



HARMAL PANCHAKROSHI SHIKSHAN MANDAL'S
GANPAT PARSEKAR COLLEGE OF EDUCATION
Vidya Sankul, Bhom Plateau, Harmal, Pernem – Goa 403524
(Affiliated to Goa University, Recognised by NCTE)
Recognised under Section 2(f) of the UGC Act, 1956



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 30-hour value-added course titled

Enhancing Typing Skills

every saturday from 11:30 AM to 1:00 PM

- **Registration Fee - Rs. 100**
- **Laptop is compulsory**
- **Open to all students of GPCOE**



Ms. Vaishali Parab
Convenor
STCC Committee

Mr. Tarun Malviya
Course Coordinator

Mr. Suraj Parmekar
Convenor
Computer Literacy Cell

Registration and Payment Details

- The course is open to all the students of GPCOE.
- **Only those students who possess a laptop shall be allowed to enrol for the course.**
- Students are required to register and pay a Non-refundable fee of **INR 100/-** in cash to Asst. Prof. Tarun Malviya
- Lectures for the course shall take place every saturday for the odd semester.
- 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 - Fo.Y B.Sc.B.Ed. and

Certified typist - Maria Vihar Youth Center - Nasik

For More Information contact:

Mr. Tarun Malviya

Course Coordinator



Harmal Panchakroshi Shikshan Mandal's
GANPAT PARSEKAR COLLEGE OF EDUCATION

Harmal-Goa

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(Recognized under section 2(f) of the UGC act 1956)

REPORT

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

Date: 27th July 2024 to 14th December 2024

Objectives of the course:

- Develop students' touch-typing proficiency, enhancing their words-per-minute (WPM) rate with improved accuracy.
- Provide future educators with a vital skill that boosts efficiency and productivity in diverse professional scenarios.

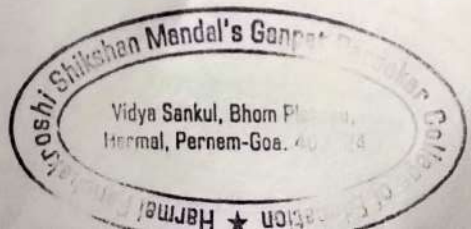
Organizing Committee: Computer Literacy Cell and Short-term Certificate Course Committee

Organizing Committee Members:

