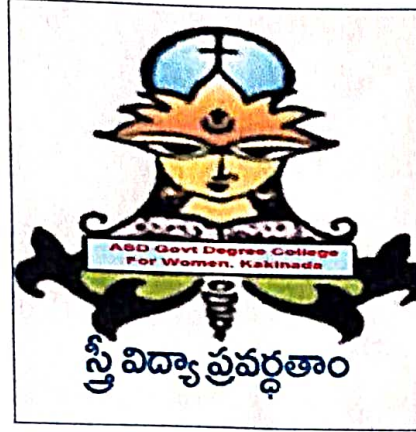


**A.S.D .GOVT. DEGREE COLLEGE FOR WOMEN (A)
KAKINADA**

DEPARTMENT OF COMMERCE



**CERTIFICATE COURSE
IN
SKILLS IN TYPEWRITING**

2018-2019

To
The Principal,
ASD Government Degree College for (W) (A),
Kakinada.

Date: 03-08-2018

Respected Madam

Sub: Req- for the permission to start a Certificate Course for all
B. Com 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 "SKILLS
IN TYPEWRITING" I hope my request will meet your consideration.

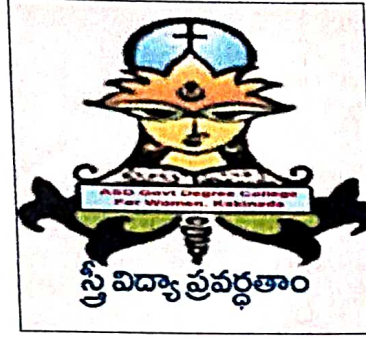
Thanking you Madam,


Yours Sincerely

ASD GOVERNMENT DEGREE COLLEGE FOR WOMEN(A)

KAKINADA

DEPARTMENT OF COMMERCE



CIRCULAR

SKILLS IN TYPEWRITING

Dt : 08-08-2018

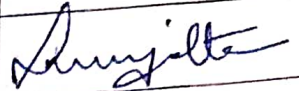
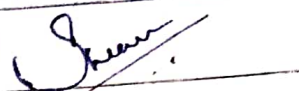
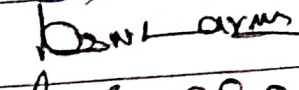


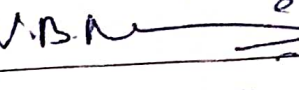
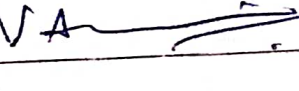
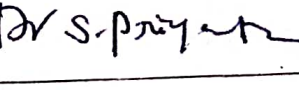
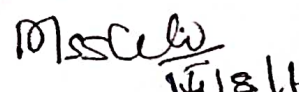
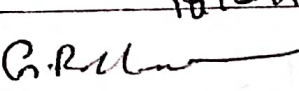
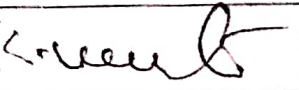
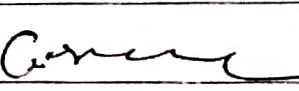

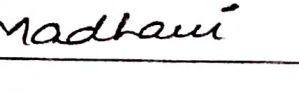
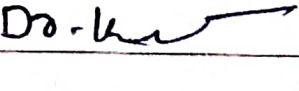

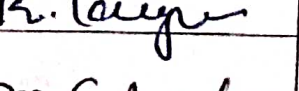
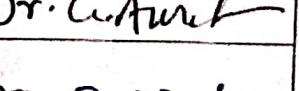
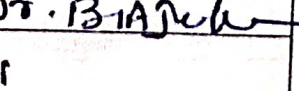
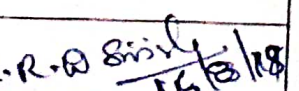
It is informed to all the Teaching Staff the Department of Commerce is going to Commence a certificate course on "Skills In Typewriting" from 16-08-2018 for all I, II and III year students from U.G. Hence, the Course duration is 45 Day's and the students can enrol their names in the Department of Commerce.

