



**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.

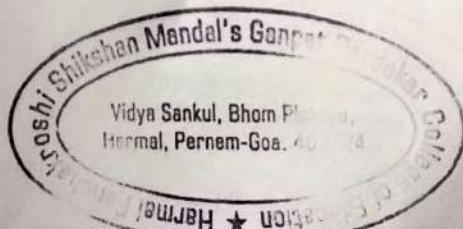
Organizing Committee: Computer Literacy Cell and Short-term Certificate Course Committee

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.

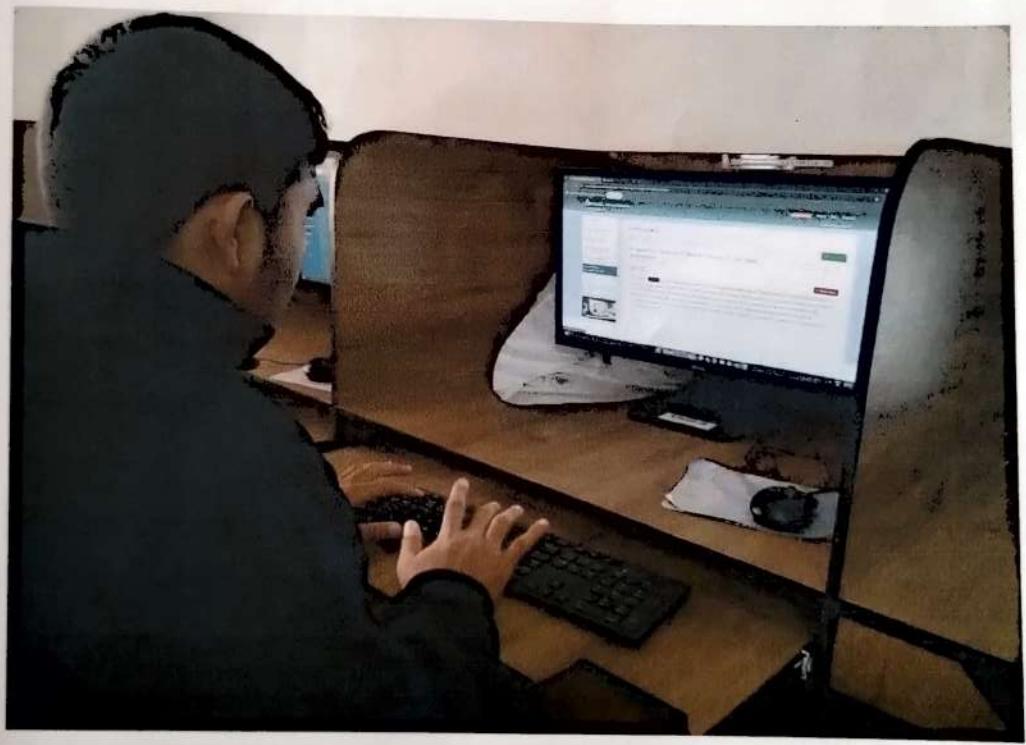
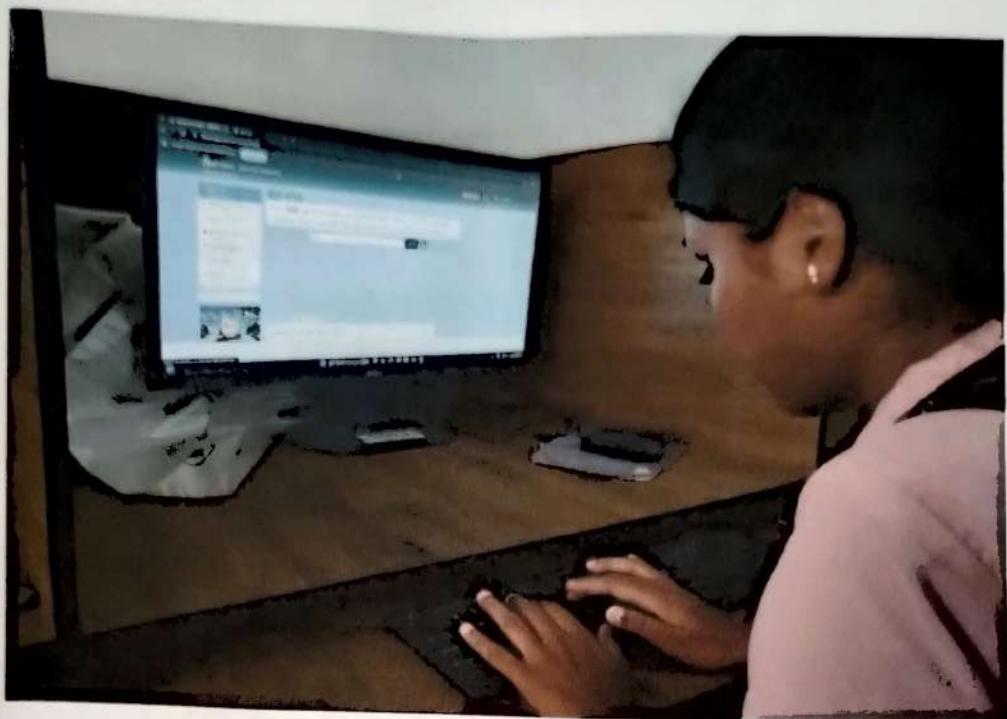


