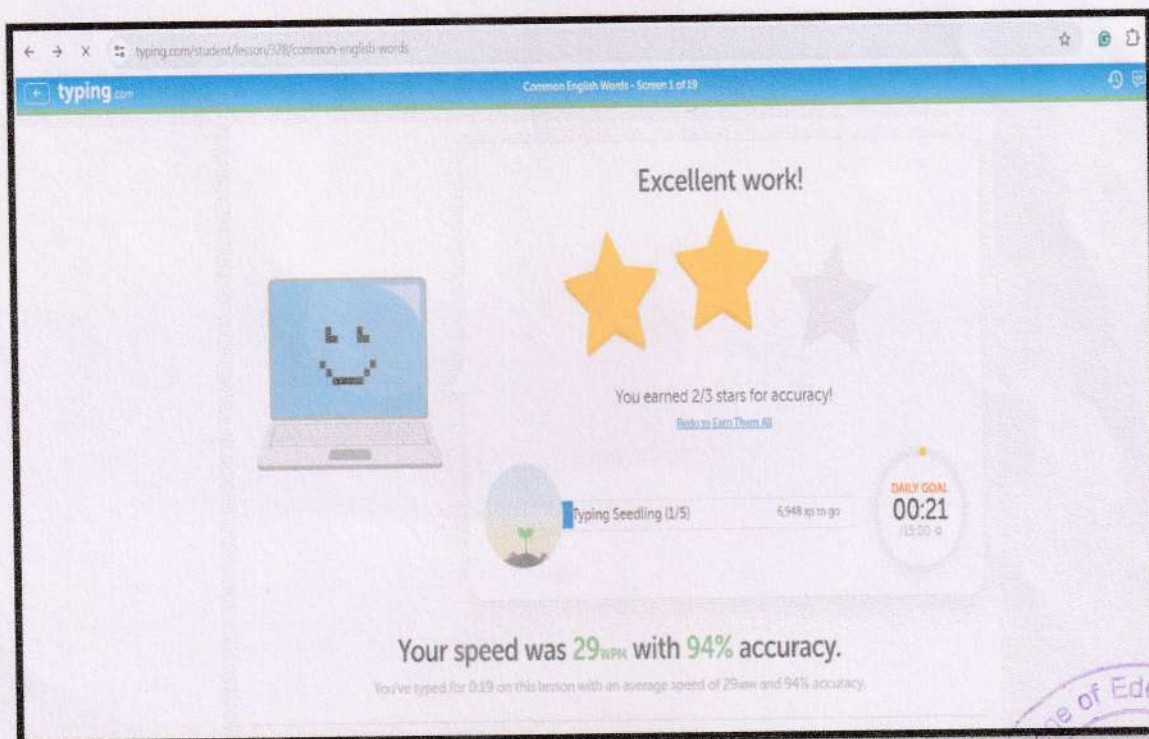
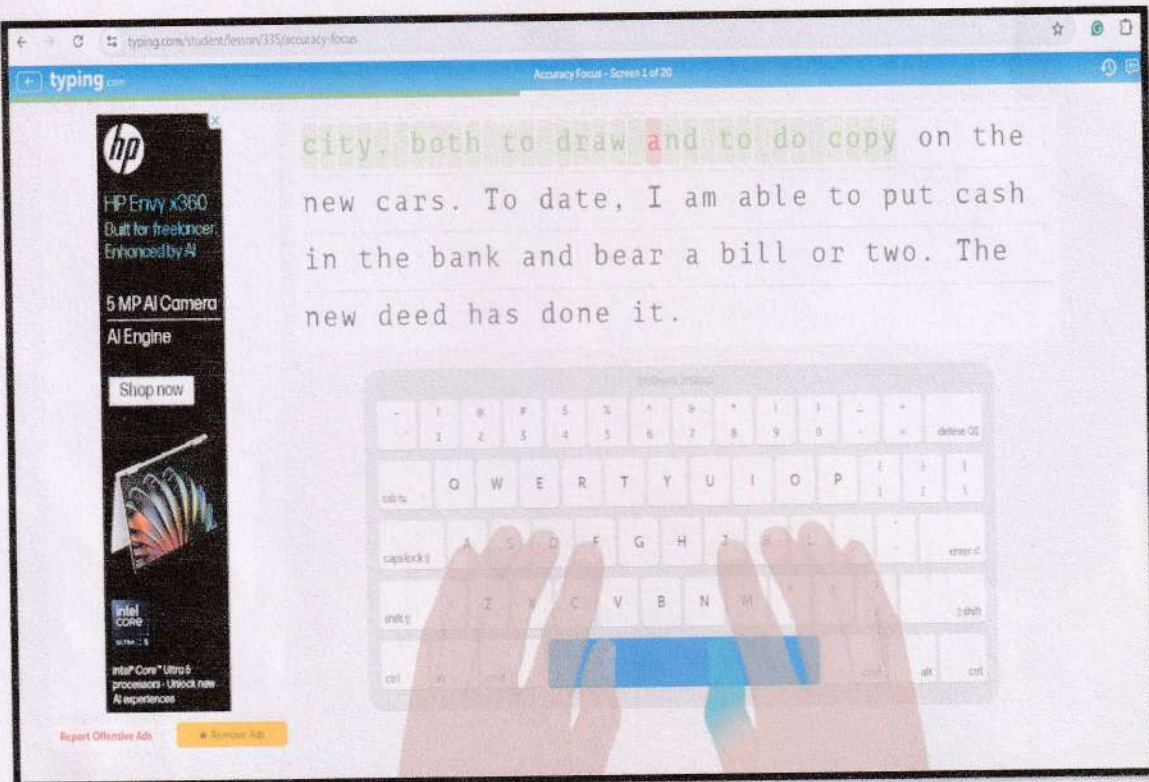
More details about the course:

