

A.S.D. GOVERNMENT DEGREE COLLEGE FOR WOMEN
(AUTONOMOUS) KAKINADA

DEPARTMENT OF COMMERCE



CERTIFICATE COURSE
IN
TYPEWRITING KEYBOARD TECHNIQUES

2019-20

To

Date: 03-08-2019

The Principal,

ASD Government Degree College for (W) (A),

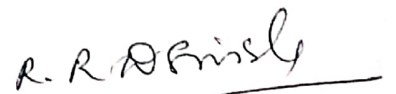
Kakinada.

Respected Madam

Sub: Req- for the permission to start a Certificate Course for all Students.

As per the subject cited above, I am bringing to your kind notice that Department of Commerce want to commence a certificate course on **“TYPEWRITING KEYBOARD TECHNIQUES”** I hope my request will meet your consideration.

Thanking you Madam,



Yours Sincerely



A.S.D. GOVERNMENT DEGREE COLLEGE FOR WOMEN (AUTONOMOUS)
KAKINADA

DEPARTMENT OF COMMERCE

Circular

Department of Commerce wish to Commence a Certificate Course in
TYPE WRITING KEY BOARD TECHNIQUES from 05 -08- 2019 to all the students.

COURSE DETAILS

Duration : 45 Days

No of batches : 2 (9.00- 10.00 & 4.00- 5.00)

Interested students are requested to give their names to A.Sandhya , Guest
lecturer in Commerce on are before 29-07-2019. This Course is open to all
students of the college.

R. R. D. Bisoi

In -Charge of the Dept

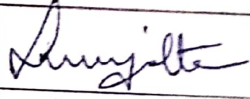

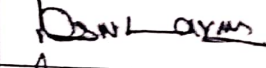
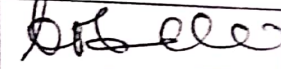

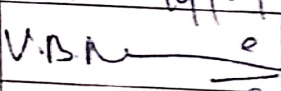
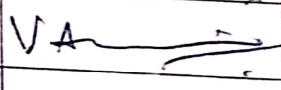
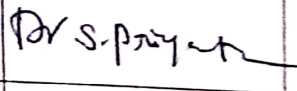
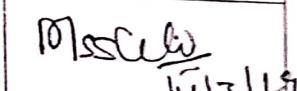
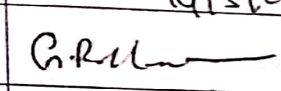
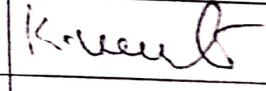
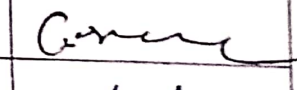
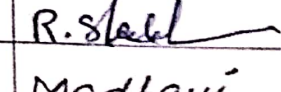
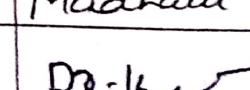
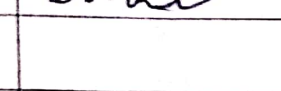
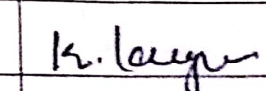
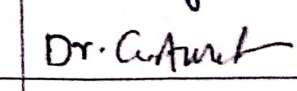
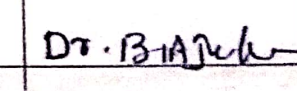
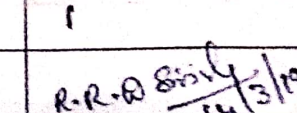
H. Suvachala

