

Taranath Shikshana samasthe's
**BANKATLAL RAJARAM BOOB COLLEGE OF
COMMERCE, RAICHUR-584 103**

(Affiliated to Raichur University and Re-accredited by NAAC)



Notice

Date : 08-09-2018.

This is to inform you that BRB College of Commerce Raichur Department of Computer Science is organizing Typing Skill Program From 10-09-2018 to 30-09-2018. All the Students should attend this training program without fail.

Principal
PRINCIPAL

B.R.B. College of Commerce
RAICHUR.



Taranath Shikshana samasthe's
**BANKATLAL RAJARAM BOOB COLLEGE OF
COMMERCE, RAICHUR-584 103**
(Affiliated to Gulbarga University, Kalburgi)



Syllabus of Computer Typing Skills.

Lesson No.	Description of Lesson	Practice Time
Lesson 1	English Typing Basics	1 Hrs
Lesson 2	Home Row keys Practice	1 Hrs
Lesson 3	Shift Key + Home Row Keys Practice	1 Hrs
Lesson 4	Upper Row Keys practice	1 Hrs
Lesson 5	Shift Key + Upper Row Keys Practice	1 Hrs
Lesson 6	Simple word Practice By Home and Upper Row Keys	2 Hrs
Lesson 7	Bottom – Row key Practice	1 Hrs
Lesson 8	Shift Key + Bottom – Row Keys Practice	1 Hrs
Lesson 9	Simple word Practice by All row Characters	2 Hrs
Lesson 10	Fourth Row Number and symbol keys	1 Hrs
Lesson 11	Shift Key + fourth Row number and Symbol Keys	1 Hrs
Lesson 12	Paragraph Practice	1 Hrs
Lesson 13	Application / Letter writing	1 Hrs
Total Working Hours		15 Hrs


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Computer Typing Skills Program

Timing: 2.00 PM to 3.00 PM

Sl. No	Name of the Student	10/9/2018	11/9/2018	12/9/2018	13/09/18	14/09/18	15/09/18	17/09/18	18/09/18	20/09/18	21/09/18
1	Y Murali Krishna	ymkr	ymkr	ymkr	ymkr	ymkr	ymkr	ymkr	ymkr	ymkr	ymkr
2	Prajwal Deshpande	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD
3	C Dharanendra	CD	CD	CD	CD	CD	CD	CD	CD	CD	CD
4	Lakshman Singh	lsg	lsg	lsg	lsg	lsg	lsg	lsg	lsg	lsg	lsg
5	Tarshish	Tarshish	Tarshish	Tarshish	Tarshish	Tarshish	Tarshish	Tarshish	Tarshish	Tarshish	Tarshish
6	Sontha Prajwal	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP
7	G Shashi Kumar	GSK	GSK	GSK	GSK	GSK	GSK	GSK	GSK	GSK	GSK
8	Aravind Choudhary	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC
9	G Vishwanath	GV	GV	GV	GV	GV	GV	GV	GV	GV	GV
10	Basavaraj	BR	BR	BR	BR	BR	BR	BR	BR	BR	BR
11	K C Sanjay	KS	KS	KS	KS	KS	KS	KS	KS	KS	KS
12	K. Shalini	SK	SK	SK	SK	SK	SK	SK	SK	SK	SK
13	Prajwal Deshpande	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD
14	Sunil	SNL	SNL	SNL	SNL	SNL	SNL	SNL	SNL	SNL	SNL
15	Saroja	SRJ	SRJ	SRJ	SRJ	SRJ	SRJ	SRJ	SRJ	SRJ	SRJ