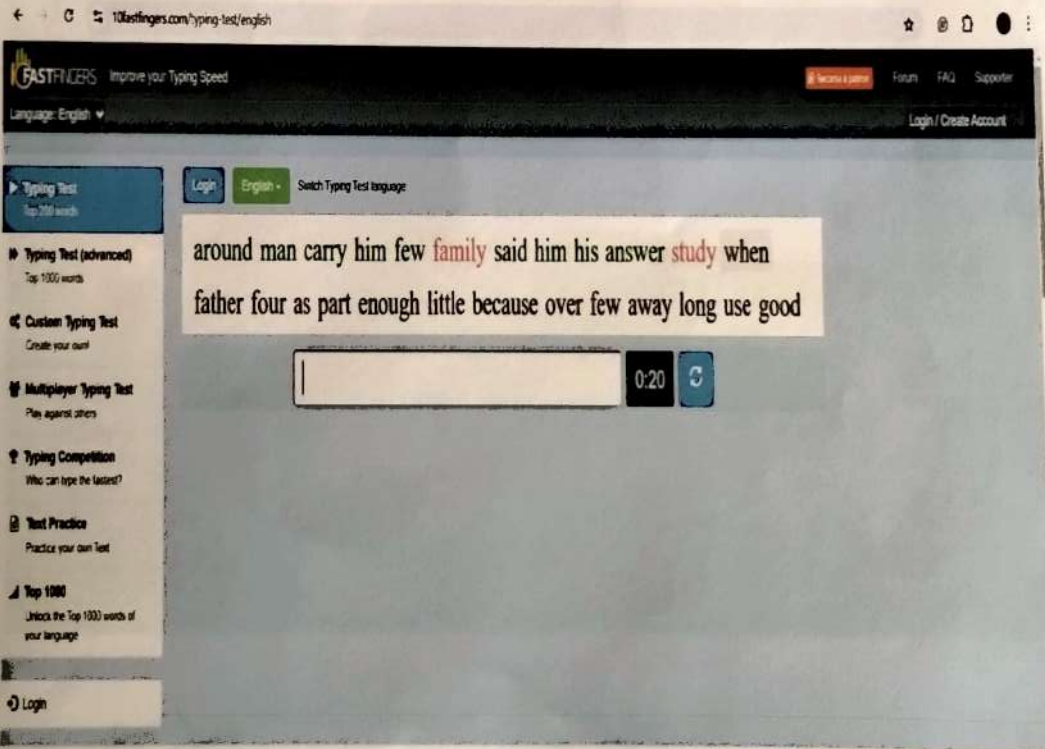
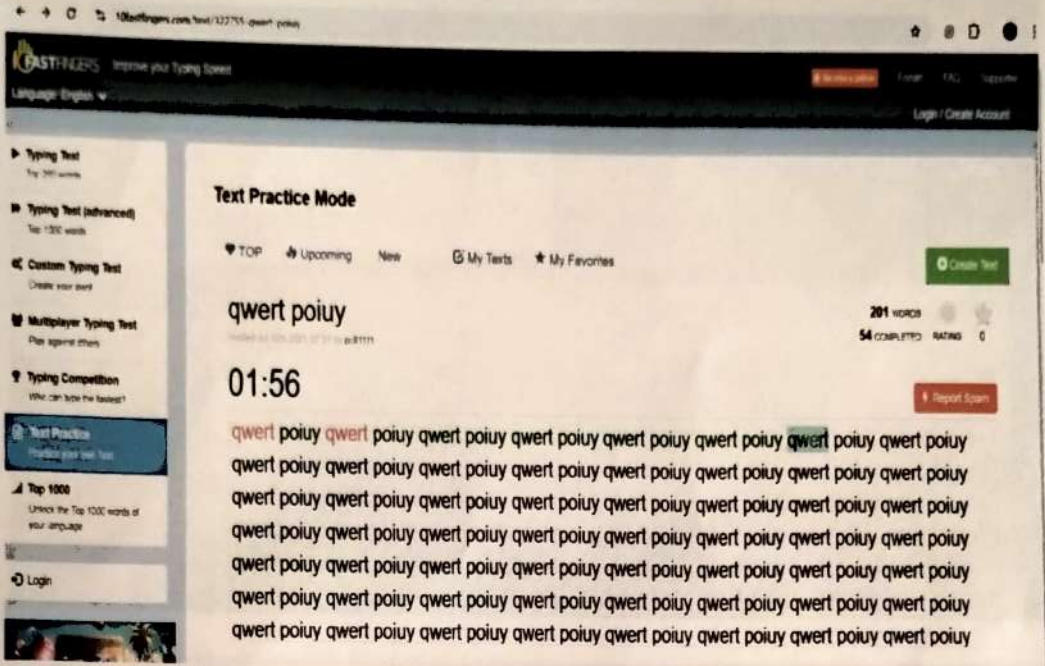
1. Mr. Tarun Malviya (Course Coordinator & Convenor – Computer Literacy Cell)
2. Ms. Vaishali Parab (Convenor – Short Term Certificate Course Committee)
3. Mr. Suraj Parmekar
4. Dr. Prasad Patil
5. Mr. Anant Mandrekar
6. Ms. Diksha Naik