principal
A.S.D.GOV.T.DEGREE COLLEGE (W)
AUTONOMOUS
KAKINADA



A.S.D.GOV.T.DEGREE COLLEGE WOMEN (A) KAKINADA

LIST OF TEACHING STAFF

S.No.	Name of the employee	Designation	Signatures
1	Dr. D.Ratnagiri Usha	Principal	
2	P.Sanjatha	Lec in English	
3	Y.Swarna Sri	Lec in English	
4	K.Suryanarayana Sarma	Lec. In Telugu	
5	K.Madhavi	Lecturer in Telugu	
6	Dr.D.Chenna Rao	Lec. in Chemistry	
7	V.B.Narayana Rao	Lec. In Chemistry	
8	V.Ananthalakshmi	Lec. In Chemistry	
9	Dr. S.Priya Darshini	Lec. In Chemistry	
10	P.A.S.S.Krishna Kumari	Lec. In Botany	
11	G.R.N.S.Sujatha	Lec. In Botany	
12	K.Vekateswararao	Lec. In Physics	
13	G.SriDevi	Lec. In Physics	
14	R.Shasikala	Lec. In Physics	
15	M.Madhavi	Lec.in Maths	
16	Dr.K.Aruna	Lec. In Micro Biology	
17	M.Suvarchala	Lec. In H.Science	
18	K.Lavanya	Lec. In H.Science	
19	Dr. G.Anitha	Lec. In H.Science	
20	Dr.B.Anjani Kumari	Lec.in History	
21	P.Syama	Lec in Commerce	
22	R.Ramadurga Sireesha	Lec in Commerce	

A.S.D.GOV.T.DEGREE COLLEGE WOMEN (A) KAKINADA

LIST OF TEACHING STAFF

S.No.	Name of the employee	Designation	Signatures
1	M.Subbalakshmi	C/F in Chemistry	M. Subbalakshmi
2	M.Satya Vara Lakshmi	C/F in Zoology	M. Satya Vara Lakshmi
3	L.S.B.R. Bhanu	C/F in Maths	L.S.B.R. Bhanu
4	P.Rajya Lakshmi	C/F in Commerce	P. Rajya Lakshmi
5	V.Venkata Ramana	JKC Mentor	V. Venkata Ramana
6	N.Durga Lakshmi	Guest Lec in Telugu	N. Durga Lakshmi
7	P.Satya Naga Veni	Guest Lec in Hindi	P. Satya Naga Veni
8	R.Aruna Devi	Guest Lec in Sanskrit	R. Aruna Devi
9	P.S.N.Murthy	Guest Lec in Commerce	P.S.N. Murthy
10	M.Pushpa Latha	Guest Lec in Commerce	M. P. Latha
11	A.Sandhya	Guest Lec in Commerce	A. Sandhya
12	M.Bhuvaneswari	Guest Lec in Commerce	M. Bhuvaneswari
13	M.Sree Ramulu	Guest Lec in Economics	M. Sree Ramulu
14	P.Bhuvaneswari	Guest Lec in Politics	P. Bhuvaneswari
15	S.Saptagiri	Guest Lec in Botany	S. Saptagiri
16	L.Bhanu Teja	Guest Lec in History	L. Bhanu Teja
17	U.Satyanarayana	Guest Lec. in Zoology	U. Satyanarayana
18	S.Malleswari	Guest Lec in Home Science	S. Malleswari
19.	A.K.V. Acharyulu	Asst. Librarian	A.K.V. Acharyulu

A.S.D. GOVERNMENT DEGREE COLLEGE FOR WOMEN (AUTONOMOUS)
KAKINADA

DEPARTMENT OF COMMERCE

CERTIFICATE COURSE IN TYPEWRITING KEYBOARD TECHNIQUES

DATE OF COMMENCEMENT :05-08-2019

Department of Commerce started a CERTIFICATE COURSE IN TYPEWRITING KEYBOARD TECHNIQUES on 05-08-2019 to the students .The main objective of this courses is to enables the students to work on Computer with greater speed. It is observed that so many persons are using their computer keyboard without following the TOUCH METHOD. This Touch method of using keyboard will be taught in this course manually on Typewriters.

K.N.B. Kumar
Course coordinator

R.R. Das
in charge of the Department

**ASD GOVERNMENT DEGREE COLLEGE FOR WOMEN(A), KAKINADA
DEPARTMENT OF COMMERCE**

BROCHURE

**Department of Commerce is going to conduct certificate course on
2019-2020**

TYPE WRITING KEYBOARD TECHNIQUES

Objectives:

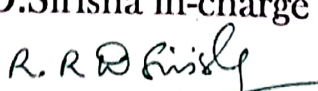

- To enable students to enrich the practical knowledge in Type Writing
- To make the students professional in Type Writing
- To understanding of Type Writing rules
- To develop the ability to operate Type-Writing efficiency



Rules:

- Course start from
- Course duration is 60 Days
- Course fee 200/-
- All U.G students are eligible for the course