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Sl. No	Name of the Student	Timing: 2.00 PM to 3.00 PM												
		10/9/2018	11/9/2018	12/9/2018	13/09/18	14/09/18	15/09/18	17/09/18	18/09/18	20/09/18	21/09/18			
16	R Venkatesh	Vert	Vert	Vert	Vert	Vert	Vert	Vert	Vert	Vert	Vert	Vert	Vert	Vert
17	Sunil Kumar	Solvi	Case	Suel	Sood	Suro	Sood	Suel	Suel	Suel	Suel	Suel	Suel	Suel
18	G T Nagraj	Nogp	Poy	Nog	Nog	Nog	Nog	Nog	Nog	Nog	Nog	Nog	Nog	Nog
19	Uday Kiran.M	Uday	Uday	Uday	Uday	Uday	Uday	Uday	Uday	Uday	Uday	Uday	Uday	Uday
20	Maruti	most	most	most	most	most	most	most	most	most	most	most	most	most
21	K C Ramya	Kelins	Choy	Poy	Pany	Poy	Poy	Poy	Poy	Poy	Poy	Poy	Poy	Poy
22	Madhumitha	most	most	most	most	most	most	most	most	most	most	most	most	most
23	Basavarajeshwari	Basav	Basav	Basav	Basav	Basav	Basav	Basav	Basav	Basav	Basav	Basav	Basav	Basav
24	Subhash	Sudha	Sudha	Sudha	Sudha	Sudha	Sudha	Sudha	Sudha	Sudha	Sudha	Sudha	Sudha	Sudha
25	Narasamma	Nalun	Nart	Nalun	Nad	Nad	Nad	Nad	Nad	Nad	Nad	Nad	Nad	Nad
26	Vijayashree Kattimani	velper	vile	vare	vare	vare	vare	vare	vare	vare	vare	vare	vare	vare
27	Sriraksha Kanihal	Sree	Sree	Sri	Sri	Sri	Sri	Sri	Sri	Sri	Sri	Sri	Sri	Sri


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Computer Typing Skills Program

Timing: 2.00 PM to 3.00 PM

Sl. No	Name of the Student	22/09/18	24/09/18	25/09/18	26/08/29	29/09/18					
1	Y Murali Krishna	Murali	Murali	Murali	Murali	Murali	Murali	Murali	Murali	Murali	Murali
2	Prajwal Deshpande	Prajwal	Prajwal	Prajwal	Prajwal	Prajwal	Prajwal	Prajwal	Prajwal	Prajwal	Prajwal
3	C Dharanendra	C. Dharanendra	C. Dharanendra	C. Dharanendra	C. Dharanendra	C. Dharanendra	C. Dharanendra	C. Dharanendra	C. Dharanendra	C. Dharanendra	C. Dharanendra
4	Lakshman Singh	Lakshman Singh	Lakshman Singh	Lakshman Singh	Lakshman Singh	Lakshman Singh	Lakshman Singh	Lakshman Singh	Lakshman Singh	Lakshman Singh	Lakshman Singh
5	Tarshish	Tarshish	Tarshish	Tarshish	Tarshish	Tarshish	Tarshish	Tarshish	Tarshish	Tarshish	Tarshish
6	Sontha Prajwal	Sontha Prajwal	Sontha Prajwal	Sontha Prajwal	Sontha Prajwal	Sontha Prajwal	Sontha Prajwal	Sontha Prajwal	Sontha Prajwal	Sontha Prajwal	Sontha Prajwal
7	G Shashi Kumar	G. Shashi Kumar	G. Shashi Kumar	G. Shashi Kumar	G. Shashi Kumar	G. Shashi Kumar	G. Shashi Kumar	G. Shashi Kumar	G. Shashi Kumar	G. Shashi Kumar	G. Shashi Kumar
8	Aravind Choudhary	Aravind Choudhary	Aravind Choudhary	Aravind Choudhary	Aravind Choudhary	Aravind Choudhary	Aravind Choudhary	Aravind Choudhary	Aravind Choudhary	Aravind Choudhary	Aravind Choudhary
9	G Vishwanath	G. Vishwanath	G. Vishwanath	G. Vishwanath	G. Vishwanath	G. Vishwanath	G. Vishwanath	G. Vishwanath	G. Vishwanath	G. Vishwanath	G. Vishwanath
10	Basavaraj	Basavaraj	Basavaraj	Basavaraj	Basavaraj	Basavaraj	Basavaraj	Basavaraj	Basavaraj	Basavaraj	Basavaraj
11	K C Sanjay	K. C. Sanjay	K. C. Sanjay	K. C. Sanjay	K. C. Sanjay	K. C. Sanjay	K. C. Sanjay	K. C. Sanjay	K. C. Sanjay	K. C. Sanjay	K. C. Sanjay
12	K. Shalini	K. Shalini	K. Shalini	K. Shalini	K. Shalini	K. Shalini	K. Shalini	K. Shalini	K. Shalini	K. Shalini	K. Shalini
13	Prajwal Deshpande	Prajwal	Prajwal	Prajwal	Prajwal	Prajwal	Prajwal	Prajwal	Prajwal	Prajwal	Prajwal
14	Sunil	Sunil	Sunil	Sunil	Sunil	Sunil	Sunil	Sunil	Sunil	Sunil	Sunil
15	Saroja	Saroja	Saroja	Saroja	Saroja	Saroja	Saroja	Saroja	Saroja	Saroja	Saroja