Signature of the In-charge

H. Suvarchala
PRINCIPAL
ASD GOVT. 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.Sanjotha	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.Sience	
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. Durgabala
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.Bhuvanewari	Guest Lec in Commerce	M. Bhuvanewari
13	M.Sree Ramulu	Guest Lec in Economics	M. Sree Ramulu
14	P.Bhuvanewari	Guest Lec in Politics	P. Bhuvanewari
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

ASD GOVERNMENT DEGREE COLLEGE FOR WOMEN(A), KAKINADA

DEPARTMENT OF COMMERCE

BROCHURE

Department of Commerce is going to conduct certificate course on

2018 - 2019

SKILLS IN TYPE WRITING

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



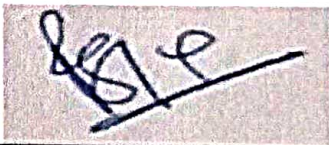
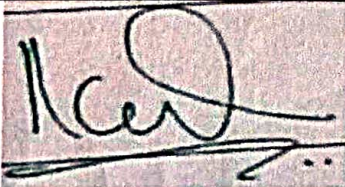
Rules:

- Course starts from 16-8-2018
- Course duration is 45 Days
- I, II & III Year U.G students are eligible for the course



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

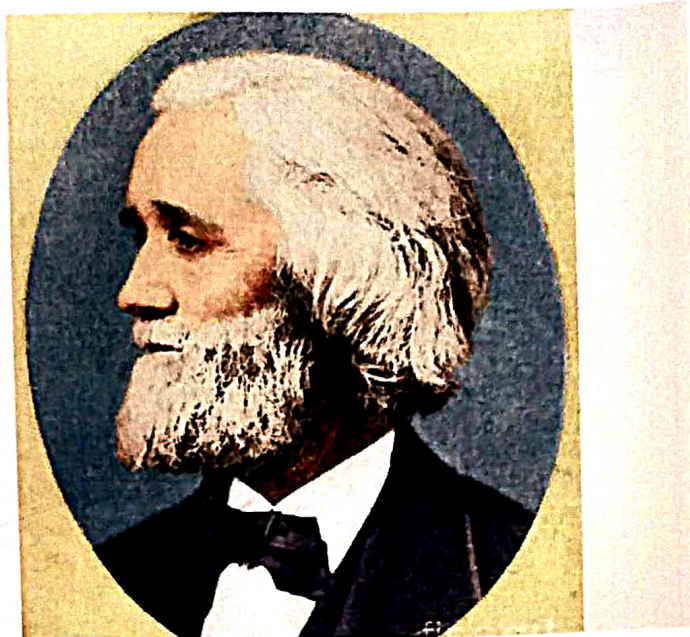
Activity Register

Date	2018-2019
Conducted in collaboration with -	DEPARTMENT OF COMMERCE
Name of the Activity	CERTIFICATE COURSE
Title	SKILLS IN TYPEWRITING
No. of Participants	30
Details of Participants	III B.Com, III B.Sc.
Details of Resource Person	A. Sandhya, Guest Lecturer in Commerce P. Rajyalakshmi Contract Lecturer in Commerce (Incharge for the Course)
Brief Report on the Activity	Certificate course in Typewriting key board techniques is commenced on 16-08-2018. This course enlighten the students in speeding up the Computer typing work and its helps in creating job opportunities.
Signature of Dept. in charge	P. Syama, Lecturer in Commerce, In-Charge of the Department 
Signature of the Principal	

CONTENTS OF THE COURSE

S.NO.	CONTENT
1	Demonstration of typewriter, Parts of typewriter-How to feed the paper-Usage of line space indicator-Usage of Ribbon indicator-Margin setting-Carriage returning lever etc.
2	I Budget: asdfg;lkjh-one sheet
3	I Budget: asdfg;lkjh-one sheet-without watching the keyboard
4	I Budget: Simple words with I budget alphabets-one sheet
5	II Budget: qwer poiu – One sheet
6	II Budget: qwer poiu – One sheet without watching keyboard
7	II Budget: Simple words with II budget alphabets-One sheet
8	III Budget: zxcv .,mnb – One sheet
9	III Budget: zxcv .,mnb – One sheet without watching keyboard
10	III Budget: Simple words using III Budget alphabets -One sheet
11	IV Budget: 12345 09876 – one sheet
12	IV Budget: Numbers with different number of digits-One sheet
13	All Alphabets: abcdefghijklmnopqrstuvwxyz., zyxwvutsrqponmlkjgfedcba
14	Words using all the alphabets
15	Sentences with words having alphabets of all the Budgets
16	Passages
17	Test


COURSE COORDINATOR



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.