**A.S.D. Government Degree College for Women (Autonomous),
Jagannaickpur, Kakinada
Activity Register 2019-20**

Date	2019- 2020
Conducted through (DRC/JKC/ELE/NCC/NSS Dept. etc.,	Department of Commerce
Nature of Activity (Seminar/Workshop/ Extension lecture etc.,	Certificate Course
Title of the Activity	TYPEWRITING KEYBOARD TECHNIQUES
Name of the Department / Committee	Commerce
Details of resource person (name ,Designation etc.)	K.N.B:Kumari contract lecture in commerce A.Sandhya ,Guest lecture in commerce
Brief report on the activity	Certificate course in Typewriting keyboard techniques is commencement :05-08-2019 This course enables the student to type the with out watching the keyboard ,It helps is spending up the computer works .
Signature of the department in charge / Convener of the Committee	R.R.D.Sirisha in-charge of the Department . 
Signature of the Principal	
Remarks	

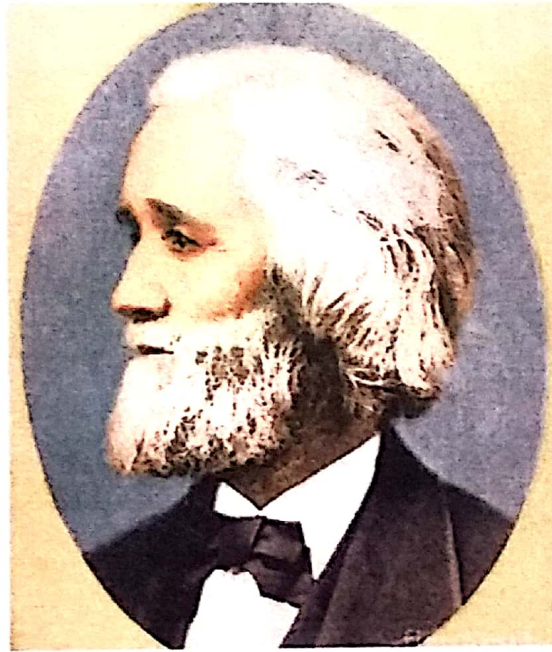
CONTENTS OF THE COURSE

S.NO	CONTENT
1	Demonstration of typewriter ,Parts of typewriter –How to feed the paper –Usage of line indicator –Usages of Ribbon indicator –Margin setting –Carriage returning lever etc .
2	I Budget :asdf;lkj –one sheet
3	I Budget :asdfg;lkjh –one sheet
4	I Budget :asdfg;lkjh –one sheet without watching the keyboard
5	I Budget :Simple words with IBudgets alphabets –one sheet
6	IIBudget qwer poiu –One sheet
7	IIBudget qwer poiu –One sheet with out watching the keyboard
8	II Budget :Simple words with IIBudgets alphabets –one sheet
9	IIIBudget :zxcv ,mnb –One sheet
10	IIIBudget :zxcv ,mnb –One sheet with out watching the keyboard
11	IIIBudget : :Simple words with IIIBudgets alphabets –one sheet
12	IV Budget 1234590876-One sheet
13	IV Budget :Number with different number of digits –One sheet .
14	All Alphabets :abcdefghijklmnopqrstuvwxy ,zyxwvutsrqponmlkjihgfedcba
15	Words using all the alphabets
16	Sentences with words having alphabets of all the Budgets
17	Passagers
18	Tests

K.N.B. Kumar
Course coordinator

Different Models of Typewriting machines since its invention





Christopher Latham Sholes

Born February 14, 1819
Mooresburg, Pennsylvania U.S.

Died February 17, 1890 (aged 71)
Milwaukee, Wisconsin, U.S.

Resting place Forest Home
Cemetery, Milwaukee, Wisconsin,
U.S.