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Sl. No	Name of the Student	22/09/18	24/09/18	25/09/18	26/08/29	29/09/18						
16	R Venkatesh	Wesley	Wesley	Wesley	Wesley	Wesley	Wesley	Wesley	Wesley	Wesley	Wesley	Wesley
17	Sunil Kumar	Sunil	Sunil	Sunil	Sunil	Sunil	Sunil	Sunil	Sunil	Sunil	Sunil	Sunil
18	G T Nagraj	Nagraj	Nagraj	Nagraj	Nagraj	Nagraj	Nagraj	Nagraj	Nagraj	Nagraj	Nagraj	Nagraj
19	Uday Kiran.M	Uday	Uday	Uday	Uday	Uday	Uday	Uday	Uday	Uday	Uday	Uday
20	Maruti	Maruti	Maruti	Maruti	Maruti	Maruti	Maruti	Maruti	Maruti	Maruti	Maruti	Maruti
21	K C Ramya	Ramya	Ramya	Ramya	Ramya	Ramya	Ramya	Ramya	Ramya	Ramya	Ramya	Ramya
22	Madhumitha	Madhu	Madhu	Madhu	Madhu	Madhu	Madhu	Madhu	Madhu	Madhu	Madhu	Madhu
23	Basavarajeshwari	Bas	Bas	Bas	Bas	Bas	Bas	Bas	Bas	Bas	Bas	Bas
24	Subhash	Subhash	Subhash	Subhash	Subhash	Subhash	Subhash	Subhash	Subhash	Subhash	Subhash	Subhash
25	Narasamma	Narasamma	Narasamma	Narasamma	Narasamma	Narasamma	Narasamma	Narasamma	Narasamma	Narasamma	Narasamma	Narasamma
26	Vijayashree Kattimani	Vij	Vij	Vij	Vij	Vij	Vij	Vij	Vij	Vij	Vij	Vij
27	Sriraksha Kanihal	Soni	Soni	Soni	Soni	Soni	Soni	Soni	Soni	Soni	Soni	Soni

Timing: 2.00 PM to 3.00 PM


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Certificate



This is to certify that Mr / Miss Santha Prajwal
of BRB college for participating in the "Computer Typing Skills" From
10-09-2018 to 30-09-2018. We appreciate and congratulate the participant for
enthusiastic performance.

Smt.Swati Dixit

Asst Professor Of Computer Science
B.R.B College of Commerce, Raichur.

Dr.Shakuntala Gopshetty

B.R.B. College of Commerce

Principal, B. R. B

College of Commerce, Raichur.



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COLLEGE OF COMMERCE, Raichur.



Certificate



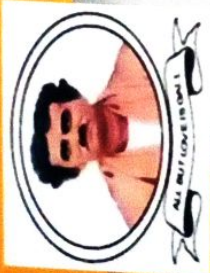
This is to certify that Mr / Miss K. C Ramya
of BBB college for participating in the "Computer Typing Skills" From
10-09-2018 to 30-09-2018. We appreciate and congratulate the participant for
enthusiastic performance.

Smt.Swati Dixit

Asst Professor Of Computer Science
B.R.B College of Commerce, Raichur.

Dr.Shakuntala Gopshetty

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This is to certify that Mr / Miss Subhash
of B.R.B. college for participating in the "Computer Typing Skills" From
10-09-2018 to 30-09-2018. We appreciate and congratulate the participant for
enthusiastic performance.

Smt. Swati Dixit

Asst Professor Of Computer Science
B.R.B College of Commerce, Raichur.

Dr. Shakuntala Gopshetty

B.R.B. College of Commerce
Principal, B.R.B.
College of C



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This is to certify that Mr / Miss Madhumita
of BBB College for participating in the "Computer Typing Skills" From
10-09-2018 to 30-09-2018. We appreciate and congratulate the participant for
enthusiastic performance.