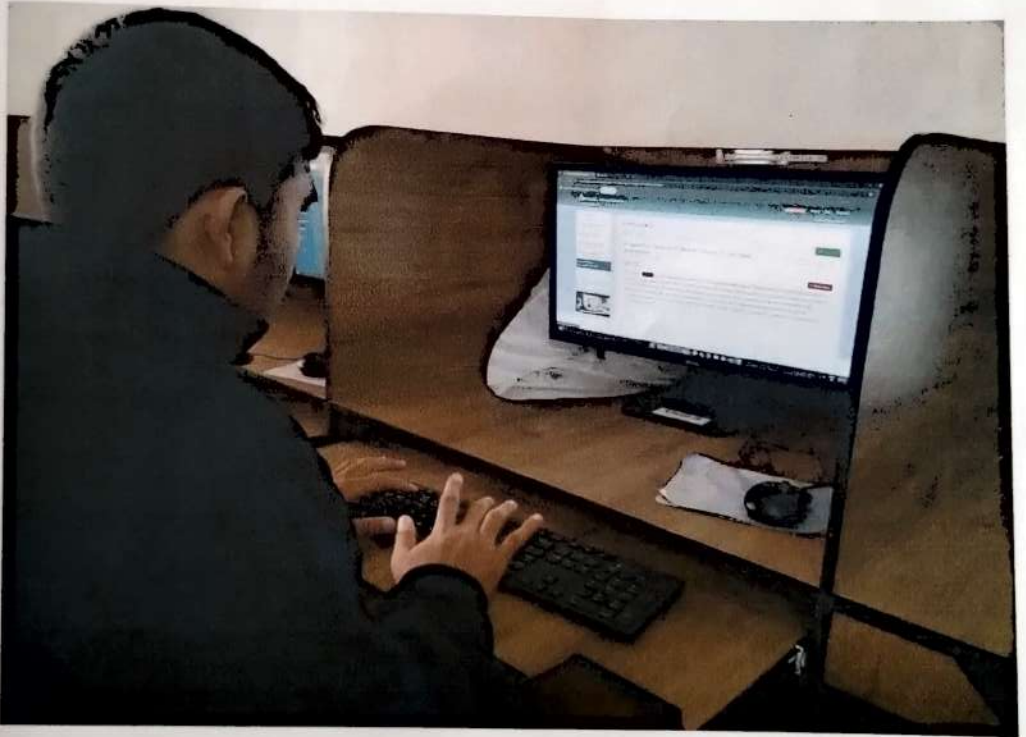
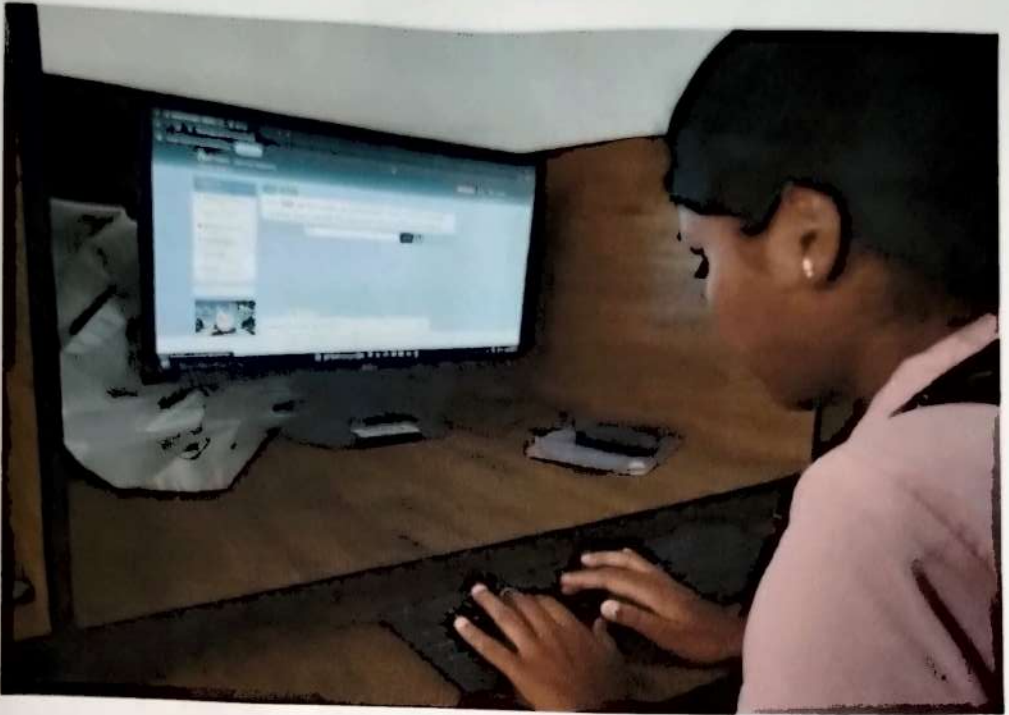
Details of the course:

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 July 2024 to 14th December 2024. Mr. Neil Fernandes – a certified typist from Maria Vihar Youth Centre, Nashik, and a student of the institution was the resource person for the same. Students were introduced to proper finger placement on the keyboard to enhance typing speed and accuracy. Different groups of letters were practiced separately to ensure a thorough understanding. For their practice, students utilized the website 'www.10fastfingers.com', which offers free, time-bound typing exercises. Techniques to reduce errors along with strategies to gradually increase typing speed were also discussed.



Photographs:





Mr. Tarun Malviya
Course Coordinator and Convenor
Computer Literacy Cell

Ms. Vaishali Parab
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



Weekly Assessment

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Ms. Dashmi Gad

F.Y. B.Sc.B.Ed.