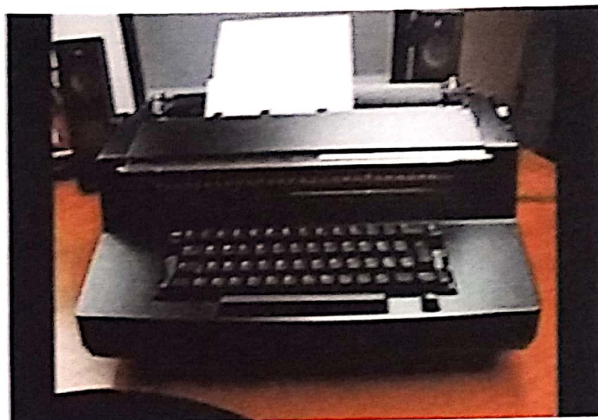
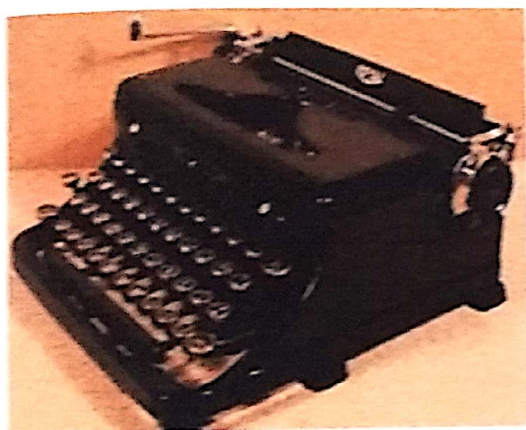
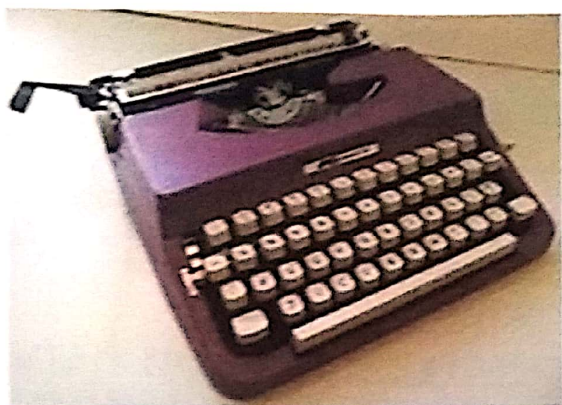
Nationality American

Occupation Printer, inventor, legislator

Known for "The Father of the
typewriter," inventor of
the QWERTY keyboard



Different Models of Typewriting machines since its invention





A.S.D. GOVERNMENT DEGREE COLLEGE FOR WOMEN
(AUTONOMOUS)KAKINADA

DEPARTMENT OF COMMERCE

TYPE WRITING KEY BOARD TECHNIQUES

s.no	Name of the student	Group	Time
1	G.TEJAASWINI	IB.COM (T.M)	4.00- 5.00
2	Y.ANADA SARANYA	IB.COM (T.M)	4.00- 5.00
3	Y.RAMA LAKSHMI	IB.COM (T.M)	4.00- 5.00
4	P.KARUNA	IB.COM (T.M)	4.00- 5.00
5	P.LAVANYA	IB.COM (T.M)	4.00- 5.00
6	S..S .S.NAGA LAKSHMI PRAVALIKA	IB.COM (T.M)	4.00- 5.00
7	B.VARA LAKSHMI	IIIB.COM(T.M)	9.00- 10.00
8	G.ESWARI	IIIB.COM(T.M)	9.00- 10.00
9	P.MOUNIKA	IIIB.COM(T.M)	9.00- 10.00
10	S.MAHA LAKSHMI	IIIB.COM(T.M)	9.00- 10.00
11	K. NOOKA RATNAM	IB.COM (c.a)	9.00- 10.00
12			9.00- 10.00


Signature

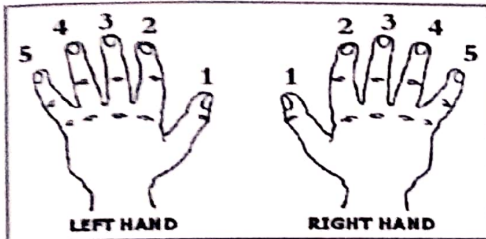
MODEL QUESTION PAPER

TYPEWRITING KEYBOARD TECHNIQUES

1. Which of the following characters are part of the Home Row of your keyboard?

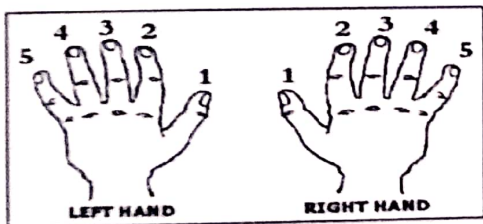
- A. Asdf jkl;
- B. Zxcv bnm,
- C. Qwer uiop

