

CBSE | DEPARTMENT OF SKILL EDUCATION

CURRICULUM FOR SESSION 2024-2025

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 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 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	Employability Skills		
	Unit 1 : Communication Skills - IV	13	2
	Unit 2 : Self-Management Skills - IV	07	2
	Unit 3 : ICT Skills – IV	13	2
	Unit 4 : Entrepreneurial Skills - IV	10	2
	Unit 5 : Green Skills - IV	07	2
	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	124	10
	Viva		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 of Typewriting letters – indented Style, Block Style/Full Blocked Style, Semi – block style.	Session: <ul style="list-style-type: none"> • 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, Office Note	Session: <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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

<u>PRACTICAL</u>	Proof Corrections/Correspondence	One manuscript of 200 words containing 10 proof signs OR One Official/Business letter of 180-200 words in MS 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 <ul style="list-style-type: none"> • Creation of workbook/worksheet • Opening an Existing workbook • Data Entry/deletion in the Existing workbook • Saving/save as an Existing Workbook • Printing the workbook • Closing the workbook
		Activity: <ul style="list-style-type: none"> i) Creation of workbook/worksheet ii) Opening an Existing/created workbook iii) Data Entry/deletion in the Existing workbook iv) Saving/save as an Existing Workbook v) Printing the workbook v) Closing the workbook

	<p>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.</p>	<p>Session: Editing in Excel/worksheets</p> <ul style="list-style-type: none"> • 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 <p>Activity : Moving around the worksheet:</p> <p>i) Selecting – the cells, row, column, worksheet and cluster of cells.</p> <p>ii) Editing of data in worksheet</p> <p>iii) Addition – worksheets, cells, rows, columns</p> <p>iv) Resizing – rows and columns</p> <p>v) Moving and copying cells, drag and drop methods</p> <p>vi) Freezing of panes to lock of specific rows or columns</p> <p>vi) Find and replace data in a worksheet</p> <p>vii) Auto fill the data</p>
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	<p>Formatting Worksheets: Formatting cells, Formatting rows and columns, Formatting text, Formatting worksheets using Styles Toolbar, Autoformatting, AutoCorrect, Format painter.</p>	<p>Session : Formatting in Worksheets</p> <ul style="list-style-type: none"> • 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 <p>Activity:</p> <p>i) Formatting - cells, rows and columns</p> <p>ii) Formatting – Text, fonts, margins, Fill colours</p> <p>iii) Formatting - Using style Toolbar – Modifying and removing cell style</p> <p>iv) Auto formatting of text</p> <p>v) AutoCorrect – typos and misspelled words, insert symbols and other texts</p> <p>vi) Format painter</p>
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	Formulas and Functions: Formulas, Operators, Creating a formula, AutoSum, Relative Absolute and Mixed Referencing, Functions, Spell Checking	Session: <ul style="list-style-type: none"> 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 Activity: <ul style="list-style-type: none"> i) Using of formulas with Operators -- Mathematical and logical operators ii) AutoSum: to add the Values of different cells iii) Cell Referencing – Relative, absolute and mixed iv) Functions – Sum (),sumif(), Average(), Max(), Min(), count(), countif() v) Spell checking through spell check
	Using Charts: Components of a Chart, Chart types, creating a Chart	Session: Charts in Excel <ul style="list-style-type: none"> Components of a chart, Chart Types: Column, Bar, Area, Line and Pie Charts Creating of chart Activity : <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Starting PowerPoint Creating a presentation Opening an existing presentation Activity: <ul style="list-style-type: none"> i) Creation of PPT ii) Opening of Existing/created PPT
	Viewing slides- Normal View, Slide Sorter View, Notes Page, Slide Show.	Session : Viewing Slides <ul style="list-style-type: none"> Normal View Slide Sorter View Notes Page Slide Show Activity: <ul style="list-style-type: none"> 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

	<p>Working with slides- Adding a slide, deleting a slide, Adding text, moving a 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</p>	<p>Session : Working with Slides</p> <ul style="list-style-type: none"> • 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 <p>Activity:</p> <p>i) Addition and deletion of slide ii) Addition of Text through Text Box and Moving of Text Box iii) Addition and Formatting of WordArt iv) Addition of images from clipart and theme to slide v) Changing the background of the slide vi) Formatting through slide master</p>
	<p>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</p>	<p>Session : Objects and Animation:</p> <ul style="list-style-type: none"> • Creating Custom Animation Effects for objects • Modify Animation effects • Create a Slide Transition • Change the order of the slide • Slide Show Options • Rehearse Timing <p>Activity:</p> <p>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</p>
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	<p>Session : Internet Search</p> <ul style="list-style-type: none"> • Search Engine • Finding information through search engine • Different Search Engines • E-Commerce • Types of E-Commerce • E-Business* <p>Activity:</p> <p>i) Types of search Engine ii) Popular Search Engines on Internet iii) Finding information through search engine iv) Types of E-Commerce through www</p>

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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> i) Composing an email ii) Sending an email with attachment iii) 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 : <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> i) The vulnerability of operating systems to virus ii) Protection from virus and use of popular antivirus 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 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).
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.