CLASS 11 & 12

SECTOR:
IT & ITeS
SUB SECTOR: **IT Service**

JOB ROLE

COMPUTER APPLICATION ACCOUNTING AND PUBLISHING

(QUALIFICATION CODE: REF. ID. NIELIT/OA/4/40)

State Council of Educational Research & Training (SCERT) Kerala
(Department of General Education, Government of Kerala)
Vidhya Bhavan, Poojappura, Thiruvananthapuram

LEARNING OUTCOME BASED VOCATIONAL CURRICULUM

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www.scert.kerala.gov.in

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FOREWORD

A collaborative initiative for developing learning outcome based vocational curriculum and courseware aimed at integrating both vocational and general qualifications has been implemented by the State Council of Educational Research and Training (SCERT) Kerala and the PSSCIVE Bhopal. This is intended to open up pathways of career progression for students and the SCERT Kerala is developing curricula under the project as an integral part of Vocationalisation of Education under Samagra Shiksha, approved by the Government of Kerala. Decisive improvement in the teaching-learning process and working competencies through learning outcomes that have been judiciously embedded in the vocational subject is expected to be the major impact that will be brought about by the learning outcome based vocational curriculum.

It is a matter of great pleasure to introduce this learning outcome based vocational curriculum as part of the vocational training package for the job role of Computer Application Accounting and Publishing (NIELIT/OA/4/40). The curriculum has been developed for the higher secondary students of vocational education and is aligned to the National Occupation Standards (NOSs) of a job role identified and approved under the National Skill Qualification Framework (NSQF).

The key aim of the curriculum will be to provide children with employability and vocational skills that would in turn aid occupational mobility and lifelong learning. A major transformation in the teaching process is also aimed at, which will be brought about through interactive sessions in classrooms, practical activities in laboratories and workshops, projects, field visits, and professional experiences.

The curriculum has been meticulously developed and judiciously reviewed by a group of experts and their much-valued contributions are immensely acknowledged. The imminent utility of the curriculum will without doubt, be adjudged by the qualitative improvement that it brings about in teaching-learning. The feedback and suggestions on the content by the teachers and other stakeholders will be of immense value to us in bringing about further enhancement and augmentation to this document.

Dr. J Prasad
Director
SCERT Kerala
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ACKNOWLEDGEMENTS

1. COURSE OVERVIEW

COURSE TITLE: COMPUTER APPLICATION ACCOUNTING AND PUBLISHING

GENERAL OBJECTIVES

On successful completion of this course, the learners are expected to develop skills;

➤ to use digital technology in carrying out routine office works.

➤ to comprehend the science of practical accounting.

➤ to prepare books of accounts manually

➤ to manage inventory accounting

➤ to prepare books of accounts using accounting software.

➤ to page lay outing, Image editing and Vector drawing for desk top publishing works.

COURSE OUTCOMES

On completion of the course, student should be able to;

➤ identify various components and functions of a computer system.

➤ demonstrate office automation using Word Processing software.

➤ demonstrate office automation using Spread Sheet.

➤ demonstrate Slide presentation using Presentation Software.

➤ create and Manage data base using DBMS Software.

➤ demonstrate trouble shooting to diagnose hardware problems.

➤ explain various principles, process and terminologies in Accounting.

➤ prepare Books of Accounts and Ledgers manually.

➤ prepare Final Accounts of Sole Trading concerns manually.

➤ demonstrate Inventory Accounting and Inventory Management.

➤ prepare Bank Reconciliation Statement.

➤ prepare Ledgers using Accounting Software.

➤ prepare Financial Statements and Reports in Accounting Software.

➤ design and Layout documents and brochures using-Page Lay outing Software and Advanced Page Lay outing Software, Image editing Software and Vector Drawing Software.

COURSE REQUIREMENTS

The learner should have the basic knowledge of science.

COURSE DURATION: 600 hrs

Class 11	300 hrs
Class 12	300 hrs
Total	**600 hrs**

2. SCHEME OF UNITS

The unit-wise distribution of hours and scores for Class 11 is as follows:

		Units	No. of Hours for Theory and Practical = 300	Max. Scores for Theory and Practical =100
	CLASS 11			
Part A		**Employability Skills**		
1.		Communication Skills – III	25	
2.		Self-management Skills – III	25	
3.		Information and Communication Technology Skills – III	20	**10**
4.		Entrepreneurial Skills – III	25	
5.		Green Skills – III	15	
		Total	**110**	**10**
Part B		**Vocational Skills**		
6.		Unit 1: Fundamentals of Computer	**15**	
7.		Unit 2: Operating System and its Functions	**15**	
8.		Unit 3: Office Automation Software.	**50**	
9.		Unit 4: Financial Accounting	**60**	
10.		Unit 5: Bank Reconciliation Statement	**10**	
11.		Unit 6: Inventory Accounting and Management	**15**	
		Total	**165**	**40**
Part C		**Practical Work**		
		Practical Examination	06	15
		Written Test	01	10
		Viva Voce	03	10
		Total	**10**	**35**
Part D		**Project Work/Field Visit/ OJT**		
		Practical File/Student Portfolio	10	10
		Viva Voce	05	05
		Total	**15**	**15**
		Grand Total	**300**	**100**

