CBSE | DEPARTMENT OF SKILL EDUCATION

CURRICULUM FOR SESSION 2022-2023

TYPOGRAPHY AND COMPUTER APPLICATION (Sub. Code - 817)

JOB ROLE: Executive Assistant

CLASS – XI & XII

COURSE OVERVIEW:

A Typographer is a person who is skilled or engaged in typography. The term Typography is composed of two words 'typo' and 'graphy'. 'Typo" means impression and 'graphy' means writing. Thus typography means writing in figures or letters through printing form i.e. through Typewriter or Computer.

The typography is a functional art concerned with the design. It may also be used as a decorative device, unrelated to communication of information. It is the work of typesetting from the clerical workers to anyone self-publishing materials.

Typography is available everywhere such as in your mobiles, tablets, laptops, videogames and computers -- as the keyboard is compatible in all gadgets of latest technology. Thus reflection of typography mostly depends on the size of the block of typeface, its placement on the page, the letters used for its title, heads, sub-heads, margins, colours and styles and which is only possible through the Computer.

The main objectives of the typography are to type all the documents with a proper speed, rhythm and touch methods on the computer and other compatible devices and their features.

OBJECTIVES OF THE COURSE:

In this course, the students will be introduced the students will be introduced to the fundamental concepts of typography and computer applications. It prepares the students to get the jobs in different fields of typewriting and computers.

- To familiarize the students with the principles of Typography.

- To develop practical understanding among the students through QWERTY keyboard operations through touch system on typewriter/computer/laptop etc.

- To familiarize students with various features, functions, merits of Computer and their limitations

- To enable the students to enhance the understanding the usefulness of information technology tools for business operations.

- To develop the practical knowledge to handle the latest gadgets and their input and output devices

- To prepare the students to learn the correspondence -- different types and styles of letters and manuscripts signs to be used in the drafts

- To make the students capable of getting the employment in Private Sector, Public Sector, Ministries, Courts, Houses of Parliament and State Legislative Assemblies.

- To develop the skills in students which are required for getting the jobs:

  - ✓ Speed in E-Typewriting

  - ✓ The fundamental of Computers

  - ✓ The concepts of Word-Processing (MS-Office)

  - ✓ The concepts of Spreadsheet (MS-Excel)

  - ✓ The concepts of PowerPoint(PPT)

  - ✓ The Internet Technologies

SALIENT FEATURES:

In this modern time, the speed is required in every sphere of life. In this way the learner should be capable of typing the documents neatly and at a faster speed with proper formatting on Computer. To attain development, everybody should be made aware of the latest technologies to be used in the market with proper gadgets.

The Importance of the Course:

- Useful for Publishing Houses;

LIST OF EQUIPMENT AND MATERIALS:

The list given below is suggestive and an exhaustive list should be prepared by the vocational teacher. Only basic tools, equipment and accessories should be procured by the Institution so that the routine tasks can be performed by the students regularly for practice and acquiring adequate practical experience.

1. Desktop
2. Projector
3. White Board
4. Printer
5. Typing master software
6. MS Office / Open Office
7. Windows operating System

CAREER OPPORTUNITIES:

This course provides the opportunities for students to train themselves for getting employment as Lower Divisional Clerk (LDC)/ Junior Secretariat Assistant (JSA), Postal Assistant (PA)/ Sorting Assistant (SA) and Data Entry Operators (DEO) for various Ministries/ Departments/ Offices of the Government of India, Courts.

VERTICAL MOBILITY:

 ➢ The students can directly appear in the competitive examinations for the post of LDC, JSA, PA, SA, DEO through SSC CHSL Examinations and various posts through Delhi Sub-Ordinate Selection Board and other State Govt.,

 ➢ The students can do graduation & opt OMSP or Computer Applications as one of the Discipline Core subject and thereafter will also be eligible for direct recruitments or further promotional posts such as Assistant Audit Officer, Inspector Examiner (CBEC), Income Tax Inspector (CBDT), and Assistant (MEA), Central Excise Inspector (CBEC). Preventive Inspector Officer (CBEC), Assistant Enforcement Officer (AEO), Assistant (Central Vigilance Commission), Assistant (AHFQ), Assistant (Ministry of Railway), Assistant (Intelligence Bureau), Sub-Inspector (CBI). Assistant (other Ministries) through SSC-CGL Examinations and Banks, Insurance and Public Sector Undertakings.

