

TYPOGRAPHY AND COMPUTER APPLICATION (817)
SESSION-2019-20
Job Role: Executive Assistant

After this course the students will gain knowledge about complete instructions and signs relating to manuscripts and corrections of drafts. The students will learn about correspondence (both business and official). This course also provides the knowledge of basic essentials of computer for office through different packages like Excel and PowerPoint, with emphasis on Internet Search and Email management etc.

Class XII (2019-20)

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

SCHEME OF UNITS

This course is a planned sequence of instructions consisting of units meant for developing employability and vocational competencies of students of Class XII opting for vocational subject along with general education subjects. The unit-wise distribution of hours and marks for class XII is as follow:

| Typography and Computer Application (817) CLASS XII | | | | |
|--|---|--|--------------------------|--|
| Session 2019-20 | | | | |
| | Units | No. of Hours for Theory and Practical 260 | | Max. Marks for Theory and Practical 100 |
| Part A | Employability Skills | | | |
| | Unit 1 : Communication Skills-IV | 10 | | 10 |
| | Unit 2 : Self-Management Skills-IV | 10 | | |
| | Unit 3 : Information and Communication Technology Skills-IV | 10 | | |
| | Unit 4 : Entrepreneurial Skills-IV | 15 | | |
| | Unit 5 : Green Skills-IV | 05 | | |
| | Total | 50 | | 10 |
| Part B | | Theory Periods | Practical Periods | |
| | Unit-1: Correspondence | 14 | 16 | 08 |
| | Unit-2: Manuscript | 10 | 20 | 08 |
| | Unit-3: Excel | 20 | 50 | 14 |
| | Unit-4 : PowerPoint | 08 | 20 | 08 |
| | Unit-5: Internet Search | 08 | 06 | 04 |
| | Unit-6: Email | 08 | 10 | 04 |
| | Unit-7: Computer Virus | 18 | 02 | 04 |
| | Total | 86 | 124 | 50 |
| Part C | Practical Work | | | |
| | Practical Examination | 6 | | 15 |
| | Written Test | 1 | | 10 |
| | Viva Voce | 3 | | 05 |
| | Total | 10 | | 30 |
| Part D | Project Work/Field Visit | | | |
| | Practical File/ Student Portfolio | 10 | | 10 |

| | | | | |
|--|--------------------|------------------|--|------------|
| | Total | 86+124+50 | | 10 |
| | Grand Total | 260 | | 100 |

Note:-Detailed Curriculum/ Topics to be covered under employability skill can be downloaded from CBSE website.

Part-B

Part-I: Typography

Unit-1: Correspondence

8

Business Correspondence: Styles of Typewriting letters – indented Style, Block Style/Full Blocked Style, Semi – block style.

Official Correspondence: Types of Official Correspondence - Memorandum, office order, DO letter, Office Note.

Unit-2: Manuscript

8

Meaning/Definition, Proof correction signs/symbols, Procedure of preparing a fair copy of the manuscript.

Part II: Computer Application

Unit-3: Excel

14

Starting Excel: Excel window, Ribbon, Excel Workbook and Worksheet, Opening workbook, Data entry, navigating the worksheet, Saving and Printing 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.

Formatting Worksheets: Formatting cells, Formatting rows and columns, Formatting text, Formatting worksheets using Styles Toolbar, Auto formatting, AutoCorrect, Format painter.

Formulas and Functions: Formulas, Operators, Creating a formula, AutoSum, Relative, Absolute and Mixed Referencing, Functions, Spell Checking.

Using Charts: Components of a Chart, Chart types, creating a Chart.

Unit-4 : PowerPoint

8

Power Point Presentation: Starting PowerPoint, Creating a presentation, Opening an existing presentation.

Viewing slides- Normal View, Slide Sorter View, Notes Page, Slide Show.

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.

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

Unit-5: Internet Search

4

Search Engine, Types of Search Engine, Finding information through search engine, Different Search Engines, E-Commerce, Types of E-Commerce, E-Business

Unit-6: Email

4

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, replying an email, forwarding an email, printing an email and deleting an email. Adding a signature. Creating folders/ labels for archiving emails.

Unit-7: Computer Virus

4

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.

PRACTICAL

Marks: 40

1. Key Board Operations – Speed Test of 30wpm - 10 minutes

(300 words / 1500 strokes)

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.

2. Proof Corrections / Correspondence

One manuscript of 200 words containing 10 proof correction signs.

OR

One Official/Business letter of 180-200 words in MS Word.

3. MS Excel

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. MS PowerPoint

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. 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.

6. Viva

