CBSE | DEPARTMENT OF SKILL EDUCATION CURRICULUM FOR SESSION 2023-2024

TYPOGRAPHY AND COMPUTER APPLICATION (SUB. CODE - 817)

JOB ROLE: EXECUTIVE ASSISTANT

CLASS – 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 XII opting for Skills subject along with other subjects.

TYPOGRAPHY AND COMPUTER APPLICATION (SUB. CODE-817)

Class XII (Session 2023-24)

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

	UNITS	NO. OF HOURS for Theory and Practical	MAX. MARKS for Theory and Practical
	Employability Skills		
	Unit 1 : Communication Skills - IV	13	2
<	Unit 2 : Self-Management Skills - IV	07	2
Part A	Unit 3 : ICT Skills – IV	13	2
Ра	Unit 4 : Entrepreneurial Skills - IV	10	2
	Unit 5 : Green Skills - IV	07	2
	Total	50	10
	Subject Specific Skills	Theory	Marks
	Unit-1 : Correspondence	14	08
	Unit-2 : Manuscript	10	08
m	Unit-3 : Excel	20	14
Part	Unit-4 : PowerPoint	08	08
Ра	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: Detailed Curriculum/ Topics to be covered under Part A: Employability Skills can be downloaded from CBSE website.

UNIT	SUB-UNIT	SESSION/ ACTIVITY/ PRACTICAL
Keyboard Operations (PRACTICAL)	Speed test at 30 w.p.m. in English typing	Activity: Inculcation of Accuracy in key boarding skills for typing a paragraph by using Typing Tutor Software. Minimum benchmark for accurate typing is the speed of 30 words per minute (300 words/1500 strokes)
1. Correspondence	Business Correspondence: Styles ofTypewriting letters — indented Style, Block Style/Full Blocked Style, Semi — block style. Official Correspondence: Types of Official	Session: • Business Correspondence • Three styles of typing letters: indented style, Block Style/Fully Blocked Style andSemi-block style Activity: Business letters with different styles of 180/200 words in MS word Session: • Official Correspondence
	Correspondence - Memorandum, Office Order, DO letter, Office Note	Types of official correspondence: Memorandum, Office Order, DO letter and Office Note Activity: Different Official letters of 180/200words in MS word
2. Manuscript	Meaning/Definition- Proof correction signs/symbols, Procedure of preparing a fair copy of the manuscript.	Meaning of Manuscript? Proof Correction Signs/symbols. Procedure of Preparing a Fair Copy of the Manuscript. Activity: Manuscripts of 200 words containing atleast 10 proof corrections in MS word
PRACTICAL	Proof Corrections/Correspondence	One manuscript of 200 words containing 10 proofsigns OR One Official/Business letter of 180-200 words inMS Word
3. Excel	Starting Excel: Excel window, Ribbon, Excel Workbook and Worksheet,Opening workbook, Data entry, navigating the worksheet, Saving and Printing Workbook	Session: Basics of Excel Creation of workbook/worksheetOpening an Existing workbook Data Entry/deletion in the Existing workbook Saving/save as an Existing Workbook Printing the workbook Closing the workbook Activity: i) Creation of workbook/worksheet ii) Opening an Existing/created workbook iii) Data Entry/deletion in the Existing workbook iii) Saving/save as an Existing Workbook iv)Printing the workbook V) Closing the workbook
	Editing Excel: Selecting Cells and Ranges, Editing data, Modifying a Worksheet, Adding worksheets, rows and columns, Resizing rows and columns, moving and copying cells, freeze pane, Find and Replace data, Autofill.	Session: Editing in Excel/worksheets Selecting – the cell, row, column, worksheetand cluster of cells. Editing of data in worksheet Addition – worksheets, cells, rows, columns Resizing – rows and columns Moving and copying cells, drag and dropmethods Freezing of panes to lock of specific rows orcolumns Find and replace data in a worksheet Auto fill the data

UNIT	SUB-UNIT	SESSION/ ACTIVITY/ PRACTICAL
UNII		Activity: Moving around the worksheet: i) Selecting – the cells, row, column, worksheet andcluster of cells. ii) Editing of data in worksheet iii) Addition – worksheets, cells, rows, columns iv) Resizing – rows and columns v) Moving and copying cells, drag and drop methods vi)Freezing of panes to lock of specific rows orcolumns vi) Find and replace data in a worksheet Auto fill the data Session: Formatting in Worksheets • Formatting – cells, rows and columns • Formatting – Text, fonts, margins, Fillcolours • Formatting - Using style Toolbar – Modifying and removing cell style • Auto formatting of text • AutoCorrect – typos and misspelled words, insert symbols and other texts Format painter Activity: i) Formatting – cells, rows and columns ii) Formatting – Text, fonts, margins, Fill colours iii) Formatting – Using style Toolbar – Modifyingand removing cell style iv) Auto formatting of text
	Formulas and Functions: Formulas, Operators, Creating a formula, AutoSum, Relative Absolute and Mixed Referencing, Functions, Spell Checking	 v) AutoCorrect – typos and misspelled words,insert symbols and other texts Format painter Session: Formulas – Using Different Operators, Creating a formula, AutoSum, Relative,
	Using Charts: Componentsof a Chart, Chart types, creating a Chart	Session: Charts in Excel