 ➢ Typing Work from home for different companies.

CURRICULUM:

This course is a planned sequence of instructions consisting of Units meant for developing employability and Skills competencies of students of Class XI and XII opting for Skills subject along with other subjects.

TYPOGRAPHY AND COMPUTER APPLICATION (SUB. CODE-817)

Class XI (Session 2022 - 2023)

Total Marks: 100 (Theory-60 + Practical-40)

	UNITS	NO. OF HOURS for Theory and Practical	MAX. MARKS for Theory and Practical
Part A	**Employability Skills**		
	Unit 1 : Communication Skills-III	13	2
	Unit 2 : Self-Management Skills-III	07	2
	Unit 3 : ICT Skills-III	13	2
	Unit 4 : Entrepreneurial Skills-III	10	2
	Unit 5 : Green Skills-III	07	2
	Total	**50**	**10**
Part B	**Subject Specific Skills**	**Theory**	**Marks**
	Unit 1: Typography	14	08
	Unit 2: Keyboard Operations	11	08
	Unit 3: Computer Hardware	10	06
	Unit 4: Windows Operating System	11	06
	Unit 5: Introduction To Office	14	08
	Unit 6: MS Word	20	14
	Total	**80**	**50**
Part C	**Practical Work**		
	Project		15
	Viva	130	05
	Practical File		15
	Demonstration of skill competency via Lab Activities		10
	Total	**130**	**40**
	GRAND TOTAL	**260**	**100**

NOTE: Detailed Curriculum/ Topics to be covered under Part A: Employability Skills can be downloaded from CBSE website.

TYPOGRAPHY AND COMPUTER APPLICATION (SUB. CODE-817)

Class XII (Session 2022-23)

Total Marks: 100 (Theory-60 + Practical-40)

	UNITS	NO. OF HOURS for Theory and Practical	MAX. MARKS for Theory and Practical
Part A	**Employability Skills**		
	Unit 1 : Communication Skills-IV*	13	-
	Unit 2 : Self-Management Skills- IV	07	3
	Unit 3 : ICT Skills- IV	13	3
	Unit 4 : Entrepreneurial Skills- IV	10	4
	Unit 5 : Green Skills- IV*	07	-
	Total	**50**	**10**
Part B	**Subject Specific Skills**	**Theory**	**Marks**
	Unit-1: Correspondence	14	08
	Unit-2: Manuscript	10	08
	Unit-3: Excel	20	14
	Unit-4 : PowerPoint	08	08
	Unit-5: Internet Search	08	04
	Unit-6: Email	08	04
	Unit-7: Computer Virus	18	04
	Total	**86**	**50**
Part C	**Practical Work**		
	Project		10
	Viva	124	05
	Practical File		15
	Demonstration of skill competency via Lab Activities		10
	Total	**124**	**40**
	GRAND TOTAL	**260**	**100**

Note: * marked units are to be assessed through Internal Assessment/ Student Activities. They are not to be assessed in Theory Exams

PRACTICAL GUIDELINES FOR CLASS XI

Assessment of performance:

The two internal examiners, assigned for the conduct and assessment of Practical Examinations each in **Senior Secondary School Curriculum (Under NSQF).** Question for the viva examinations should be conducted by both internal examiners. Question to be more of General nature, project work or the curriculum. Investigatory Project especially those that show considerable amount of effort and originality, on the part of the student, should get suitable high marks, while project of a routine or stereotyped nature should only receive MEDIOCRE marks.

Procedure for Record of Marks in the Practical answer-books:

The examiner will indicate separately marks of practical examination on the title page of the answer-books under the following heads: -

Project -10 marks

Projects for the final practical is given below. Student may be assigned

Viva based on Project -05 marks

The teacher conducting the final practical examination may ask verbal questions related to the project, if any, done by the student. Alternatively, if no project has been assigned to the students, viva may be based on questions of practical nature from the field of subject as per the Curriculum

Practical File -15 Marks

Students to make a power point presentation / assignment / practical file / report. Instructor shall assign them any outlet to study the elements in retailing.