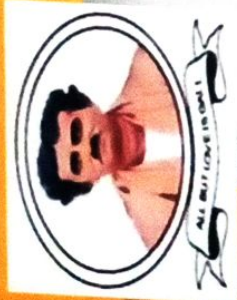
Smt. Swati Dixit

Asst Professor Of Computer Science
B.R.B College of Commerce, Raichur.

Dr. Shakuntala Gopshetty

PRINCIPAL
B.R.B. Principal CBM Raichur
RAICHUR

College of Commerce, Raichur.



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This is to certify that Mr / Miss K. Shalini
of BRB college for participating in the "Computer Typing Skills" From
10-09-2018 to 30-09-2018. We appreciate and congratulate the participant for
enthusiastic performance.

Smt. Swati Dixit

Asst Professor Of Computer Science
B.R.B College of Commerce, Raichur.

Dr. Shakuntala Gopshetty

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This is to certify that Mr / Miss Maavulhi
of Bkbb college for participating in the "Computer Typing Skills" From
10-09-2018 to 30-09-2018. We appreciate and congratulate the participant for
enthusiastic performance.

Smt. Swati Dixit

Asst Professor Of Computer Science
B.R.B College of Commerce, Raichur.

Dr. Shakuntala Gopshetty

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This is to certify that Mr / Miss C. Dharaendra
of BBB college for participating in the "Computer Typing Skills" From
10-09-2018 to 30-09-2018. We appreciate and congratulate the participant for
enthusiastic performance.

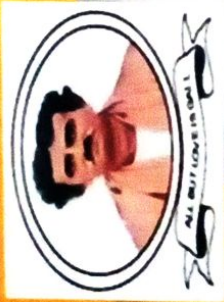
Smt. Swati Dixit

Asst Professor Of Computer Science
B.R.B College of Commerce, Raichur.

Dr. Shakuntala Gopshetty

B.R.B. College of Commerce
Principal **B. R. B**

College of Commerce, Raichur.



Taranath Shikshana Samsthe's
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Certificate



This is to certify that Mr / Miss Aaravind choudary
of BRB college for participating in the "Computer Typing Skills" From
10-09-2018 to 30-09-2018. We appreciate and congratulate the participant for
enthusiastic performance.

Smt. Swati Dixit

Asst Professor Of Computer Science
B.R.B College of Commerce, Raichur.

Dr. Shakuntala Gopshetty

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Certificate



This is to certify that Mr / Miss Vishwanath
of BBB college for participating in the "Computer Typing Skills" From
10-09-2018 to 30-09-2018. We appreciate and congratulate the participant for
enthusiastic performance.

Smt.Swati Dixit

Asst Professor Of Computer Science
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Dr.Shakuntala Gopshetty

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Certificate



This is to certify that Mr / Miss Sunit
of BRB college for participating in the "Computer Typing Skills" From
10-09-2018 to 30-09-2018. We appreciate and congratulate the participant for
enthusiastic performance.

Smt.Swati Dixit

Asst Professor Of Computer Science
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Dr.Shakuntala Gopshetty

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**BANKATLAL RAJARAM BOOB COLLEGE OF COMMERCE,
RAICHUR-584 103 (KARNATAKA)**




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Taranath Shikshana Samsthe's

**BANKATLAL RAJARAM BOOB COLLEGE OF COMMERCE,
RAICHUR-584 103 (KARNATAKA)**



Computer Typing Skill Program



The Department of Computer Science of BRB College of Commerce Raichur has organized "Computer Typing Skill Program" from 10-09-18 to 30-09-18. This course is aimed at improving the typing speed and accuracy of you or your employees. The course is interactive and students will leave with the ability to touch type at a speed that will benefit any business. This course has provided our clients with the skill set and knowledge needed to take on their typing requirements quickly and efficiently.

By successfully completing this course, students will be able to Identify and use Home Row keys. Identify and use Top-Row Keys. Identify and use Bottom-Row Keys. Identify and use Fourth-Row Number and Symbol Keys. Identify and use Shift Keys. Identify and use Enter and Backspace Keys. Identify and use Tab and Caps Lock Keys. Master proper finger to key usage. Demonstrate proficiency through skill drills. Demonstrate proficiency in sentence and paragraph creation. Type and format business letters, business memos, personal notes, and emails. Type and format resumes and application letters. Demonstrate mastery of lesson content at levels of 70% or higher. Around 50 students participated in this program.


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