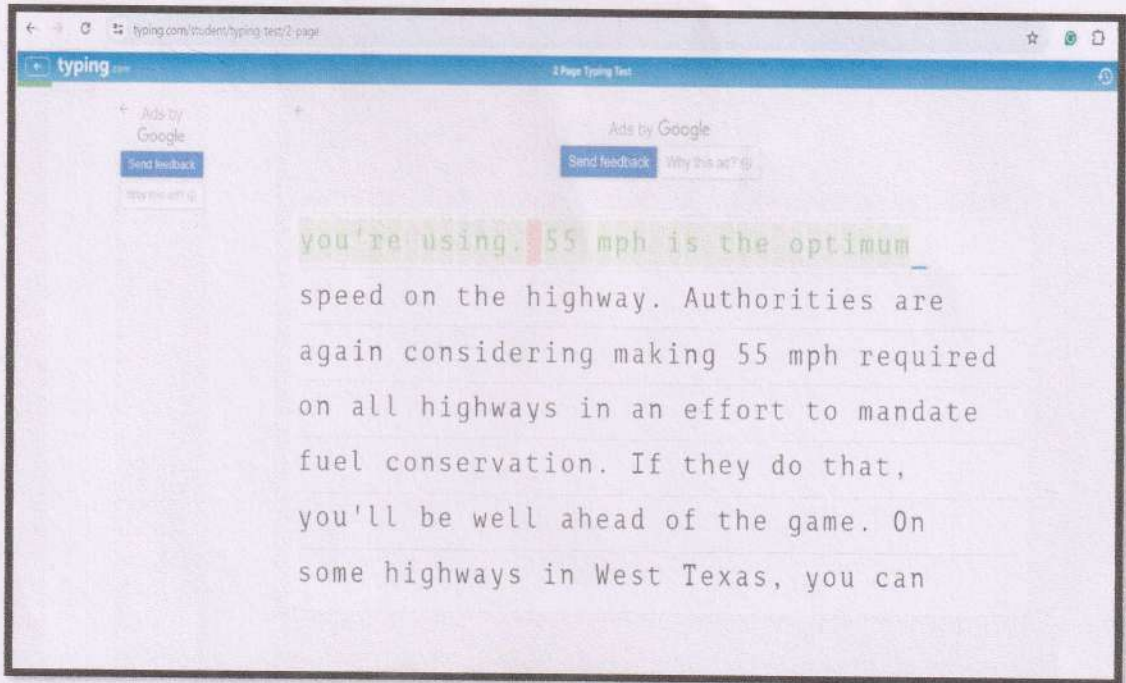
The computer literacy cell in collaboration with the Short-Term Certificate Course Committee organized a 30-hour value added course on the topic 'Enhancing Typing Skills' which ran from 27th January 2024 to 30th March 2024. Mr. Neil Fernandes – certified typist from Maria Vihar Youth Centre, Nashik and also a student of the institution was the resource person for the same. The students of F.Y. B.Sc.B.Ed. were familiarized with positioning their fingers on the keyboard for faster typing. Various groups of letters on the keyboard were