Suggested list of Practical –

1. Practice of QWERTY keyboard for students through "Typing-Master" software.

2. Practice of passages through different typed sheets provided by the teacher.

3. Enter a paragraph and format it according to the given specifications.
   - Align the text in different alignment of the paragraph
   - Keep the line spacing of 1.5
   - Create a hyperlink

4. Create stationary list having four columns (using tab)
   - Font specifications for the heading (Stationary List): 14-point Arial font in bold and italics.
   - The headings of the columns should be in 12-point and bold.
   - The rest of the document should be in 10-point Times New Roman.
   - Leave a gap of 12-points after the heading.

5. Design a time-table form for your class.
   - The first line should mention the class/section in 16-point Arial Font and should be bold.
   - Leave a gap of 12-points.
   - The rest of the document should use 10-point Times New Roman font.
   - The footer should contain your specifications as the name and date of creation.

6. XYZ Publications plans to release a new book designed as per your syllabus. Design the first page of the book as per the given specifications.
   - The title of the book should appear in bold using 20-point Calibri font.
   - The name of the author and his qualifications should be in the right of the page in 16-point Times New Roman.
   - The name of the publisher and address should be at the bottom of the document in 16-point Arial font.

7. Compose a note to invite friends for a get-together at your house, including a list of items to bring with them.

8. Design a certificate for an athlete meet in landscape orientation with a border around the document.

9. Create a document to outline your rules for your bedroom at home, using a numbered list.

10. Enter the data into a given table for 5 employees of an organization:

Emp. No.	Name	Address	Mobile No.

11. Add a column email address between the Address and Mobile No. to the table.

12. Create a document with wrapping of text around the image.

13. Your school is organizing an annual day. Create a document in MS-word to invite five guests for the same using mail merge.

14. Prepare a birthday card for your friend.

Demonstration of skill competency in Lab Activities -10 marks

Guidelines for Project Preparation:

The final project work should encompass chapters on:

a) Introduction,

b) Identification of core and advance issues,

c) Learning and understanding and

d) Observation during the project period.

PRACTICAL GUIDELINES FOR CLASS XII

Assessment of performance:

The two examiners, assigned for the conduct and assessment of Practical Examinations each in **Senior Secondary School Curriculum (Under NSQF).** Question for the viva examinations should be conducted by two examiners (one internal and one external). Question to be more of General nature, project work or the curriculum. Investigatory Project especially those that show considerable amount of effort and originality, on the part of the student, should get suitable high marks, while project of a routine or stereotyped nature should only receive MEDIOCRE marks.

Procedure for Record of Marks in the Practical answer-books:

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Viva based on Project -05 marks

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Practical File -15 Marks

Students to make a PowerPoint presentation. Alternatively, if they can't be assigned a power point presentation then they can communicate their project work through practical file.

Suggested list of Projects –

1. Write a General letter and convert the letters into different styles as Indented style, blocked style, and semi –block style.

2. Write a memorandum to an employee of the institute for the confirmation of his/her job to the post of junior secretariat assistant (JSA).

3. Draft on office order for an employee for grant/sanction of earned leave for a period of 5 days.

4. Write a D.O (Demi-Official) letter from the principal of the school to directorate of education registering a complain of the staff member.

5. Draft on office note inviting the teachers of the school for an urgent assembly in the auditorium.

6. Practice of different passage with different manuscripts signs.

7. Create a PowerPoint presentation on any festival. (6-8 slides).

8. Create a PowerPoint presentation on any sports (6-8 slides).

9. Create a Student Worksheet for 10 students with Name, Roll no, Department,

   Marks. Calculate the Total, Percentage

10. Create a Student Worksheet for 10 students with Name, Roll no, Department, Marks.
    Calculate the Total and Grade

   If Total marks > 350 Grade A

                < 350 and > 200 Grade B

                < 200 Grade C

11. Create an Employee Worksheet with Basic Salary and calculate HRA, DA, Total
    Salary. HRA = 24% of Basic Salary

    DA = 35% of Basic Salary

    Total Salary = Basic Salary + HRA + DA

12. Create a Store Worksheet with Item number, Item name, Quantity, Price. Calculate the
    Amount. (Amount = Quantity*Price).

Demonstration of skill competency in Lab Activities -10 marks

Guidelines for Project Preparation:

The final project work should encompass chapters on:

a) Introduction,

b) Identification of core and advance issues,

c) Learning and understanding, and

d) Observation during the project.