2. Finger 3 of the left hand is used for the following characters.



- A. Rfv
- B. EDC
- C. Tgb

3. Finger number 1 on your right hand is used on the following keys.



- A. Shift
- B. Spacebar
- C. Ctrl

4. The K-finger is also known as;

- A. Right Index
- B. Right Middle
- C. Right Ring
- D. Right Pinky

5. Which finger is used to strike the P?

- A. J-finger
- B. K-finger
- C. L-finger
- D. ;-finger

6. Which finger is used to strike the comma?

- A. Right Index
- B. Right Middle
- C. Right Ring
- D. Right Pinky

A.S.D. GOVERNMENT DEGREE COLLEGE FOR WOMEN (AUTONOMOUS)
KAKINADA

Attendance Register
DEPARTMENT OF COMMERCE

CERTIFICATE COURSE IN TYPEWRITING KEYBOARD TECHNIQUES 2019-20

s.no	Name of the student	Group	5/8	6/8	7/8	8/8	13/8	14/8	16/8	17/8	19/8	20/8	21/8	22/8	24/8	26/8	27/8	31/8	05/9	6/9	7/9	9/9	11/9
1	G.TEJAASWINI	IB.COM (T.M)	P	P	P	A	P	P	A	P	A	P	P	P	P	A	P	P	P	P	A	A	P
2	Y.ANADA SARANYA	IB.COM (T.M)	P	P	P	P	A	P	P	A	P	P	P	A	P	P	P	A	P	P	P	P	A
3	Y.RAMA LAKSHMI	IB.COM (T.M)	P	P	P	A	P	P	P	P	A	P	P	P	A	P	P	A	P	P	P	A	P
4	P.KARUNA	IB.COM (T.M)	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	A
5	P.LAVANYA	IB.COM (T.M)	P	P	P	A	P	P	P	P	A	P	P	P	A	P	P	A	P	P	P	A	P
6	S.S.S.N. LPRVALIKA	IB.COM (T.M)	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	A	P	P	A	P
7	B.V.H.A LAKSHMI	IIIB.COM (T.M)	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	A	P	P	P	A	P
8	G.ESWARI	IIIB.COM (T.M)	A	P	P	A	P	P	P	A	P	P	P	P	A	P	P	P	A	P	P	P	P
9	P.MOUNIKA	IIIB.COM (T.M)	P	A	P	P	A	P	P	P	A	P	P	P	A	P	P	P	A	P	P	P	P
10	S.MAHA LAKSHMI	IIIB.COM (T.M)	A	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P
11	K. Nooka ratnam	IB.COM (C.A)	P	A	P	P	A	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P
12	Baby	IB.A (Net)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

R.R.D. Srinivas
4/9/2019

A.S.D. GOVERNMENT DEGREE COLLEGE FOR WOMEN (AUTONOMOUS)
KAKINADA

DEPARTMENT OF COMMERCE

CERTIFICATE COURSE IN TYPEWRITING KEYBOARD TECHNIQUES 2019-20

s.no	Name of the student	Group	12/9	13/9	16/9	17/9	19/9	20/9	21/9	23/9	24/9	25/9	26/9	27/9	28/9	30/9	1/10	03/10	6/11	7/11	8/11	11/11
1	G.TEJAASWINI	IB.COM (T.M)	P	A	P	P	A	P	P	A	A	P	P	P	P	A	P	P	P	P	P	A
2	Y.ANADA SARANYA	IB.COM (T.M)	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	A	P
3	Y.RAMA LAKSHMI	IB.COM (T.M)	P	A	P	P	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P	A
4	P.KARUNA	IB.COM (T.M)	P	P	A	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P
5	P.LAVANYA	IB.COM (T.M)	P	A	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P
6	S.S.S.N. LPRVALIKA	IB.COM (T.M)	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P
7	B.VARA LAKSHMI	IIIB.COM(T.M)	P	A	P	P	P	P	P	P	A	A	P	P	P	P	A	P	P	P	P	A
8	G.ESWARI	IIIB.COM(T.M)	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
9	P.MOUNIKA	IIIB.COM(T.M)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	S.MAHA LAKSHMI	IIIB.COM(T.M)	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
11	K. Nooka ratnam	IB.COM (C.A)	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12.	Boby	IB.A.(HCP)	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Handwritten notes and signatures in the right margin of the table, including names like 'K. Nooka ratnam' and 'Boby'.