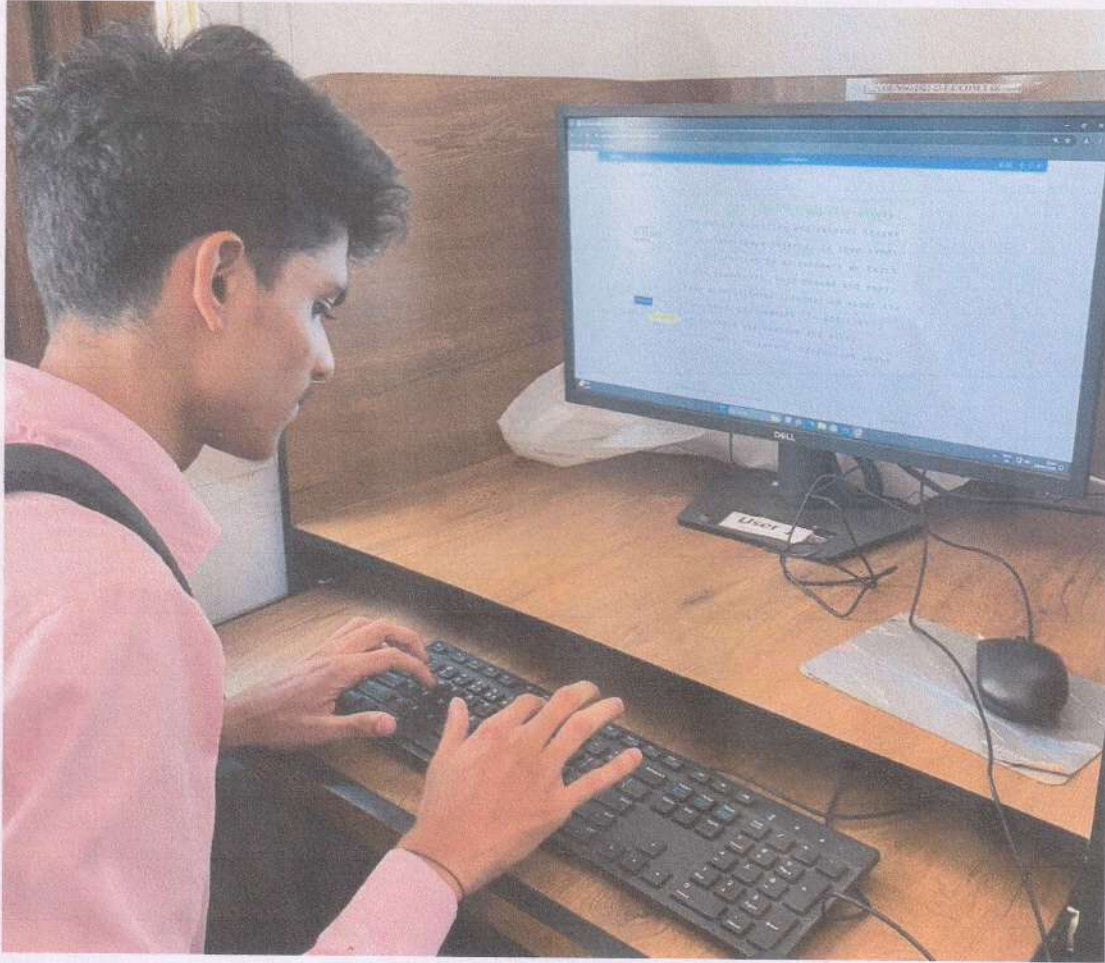


covered separately. The website used by students for practice was 'www.typingtest.com' which provides free exercises which are time bound. Overall, it was an amazing learning experience for the students.

Photographs:







Mr. Suraj Parmekar
Convenor
Computer Literacy Cell

Mr. Sachin Gaonkar
Convenor
STCC Committee

Dr. Pandurang Pandit
Officiating Principal



Course Outline

<u>Activity</u>	<u>Expected Duration</u>
1. Introduction	1 hour
2. Learn the Keyboard <ul style="list-style-type: none">• The F, R, 4, 5, T, G, B, and V Keys• The 3, E, D, and C Keys• The 2, W, S, and X Keys• The 1, Q, A, Z and Shift Keys• The 6, 7, Y, H, N, 7, U, J and M Keys• The 8, I, K and comma Keys• The 9, O, L, period and Shift Keys	6 hours
3. Keyboard Shortcuts	2 hours
4. Proper Habits	2 hours
5. Test your Skills <ul style="list-style-type: none">• Figure Out How Fast You Type Now• Practice Tools to use	9 hours
6. Increase your Speed	9 hours
7. Conclusion	1 hour
Total	30 hours



30-hour Value Added Course on 'Enhancing Typing Skills'

Attendance Sheet

Name of the student	27/1	3/2	7/2	14/2	17/2	21/2	25/2	29/2	2/3	7/3	16/3	20/3	22/3	30/3
Sujay Gaonkar														
Amisha Kunkoliyenkar														
Rutvik Mahale														
Bhavana Nagvenkar														
Harsha Naik														
Dikshita Naik														
Hardik Parab														
Minosha Rodrigues														
Varad Satarkar														
Ruchi Sawant														
Ruhi Sheikh														
Nikita Shinde														