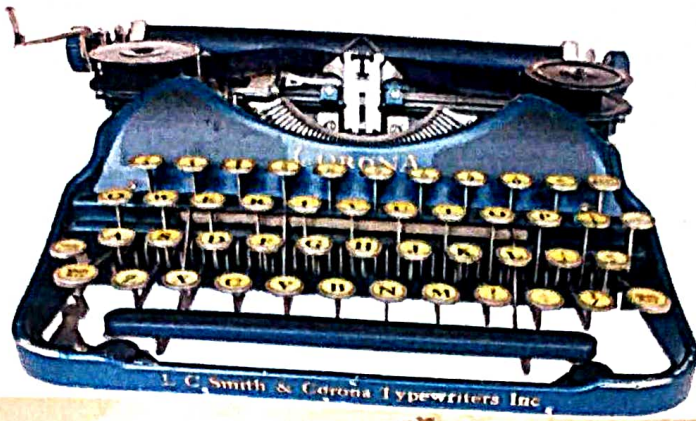
Nationality American

Occupation Printer, inventor, legislator

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

DIFFERENT MODELS OF TYPE WRITERS SINCE ITS INVENTION





ENROLLMENT OF STUDENTS IN THE CERTIFICATE COURSE IN TYPEWRITING KEYBOARD TECHNIQUES

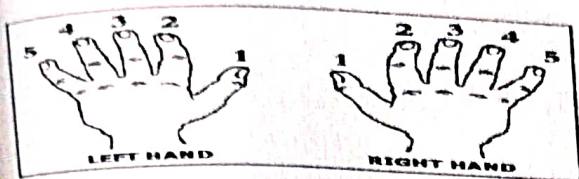
2018 - 19

S.NO.	NAME OF THE STUDENT	CLASS	3/10	4/10	5/10	6/10	7/10	9/10	10/10
1	M. KRISHNA VENI	III B. Com (TM)	P	P	A	P	P	P	P
2	V. ADILAKSHMI	III B. Com (TM)	P	P	A	P	P	P	P
3	M. ANUSHA	III B. Com (TM)	P	P	A	P	P	P	P
4	M. PAVANI	III B. Com (CA)	P	P	A	P	P	P	P
5	K. DEVNA	III B. Com (CA)	P	P	A	P	P	P	P
6	M. VANITHA	III B. Com (CA)	P	P	A	P	P	P	P
7	K. KIRSHNA VENI	III B. Com (CA)	P	P	A	P	P	P	P
8	SK. BASHERAMMA	III B. Com (CA)	P	P	A	P	P	P	P
9	K. DURGA PRASANNA	III B. Com (CA)	P	P	A	P	P	P	P
10	D. NAGA MAHA LAKSHMI	III B. Com (CA)	P	P	A	P	P	P	P
11	D. SUNITHA RATNAM	III B. Com (EM)	P	P	A	P	P	P	P
12	A. VINITHA	III B. Com (EM)	P	P	A	P	P	P	P
13	CH. PAVANI	III B. Com (EM)	P	P	A	P	P	P	P
14	J. ANUSHA RANI	III B. Com (EM)	P	P	A	P	P	P	P
15	G. MANAJU LATHA	III B. Com (EM)	P	P	A	P	P	P	P
16	M. RAMAYA	III B. Com (EM)	P	P	A	P	P	P	P
17	K. VINUTHANA	III B. Com (EM)	P	P	A	P	P	P	P
18	P. JHANSI	III B. Com (EM)	P	P	A	P	P	P	P
19	M. MAHA LAKSHMI	III B. Com (EM)	P	P	A	P	P	P	P
20	P. SANDHYA	III B. Com (TM)	P	P	A	P	P	P	P
21	P. SYAMALA DEVI PRASANNA	III BSC (MPCS)	P	P	A	P	P	P	P
22	S. RANI	III BSC (MPCS)	P	P	A	P	P	P	P
23	K. V. V. N. K. S. D. BHAVANI	III BSC (MPCS)	P	P	A	P	P	P	P
24	K. VENKATA DURGA BHAVANI	III BSC (MPCS)	P	P	A	P	P	P	P
25	K. BABY	III B.A (HEP)	P	P	A	P	P	P	P
26	A. VEERAMANI	III B.A (HEP)	P	P	A	P	P	P	P
27	B. HYMA RAMA LAKSHMI	II B. Com (EM)	P	P	A	P	P	P	P
28	M. PADMAVATHI	III B. Com (TM)	P	P	A	P	P	P	P
29	M. SATYA SRIJA	II B. Com (CA)	P	P	A	P	P	P	P
30	D. MOUNIKA	II B. Com (CA)	P	P	A	P	P	P	P

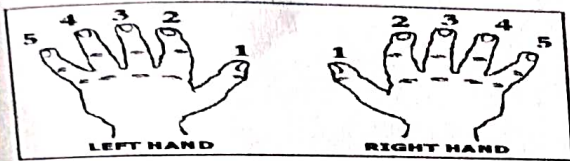
MODEL QUESTION PAPERS
SKILLS IN TYPEWRITING

1. Which of the following characters are part of the Home Row of your keyboard?
B. Asdf jkl;
B. Zxcv bnm,
C. Qwer uiop

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



- D. Rfv
E. EDC
F. 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
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10. Which finger is used to strike the apostrophe?