UNIT	SUB-UNIT	SESSION/ ACTIVITY/ PRACTICAL
EXCEL	Creation of Worksheet	Activity:
(PRACTICAL)		Creating a worksheet with at least 5-6 columns and 6-8
		rows including main heading, column heading, calculations
		(max, min, sum, average or
		simple arithmetic operations), formatting and pagesetting,
4. PowerPoint	Power Point Presentation:	saving and printing the worksheet. Session: PPT
4. PowerPoint	Starting PowerPoint, Creating a	Starting PowerPoint
	presentation, Opening an	Creating a presentation
	existing presentation.	Opening an existing presentation
	existing presentation.	Activity:
		i) Creation of PPT
		Opening of Existing/created PPT
	Viewing slides- Normal View,	Session: Viewing Slides
	Slide Sorter View, Notes Page,	Normal View Style Section View
	Slide Show.	Slide Sorter View
		Notes PageSlide Show
		Activity:
		i)Creating/viewing of Normal view of PPT;
		ii) Creating/viewing of Slide Sorter view of PPT,
		iii) Creating/viewing of Notes page view of PPT
		iv) Creating/viewing of Slide Show view of PPT
	Working with slides- Adding	Session : Working with Slides
	a slide, deleting aslide,	Adding a slide
	Adding text, movinga text	Deleting a slide
	box, format text.	Adding text
	Adding WordArt, Format	Moving a text box
	WordArt. Adding shapes,	Format Text
	image and clipart. Adding	Adding WordArt Toward MondAnt
	theme to slide, changing the	Format WordArtAdding shapes, Image from Clipart
	background.	Adding theme to slide
	Formatting presentationusing	Changing the background
	slide master	Formatting presentation using slide master
		Activity:
		i) Addition and deletion of slide
		ii) Addition of Text through Text Box and Movingof Text
		Box
		iii) Addition and Formatting of WordArt
		iv) Addition of images from clipart and theme toslide
		v) Changing the background of the slide
		Formatting through slide master
	Objects and Animation:	Session: Objects and Animation:
	Creating Custom Animation	Creating Custom Animation Effects forobjects And tife Animation of Factor
	Effects for objects, Modify	Modify Animation effectsCreate a Slide Transition
	Animationeffects, Create a	 Create a Slide Transition Change the order of the slide
	Slide Transition, Change the	Slide Show Options
	order of the slide, Slide	Rehearse Timing
	Show Options, Rehearse	Activity:
	Timing	i) Creating Custom Animation Effects for objects,
		ii) Modify Animation effects
		iii) Create a Slide Transition
		iv) Change the order of the slide
		v) Slide Show Options
		Rehearse Timing

UNIT	SUB-UNIT	SESSION/ ACTIVITY/ PRACTICAL
MS- POWER POINT (PRACTICAL)	Creating a presentation	Creating a presentation with at least 7-8 slides including bulleted points, insertion of picture/clip arts, slide transition effects and custom animations, saving and printing the presentation
5. Internet Search	Search Engine, Types of Search Engine, Finding information through search engine, Different Search Engines, E-Commerce, Types of E-Commerce, E- Business	Session: Internet Search
6. Email	E-mail Management: Importance of E-mail, E- mail Services, Opening an email account using Gmail. Composing an email, Sending an email with attachment, Formatting text. E-mail actions- Reading an email, replyingan email, forwarding an email, printing an email and deleting an email. Adding a signature. Creating folders/ labels for archiving emails.	Session: E-mail Management: Importance of E-mail E-mail Services Opening an email account using Gmail. Composing an email Sending an email with attachment Formatting text E-mail actions- Reading an email, replyingan email, forwarding an email, printing an email and deleting an email. Adding a signature Creating folders/ labels for archiving emails Activity: i) Composing an email with attachment iii) Formatting text iv) E-mail actions- Reading an email, replying an email, forwarding an email, printing an email anddeleting an email. v) Adding a signature Creating folders/ labels for archiving emails
7. Computer Virus	Computer Virus, Computer virus versus Biological virus, Computer virus classification—Boot sector virus, Companion virus, E-mail virus, Logic Bomb, Macro virus, Cross-site scripting virus, Worm, Trojan Horse. Effects of computer virus, the vulnerability of operating systems to virus, protection from virus and use of popular antivirus software.	Session:
PRACTICAL FILE	Practical File	Should contain at least 10 printouts of excel worksheets and 10 printouts of presentation created over the year verified by the Teacher/Instructor concerned to be shown to the External Examiner at the time of final practical examination.

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:

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 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).
- 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.