CBSE | DEPARTMENT OF SKILL EDUCATION

CURRICULUM FOR SESSION 2024-2025

TYPOGRAPHY AND COMPUTER APPLICATION (Sub. Code - 817)

JOB ROLE: EXECUTIVE ASSISTANT CLASS – XI

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 2024-2025)

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

	UNITS	NO. OF HOURS for Theory and Practical	MAX. MARKS for Theory and Practical
Part A	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**
		Theory	**Marks**
Part B	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	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.

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.	**Session**: • Business Correspondence • Three styles of typing letters: indented style, Block Style/Fully Blocked Style and Semi-block style
		Activity : Business letters with different styles of 180/200 words in MS word
	Official Correspondence: Types of Official Correspondence - Memorandum, Office Order, DO letter, OfficeNote	**Session**: • Official Correspondence • Types of official correspondence: Memorandum, Office Order, DO letter and Office Note
		Activity : Different Official letters of 180/200 words in MS word
2. Manuscript	Meaning/Definition- Proof correction signs/symbols, Procedure of preparing a fair copy of the manuscript.	**Session: Manuscript** • Meaning of Manuscript? Proof Correction Signs/symbols. • Procedure of Preparing a Fair Copy of the Manuscript.
		Activity: Manuscripts of 200 words containing at least 10 proof corrections in MS word

PRACTICAL	Proof Corrections/Correspondence	One manuscript of 200 words containing 10 proof signs **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, worksheet and cluster of cells. • Editing of data in worksheet • Addition – worksheets, cells, rows,columns • Resizing – rows and columns • Moving and copying cells, drag and drop methods • Freezing of panes to lock of specific rows or columns • Find and replace data in a worksheet • Auto fill the data
		Activity : Moving around the worksheet: i) Selecting – the cells, row, column, worksheet and cluster 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 dropmethods vi)Freezing of panes to lock of specific rows or columns vi) Find and replace data in a worksheet vii) Auto fill the data

	Formatting Worksheets: Formatting cells, Formatting rows and columns, Formatting text, Formatting worksheets using Styles Toolbar, Autoformatting, AutoCorrect, Format painter.	**Session :** Formatting in Worksheets • Formatting - cells, rows and columns • Formatting – Text, fonts, margins, Fill colours • 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 **v)** AutoCorrect – typos and misspelled words,insert symbols and other texts **vi)** Format painter

	Formulas and Functions: Formulas, Operators, Creating a formula, AutoSum, Relative Absolute and Mixed Referencing, Functions, Spell Checking	**Session:** • Formulas – Using Different Operators, • Creating a formula, AutoSum, Relative, Absolute and Mixed Referencing • Functions – Through functions Library- Sum (),sumif(), Average(), Max(), Min(), count(), countif() • Spell Checking through spell check **Acitivity:** **i)** Using of formulas with Operators -- Mathematical and logical operators **ii)** AutoSum: to add the Values of different cells **iii)** Cell Referencing – Relative, absolute andmixed **iv)** Functions – Sum (),sumif(), Average(), Max(), Min(), count(), countif() **v)** Spell checking through spell check
	Using Charts: Componentsof a Chart, Chart types, creating a Chart	**Session:** Charts in Excel • Components of a chart, • Chart Types: Column, Bar, Area, Line andPie Charts • Creating of chart **Activity :** i) Charts and components of Charts ii) Chart Types: Column, Bar, Area, Line and Pie Charts iii) Creating of chart according to requirement

EXCEL (PRACTICAL)	Creation of Worksheet	**Activity:** 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 page setting, saving and printing the worksheet.
4. PowerPoint	Power Point Presentation: Starting PowerPoint, Creating a presentation, Opening an existing presentation.	**Session :** PPT • Starting PowerPoint • Creating a presentation • Opening an existing presentation **Activity:** **i)** Creation of PPT **ii)** Opening of Existing/created PPT
	Viewing slides- Normal View, Slide Sorter View, Notes Page, Slide Show.	**Session :** Viewing Slides • Normal View • Slide Sorter View • Notes Page • Slide 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 a slide, deleting aslide, Adding text, movinga text box, format text. Adding WordArt, Format WordArt. Adding shapes, image and clipart. Adding theme to slide, changing the background. Formatting presentation using slide master	**Session** : Working with Slides • Adding a slide • Deleting a slide • Adding text • Moving a text box • Format Text • Adding WordArt • Format WordArt • Adding shapes, Image from Clipart • Adding theme to slide • Changing the background • 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 vi) Formatting through slide master
	Objects and Animation: Creating Custom Animation Effects for objects, Modify Animationeffects, Create a Slide Transition, Change the order of the slide, Slide Show Options, Rehearse Timing	**Session :** Objects and Animation: • Creating Custom Animation Effects for objects • Modify Animation effects • Create a Slide Transition • Change the order of the slide • Slide Show Options • Rehearse Timing
		Activity: 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 vi) Rehearse Timing
MS-POWERPOINT(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 • Search Engine • Finding information through search engine • Different Search Engines • E-Commerce • Types of E-Commerce • E-Business*
		Activity: i) Types of search Engine ii) Popular Search Engines on Internet iii)Finding information through search engine iv) Types of E-Commerce through www

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 **ii)** Sending an email with attachmentiii)Formatting text iv) E-mail actions- Reading an email, replying an email, forwarding an email, printing an email and deleting an email. v) Adding a signature vi) 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 :** - 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 - Protection from virus and use of popular antivirus software **Activity:** i) The vulnerability of operating systems to virus ii) Protection from virus and use of popularantivirus software*
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 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.