

**MAHARASHTRA STATE BOARD OF VOCATIONAL EDUCATION EXAMINATION,  
MUMBAI -51**

1	Name of Syllabus	<b>C.C.IN COMPUTER BASICS (FOR VISUALLY IMPAIRED) (101109)</b>																																								
2	Max No of Student	25																																								
3	Duration	6 Month																																								
4	Type	Part Time																																								
5	No Of Days / Week	6 Days																																								
6	No Of Hours /Days	4 Hrs																																								
7	Space Required	Workshop = 200 Sq feet Class Room = 200 Sq feet TOTAL = 400 Sq feet																																								
8	Entry Qualification	S.S.C. Appeared																																								
9	Objective Of Syllabus/ introduction	IT (and computers) for the blind is the biggest enabler for the Educated blind. It has a deeper impact for the blind than for person Without disability.																																								
10	Employment Opportunity	Help desk executive/customer care executive, voice 7 accent trainer, verifier, (if have good English skills,) Production support, Tele-marketing, medical transcriptionist, MIS (report) executive, telephone operator, HR executive, training coordinator, admin assistant, social worker, self employment via internet jobs.																																								
11	Teacher’s Qualification	Diploma course in Computer./I.T																																								
12	Training System	<b>Training System Per Week</b> <table><tr><td>Theory</td><td>Practical</td><td>Total</td></tr><tr><td>6 Hours</td><td>18 Hours</td><td>24 Hours</td></tr></table>						Theory	Practical	Total	6 Hours	18 Hours	24 Hours																													
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13	Exam. Scheme	<table><tr><td>Sr. No.</td><td>Paper Code</td><td>Name of Subject</td><td>TH/PR</td><td>Hours</td><td>Max. Marks</td><td>Min. Marks</td></tr><tr><td>1</td><td>10110911</td><td>Computer Basic</td><td>TH-I</td><td>3 hrs</td><td>100</td><td>35</td></tr><tr><td>2</td><td>10110921</td><td>Typing Practice</td><td>PR-I</td><td>3 hrs</td><td>100</td><td>50</td></tr><tr><td>3</td><td>10110922</td><td>Computer Fundamentals &amp; M. S. Office</td><td>PR-II</td><td>6 hrs</td><td>200</td><td>100</td></tr><tr><td></td><td></td><td>Total</td><td></td><td></td><td>400</td><td>185</td></tr></table>						Sr. No.	Paper Code	Name of Subject	TH/PR	Hours	Max. Marks	Min. Marks	1	10110911	Computer Basic	TH-I	3 hrs	100	35	2	10110921	Typing Practice	PR-I	3 hrs	100	50	3	10110922	Computer Fundamentals & M. S. Office	PR-II	6 hrs	200	100			Total			400	185
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## THEORY - I - COMPUTER BASIC

Computer Fundamentals	Introduction to Computers – Evolution of Computers, Advantages of Computers, Advantages of Computers for a Visually Impaired. Introduction to the concepts like Hardware, Software, storage, Screen Readers.
Windows	Desktop, Task Bar, Menus, Editing (introduction to cursor, character editing, Advanced editing concepts like selection Cut, copy and paste .Visually Impaired rules and exceptions while doing editing.
JAWS CURSOR	Introduction and Importance of JAWS Cursor Difference between PC cursor & JAWS Cursor Practicing JAWS cursor of Various Dialog boxes.
File Folder Management	Introduction to concept File. Folder & Drive. Introduction to My Computer, Path, Creating, renaming, deleting, copying moving , files & folders. Naming conventions for File/Folder, Introduction to different views. Searching file and folders. Copying files & folders from external devices like pen drives, c d' s etc. Introduction to Windows explorer.
Screen reader fundamentals	Using screen reader help feature
Microsoft Word	Introduction & need of Microsoft Word, Understanding the layout using JAWS cursor, typing, Saving, creating, new files. Open, close, switching between multiple files. Editing (copying, moving, deleting, finding, replacing, spelling & grammar checking) Formatting (font formatting, paragraph Bullets & numbered lists, page numbers, header & footer, Inserting page break, page setup & print, Letter writing. Tabs stops. Borders and shading, Heading styles. Book Mark, Thesaurus, Template. Columns. Hyperlinks, word count.  Format painter, paste special, clear formatting. View menu Miscellaneous-task pane, toolbars submenu Foot notes & End Notes. Mail merge.
Table	Table concept, navigation in table, practicing different tables, inserting rows & Columns, JAVs verbosity options for tables, selecting rows, columns & table, deletion of rows, columns & table
	Sorting data in the table, Merging cells , splitting cells, split table
	Converting table to text to table, table formatting like Auto fit, table properties, table auto format.
	Working on big documents example, reading long tables, understanding documents with embedded objects etc.
Microsoft Excel	Introduction to workbook, worksheet, rows, columns and cell. Navigating through rows, columns & Worksheets. Creating entering data, saving and closing workbook. Creation of simple data lists, navigational & JAWS keystrokes wile working in data lists.
Editing	Cell editing. Selection of rows, columns & cells. Copying Moving, deleting data in the cells. Copying moving, deleting rows, columns & Editing exceptions.  Delete, rename, copy or move sheet.