Photographs:

The screenshot shows a web browser displaying the 10fastfingers.com website. The main content area is titled "Text Practice Mode". At the top, there are navigation links: TOP, Upcoming, New, My Texts, My Favorites, and a green "Create Test" button. Below this, the text "qwerty poiuy" is displayed, with a timestamp of "Created at 10:27:31 on 08/11/11". To the right, it shows "201 WORDS", "54 COMPLETED", and a "RATING" of 0. A timer indicates "01:56". A red "Report Spam" button is visible. The background features a sidebar with various typing test options like "Typing Test", "Typing Test (advanced)", "Custom Typing Test", etc., and a "Top 1000" section.

The screenshot shows a web browser displaying the 10fastfingers.com website. The main content area shows a sentence for a typing test: "around man carry him few family said him his answer study when father four as part enough little because over few away long use good". A timer at the bottom left shows "0:20". The background features a sidebar with various typing test options like "Typing Test", "Typing Test (advanced)", "Custom Typing Test", etc., and a "Top 1000" section.

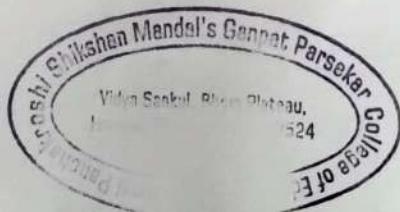




Mr. Tarun Malviya
Course Coordinator and Convenor
Computer Literacy Cell

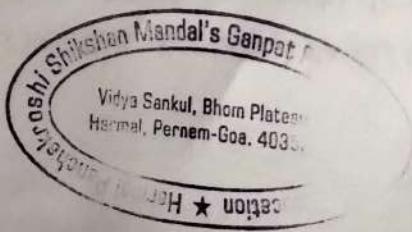
Ms. Vaishali Parab
Convenor
STCC Committee

Dr. Pandurang Pandit
Officiating Principal

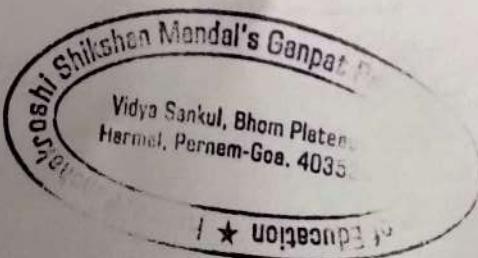


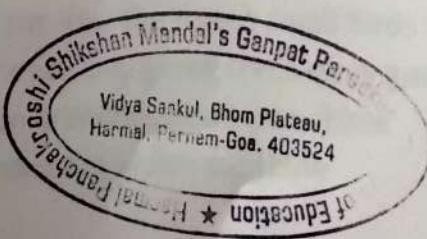
Course Outline

<u>Activity</u>	<u>Expected Duration</u>
1. Introduction	
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





