

CBSE | DEPARTMENT OF SKILL EDUCATION CURRICULUM FOR SESSION 2020-2021

TYPOGRAPHY AND COMPUTER APPLICATION (SUBJECT CODE 817)

JOB ROLE: Executive Assistant

RATIONALIZED CURRICULUM FOR CLASS-XII FOR SESSION 2020-21

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

	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	13	10
	Unit 2 : Self-Management Skills-IV	07	
	Unit 3 : ICT Skills-IV	13	
	Unit 4 : Entrepreneurial Skills-IV	10	
	Unit 5 : Green Skills-IV	07	
	Total	50	
Part B	Subject Specific Skills		
	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
GRAND TOTAL		260	100

DETAILED CURRICULUM/TOPICS:

Part-A: EMPLOYABILITY SKILLS

S. No.	Units	Duration in Hours
1.	Unit 1: Communication Skills-IV	13
2.	Unit 2: Self-management Skills-IV	07
3.	Unit 3: Information and Communication Technology Skills-IV	13
4.	Unit 4: Entrepreneurial Skills-IV	10
5.	Unit 5: Green Skills-IV	07
	TOTAL DURATION	50

NOTE: For Detailed Curriculum/ Topics to be covered under Part A: Employability Skills can be downloaded from CBSE website.

Part-B – SUBJECT SPECIFIC SKILLS

S. No.	Units	Duration in Hours
1.	Unit-1: Correspondence	14
2.	Unit-2: Manuscript	10
3.	Unit-3: Excel	20
4.	Unit-4 : PowerPoint	08
5.	Unit-5: Internet Search	08
6.	Unit-6: Email	08
7.	Unit-7: Computer Virus	18
	TOTAL DURATION	86

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
	Official Correspondence: Types of Official Correspondence - Memorandum, Office Order, DO letter, Office Note	Activity : Business letters with different styles of 180/200 words in MS word Session: <ul style="list-style-type: none"> • Official Correspondence • Types of official correspondence: Memorandum, Office Order, DO letter and Office Note
2. Manuscript	Meaning/Definition- Proof correction signs/symbols, Procedure of preparing a fair copy of the manuscript.	Activity : Different Official letters of 180/200 words in MS word 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 at least 10 proof corrections in MS word

***Note:- To be assessed in practical only. No question shall be asked from this portion in Theory Exams.**

UNIT	SUB-UNIT	SESSION/ ACTIVITY/ PRACTICAL
PRACTICAL	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	<p>Session: Basics of Excel</p> <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 <p>Activity:</p> <p>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</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>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. 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 or columns vi) Find and replace data in a worksheet vii) Auto fill the data</p>

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UNIT	SUB-UNIT	SESSION/ ACTIVITY/ PRACTICAL
	Formatting Worksheets: Formatting cells, Formatting rows and columns, Formatting text, Formatting worksheets using Styles Toolbar, Auto formatting, AutoCorrect, Format painter.	<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 ii) Formatting – Text, fonts, margins, Fill colours iii) Formatting - Using style Toolbar – Modifying and removing cell style iv) Auto formatting of text v) AutoCorrect – typos and misspelled words, insert symbols and other texts vi) Format painter</p>
	Formulas and Functions: Formulas, Operators, Creating a formula, AutoSum, Relative Absolute and Mixed Referencing, Functions, Spell Checking	<p>Session:</p> <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 <p>Activity:</p> <p>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</p>
	Using Charts: Components of a Chart, Chart types, creating a Chart	<p>Session: Charts in Excel</p> <ul style="list-style-type: none"> • Components of a chart, • Chart Types: Column, Bar, Area, Line and Pie Charts • Creating of chart <p>Activity :</p> <p>i) Charts and components of Charts ii) Chart Types: Column, Bar, Area, Line and Pie Charts iii) Creating of chart according to requirement</p>

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UNIT	SUB-UNIT	SESSION/ ACTIVITY/ PRACTICAL
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: 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: 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 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	Session : Working with Slides <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 Activity: 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

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UNIT	SUB-UNIT	SESSION/ ACTIVITY/ PRACTICAL
	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>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-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	<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, replying an email, forwarding an email, printing an email and deleting an email. Adding a signature. Creating folders/ labels for archiving emails.	<p>Session : E-mail Management:</p> <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, replying an email, forwarding an email, printing an email and deleting an email. • Adding a signature • Creating folders/ labels for archiving emails

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UNIT	SUB-UNIT	SESSION/ ACTIVITY/ PRACTICAL
		Activity: 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: i) The vulnerability of operating systems to virus ii) Protection from virus and use of popular antivirus software*
<u>PRACTICAL FILE</u>	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.

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