

CLASS–XII
ELECTIVE
TYPOGRAPHY & COMPUTER APPLICATION (ENGLISH) (607)
(Common for Office Secretaryship and Stenography & Computer Application)
THEORY

Time: 2 Hours

Marks: 30

Part-I: Typography

Unit-1: Correspondence

5

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

5

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

Part II: Computer Application

Unit-3: Excel

8

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

4

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 Timings

Unit-5: Internet Search

2

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

3

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

3

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

Time: 3 Hours

Marks:70

1. Key Board Operations – Speed Test of 30wpm - 10 minutes (300 words / 1500 strokes) 20

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 10

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 15

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 10

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 10

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 5

CLASS–XII **GENERAL FOUNDATION COURSE (501)**

Time: 3 Hours

Marks: 100

Part–I: (Compulsory to all Vocational Courses)

Marks: 50

A. Business Management and Entrepreneurship	30
Management of Business	
Elementary treatment/exposure to basic conceptual frame work of the topic listed below:	
(a) Basic Function.	6
(b) Marketing Management.	6
(c) Financial Management.	6
(d) Production Management.	6
(e) Personnel Management.	6
B. Computational Skills	10
1. (a) Solution of linear equations and their application to problem of commercial mathematics.	5
(b) System of linear equations and in equation in two variables. Applications in formation of simple linear programming problems.	
2. Statistics: Raw data, bar charts and Histogram; Frequency Tables; Frequency Polygon; Ogive; Menu, Median and Mode of ungrouped and grouped data; Standard Deviation; Introduction to Mortality tables; Price Index etc. Introduction to Computers.	5
C. Environmental Education & Rural Development	10
1. Environmental Education	5
(a) Modernisation of agriculture and environment, irrigation, water logging, use of fertilisers, pesticides, soil erosion, land degradation (desertification and deforestation), silting and drying of water resources.	
(b) Rational utilisation, conservation and regeneration of environmental resources (soil, air, water, plant, energy, minerals).	
2. Rural Development	5
Principles and goals of rural development, major problems/constraints in rural development in India.	
Part–II	
	<i>Marks: 50</i>
1. Economic Environment of Business	10
A brief exposure of economic and industrial policy, consumer protection.	
2. Banking	8
Functions of Banks, types of accounts and their operation.	
3. Advertising	8
Meaning, Importance and media.	
4. Financial Services	8
Mutual funds, leasing, Elementary knowledge of stock market operations in India.	
5. Postal Services	8
Various services provided by Post Office.	
6. Purchasing and Storekeeping	8
Basic Principles of Purchasing and storekeeping.	