Formatting	Cell formatting – Font formatting, alignment of data, wrap text, merge cells. Text direction and cell borders.
	Format rows – increase or decrease column width, auto fit and hide Format columns – Increase or decrease column width, auto fit and hide columns. Creation of various data lists.
	Sorting data, Filtering data using Auto filter, custom filter. Introduction to formulas, for addition, subtraction, division & Multiplication, Introduction to cell ranges, functions like sum, average, product, max, min, if, count, countif.
	Auto fill numbers, dates text, using fill option. Insert, edit & Delete comment. Paste special, views, page setup, insert, edit & delete Header & Footer, working with charts, printing.
Internet	Evolution of Internet, Advantages of Internet, Features of Internet. Introduction to a Web page, HTML. Website, W.W.W., Internet addressing, Concept of URL. Introduction to Domain Naming system & its types. Introduction to protocol, Explanation of different protocols like http, ftp, smut etc. Explanation of the various Web page elements like links, headings, buttons etc. JAWS behavior & navigational keystrokes. Browsing through various websites (non commercial & commercial)
	Working in Website – Copying the information from web pages & making documents. Explanation of Paste Special option while pasting the information from the web pages.
	Introduction JAWS quick navigation keystrokes.
	Browsing through search engines. Explanation of jaws verbosity, web personalize settings. Introduction to menu options (File, view, Favorites) Introduction to Popup, Popup block settings
	Reading mails, Composing mails, sending mails & receiving mails. Sorting mails, searching mails, Creating folders, Copying and moving mails, saving mails, Attachments, Adding mail Id's To address book, Giving Signature, JAWS quick navigational reading keystrokes Exceptions while working on Internet.
Microsoft Power point	Introduction & importance of a Power point Presentation
	Layout of Power Point window, Slide and Slide layout. JAWS Navigational and reading keystrokes while working with Slides. Creation of a Simple Presentations, Editing the content of slides importance of various views in Power Point
	Rearranging the slides, deleting the slides, copying the slides Formatting the content of the Slide, Applying the designs to the slides, Spelling & Grammar checking.

	<p>Applying the animation effects, Slide show and JAWS behavior while running a presentation.</p> <p>Developing the presentations on various events using suitable content formatting and Animation effects.</p> <p>Exceptions while developing a presentation.</p>
Outlook Express	<p>Introduction and Importance of Out Look Express</p> <p>Understanding various folders in the Out Look Express (Inbox, Sent items, deleted items etc.)</p> <p>Reading mails, Composing &amp; sending mails, Refresh, Sending &amp; receiving, mails.</p> <p>Sorting mails, searching mails, Creating folders Copying and moving mails. Deleting mails, saving mails, Attachments, Adding mail Id's to address book, Giving Signature, Message rules.</p> <p>JAWS navigational and reading keystrokes.</p>
Miscellaneous concepts	<p>Introduction to software Installations, CD burning, Control Panel, Add or remove programs, creating user accounts, Computer Hardware connections &amp; Scanning the documents.</p> <p>Exceptions on each concept.</p>
Usage of MS Office In different jobs.	<p>Understanding Telephone operator , HR, Admin Assistant, Medical transcription, Reporting Job through simulation exercises.</p> <p>Understanding efficiency and quality for visually impaired through simulation exercise of HR</p> <p>Understanding how to learn new concepts with less help</p>

### **PRACTICAL I: TYPING PRACTICE**

SR. NO	Topic	Details
1	Keyboard Orientation & Typing	Key board Orientation & Typing Practice
2	Reading And Listening Using Screen reader	<p>Reading Awareness/Entertainment story text files</p> <p>Reading Awareness/Entertainment story files &amp; Typing the</p> <p>Answers for the questions in the stories.</p>