Weekly Assessment

Quik jump helps fight tasks fast jokes light up the room shift keys fast for a drift hapy fish for a drift happy fish jump over Lakes ask to hold the soft quit 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 lavo happy dolphins here hasty moves may trick quick minds

Fresh light helps keep focus shift quickly to fix broken parts

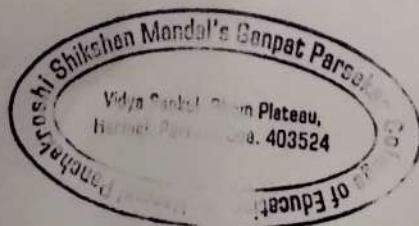
A jump helps fill big gaps fast hold a soft quilt in dark halls just ask the judge for valid help fill the jar with soft fruits tasks jump to the top of the list '

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 br;ocken 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 lids 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 greeg trees sway gently In a cool breeze while squirrels play on branches aboe 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	3	4
5	5	5	5
5	4	5	5
4	3	3	3
4	4	3	4
5	5	4	5
4	4	3	5
5	5	4	5
5	4	5	4
4.67	4.33	3.89	4.44

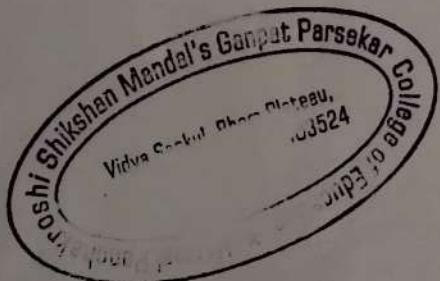
Note 1 - Strongly Disagree - 1 to Strongly Agree - 5

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.



Value Added Course Attendance 2024-25

Course Title: Enhancing Typing Skills

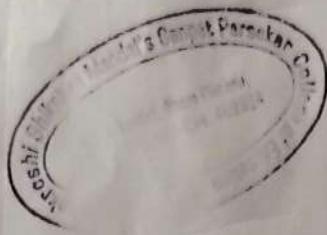
Department: Computer Literacy Cell

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

		GOLTEKAR	SYBSCBED
13	2314018	Kashish Govekar	S.y.babed.
14	• Kiera Dias	F.Y.BA.B.ED	F.Y.B.Sc.B.Ed.
15	2115050	Mariyam F. Viegas	Fo.Y.B.A.B.Ed
16	2114002	Muskan Belig	Fo.Y.B.Sc.B.Ed
17	2215004 •	Prathamesh Gawade	T. Y. B. Sc. B. Ed
18	2315040	Priti P. Palekar	S.Y BSc BED
19	2115010	Pritika naik	Fo.Y.Bsc.Bed
20	2314004	Ravina Rajan Chari	S Y B . A . B . Ed
21	2115032	Saleshma Kamblu	Fo. Y. B. Sc. B. Ed.
22	2114050	Sanika R. Velingkar	Fo. Y. B.A.B.ed
23	2214022 •	Sharad K. Mandrekar	T. Y. B. A. B. Ed
24	2215030	Shazia Javed khatib	T.y B.Sc.B.Ed
25	•	Simran D. Gawas	F.Y Bsc BED
26		Simran S.	
	2115048	Vengurlekar	Fo.y.b.sc b.ed
27	2215009	Sunil Nagaraj Naik	T.Y.B.Sc.B.Ed
28	2215005	Supriya gawas	TY.B.Sc.B.Ed
29	2315048	Sweta Shaba Velip	SyBSc BE.d
30	2115028	Tanasyi Gaunkar	Fo.Y.B.Sc.B.Ed
31	2115035	Tanvi G. Korkhankar	Fo.Y. B.Sc. B.Ed
32	•	Uhnati Uday	
33	2315013	Bhomkar	S. Y Bsc B. Ed
33	2114019	Vaishnavi L. Kannalk	Fo.Y.B.A.B.Ed
34	2314027	Vedika Mhadeshwar	S.Y B.A.B.Ed

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

(*Signature*)



35	2115008	Sauraj Mhamal	Fo.Y.B.Sc.B.Ed
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