Weekly Assessment

Quick jump helps fight tasks fast jokes light up the room shift keys fast for a drift
happy fish for a drift happy fish jump over Lakes ask to hold the soft quilt dash
quickly over high hills just keep moving fast and light fight hard hold the fort
jump fast to avoid the shark lazy fish stay in dark pools kids love happy
dolphins here hasty moves may trick quick minds

Fresh light helps keep focus shift quickly to fix broken parts

A jump helps fill big gaps fast hold a soft quilt in dark halls just ask the judge for
valid help fill the jar with soft fruits tasks jump to the top of the list '

Happy kids love fresh juice kind jokes make people laugh hard fish quickly dash
around rocks a good shift can lift the load jolly kids love fast runs in parks

Hurry to jump over the small gap fix the soft couch with big pillows ask friend
to hold your jacket great tasks fill long days fast high hopes drive hard
workers keep shifting to stay in the game

Quick jump helps fight tasks fast jokes light up the room shift keys here soft
quilt dash quickly over high hills just keep moving fast and and light fight
hard to hold the fort jump fast to avoid the shark lazy fish stay in dark
pools kids love happy dolphins her hasty moves may trick quick minds
fresh light helps keep focus shift quickly to fix broken parts a jump
helps fill big gaps fast hold a soft quilt in dark halls just ask the judge for
valid help fill the jar with soft fruits task jump to the top of the list happy
kids love fresh juice kind jokes make people laugh hard fish quickly dash
around rock a good shift can lift the load jolly kids love fast runs in the
parks hurry to jump over the small gap fix the soft couch with big pillows
ask friend to hold your jacket great tasks fill long days fast high hopes
drive hard workers keepshifting to stay in the game

The quick brown fox jump the lazy dog and run into the forest small birds fly
high in the blue sky singing sweet tunes all day green trees sway gently
In a cool breeze while squirrels play on branches above cats chase
butterflies near colorful flowers enjoying the warm sunshine



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

The resource person's delivery was clear and understandable	The sessions were effective in improving your typing speed and accuracy	You have noticed a reduction in typing errors since starting this course.	I would like to be a part of more courses like this in the future.
5	5		
5	5	3	4
5	4	5	5
4	3	5	5
4	4	3	3
5	5	3	4
4	4	4	5
5	5	3	5
5	4	4	5
5	4	5	4
4.67	4.33	3.89	4.44

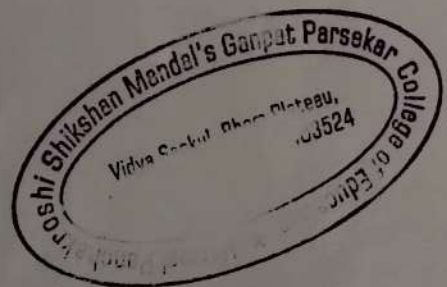
Note 1 - Strongly Disagree - 1 to Strongly Agree - 5

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 sessions were effective in improving their typing speed and accuracy. They also expressed interest in attending more courses on such topics, having seen a significant reduction in typing errors since undertaking this course.



Course Title: Enhancing Typing Skills

Department: Computer Literacy Cell

Sr. No.	Roll No.	Name of the Student	Class	Date:		24/7	3/8	10/9	17/8	24/8	31/8	7/9	14/9	21/9	28/9	5/10	12/10	19/10	26/10	Pilot Project		Total		
				02Hrs	02Hrs	02Hrs	02Hrs	02Hrs	02Hrs	02Hrs	02Hrs	02Hrs	02Hrs	02Hrs	02Hrs	02Hrs	02Hrs	02Hrs	02Hrs	02Hrs	02Hrs	02Hrs	02Hrs	02Hrs
1	2115005	AKSHADHA GAUNKAR	Fo. Y. Bsc. Bed																					
2	2114007	Aleria D'souza	Fo Y. B.A.B.ED			Absent	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
3	2114025	Andrea Mascarenhas	F.o.y B. A. B. Ed			Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
4	2115047	Arya Vaze	Fo y BSc.BED			Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
5	2115019	Ayusha Rama Salgaonkar	Fo. Y B. Sc B. Ed																					
6	2314034	Ayushi Narvekar	SY Ba. B.Ed																					
7	Not provided	Dashmi Pandu Gad	FY BSCBED			Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
8	2115045	Deepti Ustekar	Fo.Y.B.Sc.B.Ed			Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
9	15	Gangamma Sangappa Kuri	FY.B.A B.ed																					
10	2215001	Gunesh Bhat	TY Bsc BED																					
11	2215006	Jitu Hulmani	TY B.Sc B. Ed																					

Name and signature of the Course Coordinator: **Mr. Tarun Malviya**

(*Tarun Malviya*)