### **PRACTICAL II - COMPUTER FUNDAMENTALS & M.S.OFFICE**

SR. NO.	TOPIC NAME	DETAILS
1	Computer Fundamentals	<p>Introduction to Computers – Evolution of Computers, Advantages of Computers, Advantages of Computers for a Visually Impaired.</p> <p>Introduction to the concepts like Hardware, Software, storage, Screen Readers.</p>

2	Windows	Desktop, Task Bar, Menus, Editing (introduction to cursor, character editing, Advanced editing concepts like selection Cut, copy and paste .Visually Impaired rules and exceptions while doing editing.
3	JAWS CURSOR	Introduction and Importance of JAWS Cursor Difference between PC cursor & JAWS Cursor Practicing JAWS cursor of Various Dialog boxes.
4	File Folder Management	Introduction to concept File. Folder & Drive. Introduction to My Computer, Path, Creating, renaming, deleting, copying moving , files & folders. Naming conventions for File/Folder, Introduction to different views. Searching file and folders. Copying files & folders from external devices like pen drives, c d' s etc. Introduction to Windows explorer.
5	Screen reader fundamentals	Using screen reader help feature
6	Microsoft Word	Introduction & need of Microsoft Word, Understanding the layout using JAWS cursor, typing, Saving, creating, new files. Open, close, switching between multiple files. Editing (copying, moving, deleting, finding, replacing, spelling & grammar checking) Formatting (font formatting, paragraph Bullets & numbered lists, page numbers, header & footer, Inserting page break, page setup & print, Letter writing. Tabs stops. Borders and shading, Heading styles. Book Mark, Thesaurus, Template. Columns. Hyperlinks, word count.  Format painter, paste special, clear formatting. View menu Miscellaneous-task pane, toolbars submenu Foot notes & End Notes. Mail merge.
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		Sorting data in the table, Merging cells , splitting cells, split table
		Converting table to text to table, table formatting like Auto fit, table properties, table auto format.
		Working on big documents example, reading long tables, understanding documents with embedded objects etc.
7	Microsoft Excel	Introduction to workbook, worksheet, rows, columns and cell. Navigating through rows, columns & Worksheets. Creating entering data, saving and closing workbook. Creation of simple data lists, navigational & JAWS keystrokes while working in data lists.
	Editing	Cell editing. Selection of rows, columns & cells. Copying Moving, deleting data in the cells. Copying moving, deleting rows, columns & Editing exceptions.  Delete, rename, copy or move sheet.
		Cell formatting – Font formatting, alignment of data, warp text, merge cells. Text direction and cell borders.
	Formatting	Format rows – increase or decrease column width, auto fit and hide Format columns – Increase or decrease column width, auto fit and

		hide columns. Creation of various data lists.
		Sorting data, Filtering data using Auto filter, custom filter. Introduction to formulas, for addition, subtraction, division & Multiplication, Introduction to cell ranges, functions like sum, average, product, max, min, if, count, counfit.
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8	Internet	Evolution of Internet, Advantages of Internet, Features of Internet. Introduction to a Web page, HTML. Website, W.W.W., Internet addressing, Concept of URL Introduction to Domain Naming system & its types. Introduction to protocol, Explanation of different protocols like http, ftp, smut etc. Explanation of the various Web page elements like links, headings, buttons etc. JAWS behavior & navigational keystrokes. Browsing through various websites (non commercial & commercial)
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11	Miscellaneous concepts	<p>Introduction to software Installations, CD burning, Control Panel, Add or remove programs, creating user accounts, Computer Hardware connections &amp; Scanning the documents.  Exceptions on each concept.</p>
12	Usage of MS Office In different jobs.	<p>Understanding Telephone operator , HR, Admin Assistant, Medical transcription, Reporting Job through simulation exercises.</p> <p>Understanding efficiency and quality for visually impaired through simulation exercise of HR  Understanding how to learn new concepts with less help</p>

#### 11. Infrastructure required :

- \* Computer systems with minimum Pentium IV configuration, Headsets, scanner.
- \* Computer software's Windows XP SP2, Microsoft office 2003 package, Internet Connection , JAWS 8.0 or 9.0 or 10.0 version screen reader, Talking Typing

Teacher (Typing

Software for VI) and ABBY Fine Reader (for scanning)

- Tactile Diagrams for the Computer concepts visualization.
- Practical Exercises.

#### 12. Reference material recommended:

- Tutor Training manual published by Enable India
- Student Training Manual Published by Enable India.
- VI awareness stories in both soft copy & Braille.

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