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- B. K-finger
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11. The K-finger is also your;

- A. Right index
- B. Right middle
- C. Right Ring
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12. The ;-finger is also known as;

- A. Right Index
- B. Right Middle
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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.

M. Krishna Vani

B.COM (T.M)
MODEL QUESTION PAPERS

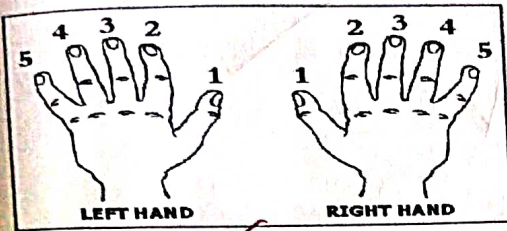
SKILLS IN TYPEWRITING

13
15

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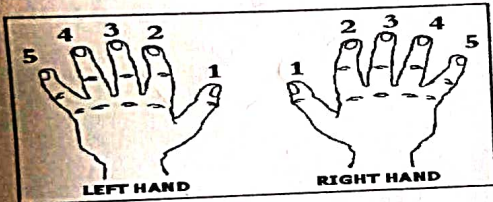
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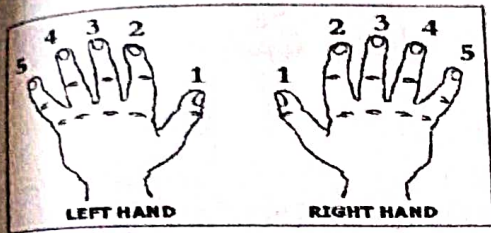
MODEL QUESTION PAPERS
SKILLS IN TYPEWRITING



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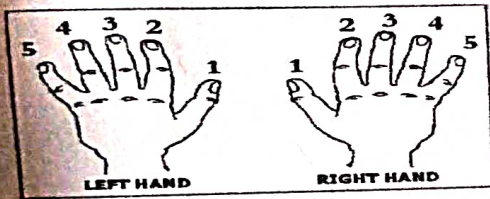
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A.S.D. Govt. Degree College for Women (A), Kakinada

(Accredited by NAAC with 'B' Grade in Cycle III)

Affiliated to Adikavi Nannaya University, Rajamahendravaram

DEPARTMENT OF COMMERCE

CERTIFICATE

This is to certify that Ms. _____ with

of _____ has successfully completed the certificate course in

Skills In Typewriting held from 16-8-2018 to 10-10-2018.

Incharge of the Dept.

Principal

ಶಿಕ್ಷಣ ಮತ್ತು ಪ್ರವೃತ್ತಿ

A.S.D. Govt. Degree College for Women (A), Kakinada

(Accredited by NAAC with 'B' Grade in Cycle III)
Affiliated to Adikavi Nannaya University, Rajamahendravaram

DEPARTMENT OF COMMERCE

CERTIFICATE

This is to certify that **Ms. M. KRISHNA VENI** with
of **IIIB.Com (T.M)** has successfully completed the certificate course in
Skills In Typewriting held from **16-8-2018** to **10-10-2018**.

Incharge of the Dept.

Principal

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

DEPARTMENT OF COMMERCE

FEEDBACK ON SKILLS IN TYPEWRITING

2018-2019

S.No	QUESTIONS	Score Range 5 Indicate: Excellent 1 Indicate : Poor				
		Excellent	Very Good	Good	Average	Poor
1	How do you rate the Typewriting course you gone through?	✓				
2	Is Typewriting course enhanced your Typewriting skills?	✓				
3	Is the training help you to fix your typing capability?		✓			
4	Is the Typewriting course is interactive or not?	Yes ✓				
5	How well were trainers able to communicate with you?	✓				
6	Is the institution take interest to promote such Training Programs?		✓			
7	How do you rate the teaching and Mentoring process?	✓				
8	Is the Certificate course help you to identify your weaknesses and make you to overcome?	✓				
9	Do you feel that the Certificate course is useful to you?		✓			
10	Overall rating on participated during the Certificate course?	✓				