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CERTIFICATE

This certificate is proudly presented to

Ms. Ruchi Sawant.

from F.Y.B.Sc.B.Ed of Ganpat Parsekar College of Education
Harmal-Goa for successfully completing **30 hours of Value
Added Course** in "Enhancing Typing Skills" organised by
Computer Literacy cell in collaboration with Short Term
Certificate Course Committee and I.Q.A.C.
from 5 August 2023 to 30 March 2024.

Mr. Suraj Parmekar
Course Co-ordinator

Mr. Sachin Gaonkar
Convenor
Short Term Certificate
Course Committee

Dr. Pandurang Pandit
Officiating Principal

Ms. Kavitha Nair
Coordinator
I.Q.A.C.

FEEDBACK ANALYSIS - Value Added Course on 'Enhancing Typing Skills'

The skills taught were relevant and boosted our typing skills	The course was well-organised	The resource persons' delivery was clear and understandable	I would be interested in attending more of such courses
4	3	5	5
5	5	3	3
4	5	5	5
4	4	5	4
5	3	5	5
4	5	3	3
3	5	5	5
5	5	5	3
5	4	4	4
5	4	3	5
5	4	5	5
5	5	3	4
4.5	4.33	4.25	4.25

Note 1 - Strongly Disagree - 1 to Strongly Agree - 5

Note 2 - Strongly Disagree - 1 to Strongly Agree - 5

Note 3 - Strongly Disagree - 1 to Strongly Agree - 5

Note 4 - Strongly Disagree - 1 to Strongly Agree - 5

Conclusion: The participants strongly felt that the resource person's delivery was understandable and that the certificate course was well organised. They also expressed interest in attending more courses on such topics. The information given was found to be relevant and useful and it boosted their typing skills.