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KAKINADA

DEPARTMENT OF COMMERCE

CERTIFICATE COURSE IN TYPEWRITING KEYBOARD TECHNIQUES 2019-20

s.no	Name of the student	Group	13/11	14/11	15/11	16/11	18/11	19/11	20/11	21/11	22/11	23/11	24/11	24/11
1	G.TEJAASWINI	IB.COM (T.M)	A	P	P	P	P	A	P	P	A	P	P	P
2	Y.ANADA SARANYA	IB.COM (T.M)	P	P	P	P	P	A	P	P	P	A	P	P
3	Y.RAMA LAKSHMI	IB.COM (T.M)	P	P	P	P	P	A	P	P	P	A	P	P
4	P.KARUNA	IB.COM (T.M)	P	P	P	A	P	P	P	P	A	P	P	P
5	P.LAVANYA	IB.COM (T.M)	P	P	P	P	P	A	A	A	P	P	P	P
6	S.S.S.N. LPRVALIKA	IB.COM (T.M)	P	P	P	P	P	P	P	P	P	P	A	A
7	B.VARA LAKSHMI	IIIB.COM(T.M)	P	A	P	P	P	A	A	P	P	P	P	A
8	G.ESWARI	IIIB.COM(T.M)	P	P	P	P	P	P	P	A	P	P	P	P
9	P.MOUNIKA	IIIB.COM(T.M)	P	A	P	P	P	P	P	P	A	P	P	P
10	S.MAHA LAKSHMI	IIIB.COM(T.M)	P	P	P	A	P	P	P	P	P	A	P	P
11	K. Nooka ratnam	IB.COM (C.A)	P	A	P	P	P	P	P	P	P	P	P	P
12	Baby	B.A (HEP)	P	P	P	A	P	P	P	P	A	P	P	P

R.R.D. *[Signature]*
26/11/19

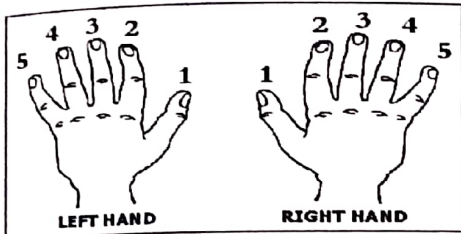
MODEL QUESTION PAPER

TYPEWRITING KEYBOARD TECHNIQUES

1. Which of the following characters are part of the Home Row of your keyboard?

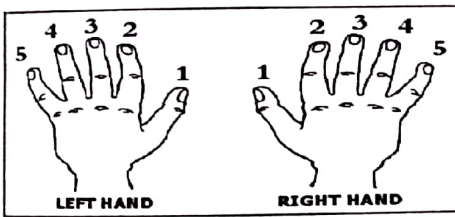
- A. Asdf jkl;
- B. Zxcv bnm,
- C. Qwer uiop

2. Finger 3 of the left hand is used for the following characters.



- A. Rfv
- B. EDC
- C. Tgb

3. Finger number 1 on your right hand is used on the following keys.



- A. Shift
- B. Spacebar
- C. Ctrl

4. The K-finger is also known as;

- A. Right Index
- B. Right Middle
- C. Right Ring
- D. Right Pinky

5. Which finger is used to strike the P?

- A. J-finger
- B. K-finger
- C. L-finger
- D. ;-finger

6. Which finger is used to strike the comma?

- A. Right Index
- B. Right Middle
- C. Right Ring
- D. Right Pinky

7. What is the character between the t and s in "It's"?

- A. slash
- B. question mark
- C. apostrophe
- D. comma

8. Which finger is used to strike the apostrophe?

- A. Right Index
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9. Which finger is used to strike the I?

- A. J-finger
- B. K-finger
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- D. Right Pinky

10. Which finger is used to strike the apostrophe?

- A. J-finger
- B. K-finger
- C. L-finger
- D. Right pinky

11. The K-finger is also your;

- A. Right index
- B. Right middle
- C. Right Ring
- D. Right Pinky

12. The ;-finger is also known as;

- A. Right Index
- B. Right Middle
- C. Right Ring
- D. Right Pinky

13. Which finger is used to strike the slash?

- A. Right middle
- B. J-Finger
- C. Right Pinky
- D. K-finger

14. When you're typing, where should your fingers rest when they are not being used?

- A. On the home row of keys
- B. In your lap
- C. On the table or desk
- D. Anywhere where they are comfortable

15. How can you find the letters F and J quickly on many keyboards?

- A. They have a bump or ridge on them.
- B. They are larger than the other keys.
- C. The letters F and J are usually in red ink instead of white.
- D. The keys are raised up higher than the other keys.

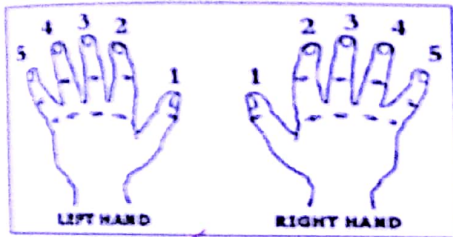
MODEL QUESTION PAPER

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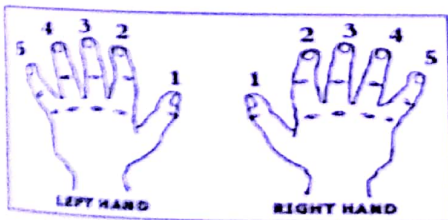
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A.S.D.GOV'T. DEGREE COLLEGE(W), KAKINADA

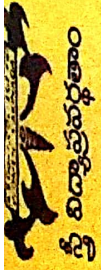
DEPARTMENT OF COMMERCE

**APPLICATION FOR THE ADMISSION INTO CERTIFICATE COURSE IN
TYPEWRITING KEYBOARD TECHNIQUES**



TOTAL MARKS OBTAINED IN I YEAR		
TOTAL MARKS OBTAINED IN II YEAR		
AGGREGATE % UPTO II YEAR		
1. NAME OF THE STUDENT:	<input type="text"/>	
2. (in block letters as per SSC Certificate) FATHER/GUARDIAN'S NAME & OCCUPATION	<input type="text"/>	
3. CLASS & GROUP:	<input type="text"/>	
4. RESIDENTIAL ADDRESS:	<input type="text"/>	
5. CATEGORY:	<input type="text"/>	
6. INSTITUTION:	<input type="text"/>	
7. DATE:	<input type="text"/>	

OC	BC	SC	ST	PH
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Jagannaickpur, Kakinada - 533 002. A.P.

DEPARTMENT OF COMMERCE

CERTIFICATE COURSE IN TYPE WRITING KEY BOARD TECHNIQUES

CERTIFICATE

Year.....

This is to certify that Kum.....

of B.Com./B.A./B.Sc./1st/2nd/3rd year has qualified her self for 45 days

certificate course in "Type Writing Key Board Techniques" in the college

and she has done all that is necessary for the formal presentation for

the certificate course.

COURSE DIRECTOR

INCHARGE OF THE DEPT.

PRINCIPAL



A.S.D. GOVERNMENT DEGREE COLLEGE FOR WOMEN (AUTONOMOUS), KAKINADA

DEPARTMENT OF COMMERCE

FEEDBACK ON TYPEWRITING KEYBOARD TECHNIQUES

2019-2020

QUESTIONS	Score Range 5 Indicate: Excellent 1 Indicate : Poor				
	Excellent	Very Good	Good	Average	Poor
How do you rate the Typewriting course you gone through?					
Is Typewriting course enhanced your Typewriting skills?	✓				
Is the training help you to fix your typing capability?	✓				
Is the Typewriting course is interactive or not?	✓				
How well were trainers able to communicate with you?	Yes ✓				
Do you feel that the institution take interest to promote such Training Programs?	-	✓			
How do you rate the teaching and Mentoring process?		✓			
Is the Certificate course help you to identify your weaknesses and make you to overcome?	✓				
Do you feel that the Certificate course is useful to you?	✓				
Overall rating on participated during the Certificate course?	✓	✓			
	✓				