The unit-wise distribution of hours and scores for Class 12 is as follows:

		Units	No. of Hours for Theory and Practical =300	Max. Scores for Theory and Practical = 100
	CLASS 12			
Part A		**Employability Skills**		
1.		Communication Skills – IV	25	**10**
2.		Self-management Skills – IV	25	
3.		Information and Communication Technology Skills – IV	20	
4.		Entrepreneurial Skills – IV	25	

5.	Green Skills – IV		15	
	Total		**110**	**10**
Part B	**Vocational Skills**			
6.	Unit 1: Computerised Accounting		**80**	
7.	Unit 2: Page Lay outing Software		**15**	
8.	Unit.3 Advanced Page Lay Outing Software		**25**	
9.	Unit 4: Image Editing Software		**25**	
10.	Unit 5: Vector drawing Software		**15**	
11.	Unit 6: Health and Safety at Work		**5**	
	Total		**165**	**40**
Part C	**Practical Work**			
	Practical Examination		06	15
	Written Test		01	10
	Viva Voce		03	10
	Total		**10**	**35**
Part D	**Project Work/Field Visit/OJT**			
	Practical File/Student Portfolio		10	10
	Viva Voce		05	05
	Total		**15**	**15**
	Grand Total		**300**	**100**

3. LEARNING OUTCOME BASED ACTIVITIES

Classroom, Laboratory/workshop and field are the key spots where teaching and learning take place. Classroom and laboratory-based teaching and learning facilitate knowledge creation whereas field visits open venues for free interaction with experts and also helps acquaint learners with various tools, materials, equipment procedures and operations in the workplace. While considering these intensified ways of knowledge acquisition, emphasis should also be laid on the occupational safety, health and hygiene of the participants.

Classroom activities

Classroom activities are mainly interactive lecture sessions, followed by discussions and doubt clarifications. Classes are handled by trained vocational teachers and this is considered as an integral part of the course. The most attractive feature of the class is that the classes are in tune with the outcome-based curriculum. Teaching learning processes are well planned and implemented. Teaching learning materials such as audio-visual materials, colour slides, charts, diagrams, models, exhibits, handouts, on-line teaching materials etc., have been incorporated in accordance with the topic and this may help the teachers to impart the content in an effective manner.

Practical work in Laboratory / Workshop

Practical work is usually performed to enhance the skills of the learners which are indeed essential for them to become specialized technicians. Practical sessions may include hands on training, simulation training, role-play, case-based studies and exercises. Equipment and other appliances are

available for use in abundance. Trained personnel teach and exercise specialized techniques. Practical classes involving laboratory/workshop are well planned with tools, equipment, materials and also other skill acquisition activities. Vocational teachers should submit the plan of laboratory/workshop work in advance to the head of the institution and get it sanctioned prior to use.

Field visits/ Educational Tour

Field visit is one of the ways and means of learning outside the classroom. It promotes knowledge acquisition by giving opportunity to learners to interact with renowned experts and to make observations of the activities performed by them. An observation check list may help the students to ensure the collection of required information and its analysis for further use. This may be developed with the help of vocational teachers who are in charge of outdoor learning activities. All the field visits are well planned by taking into consideration of the learning requirements, distance to travel, time, health and hygiene. The Principal and teachers should plan to implement at least three field visits within a year by making all necessary arrangements.

Virtual Field Visits, Expert Interactions and Practical Activities

With the rapid potentials offered by information technology in digital classrooms, the extent of virtual field visits, online expert interactions and online demonstrations cum practical activities can be worked out. It may be helpful amid the current Covid 19 pandemic scenario. A State level cluster of teachers and experts in the concerned subject can be pooled together for the purpose. The guidelines for such activities can be issued by the concerned SCERTs.

Suggested topics for expert interaction

1.   The scope of Word Processing in office administration
2.   The scope of Spread Sheet in office administration.
3.   The scope of Database Management in office administration
4.   The role of Office Assistant in IT and e-commerce.
5.   The role of Technical Assistant in system maintenance.
6.   The role of Accounts Assistant in book-keeping (journals, ledgers and BRS)
7.   The role of Accounts Assistant in inventory recording and inventory management
8.   The role of Accounts Assistant in preparing financial statements.
9.   The role of Accounts Assistant in computerised accounting (Accounting package/ERP)
10.   The scope of Page lay outing in desk top publishing (DTP)
11.   The scope of Image Editing in desk top publishing (DTP)
12.   The scope of Vector Drawing in desk top publishing (DTP)

4. ASSESSMENT AND CERTIFICATION

The National Skill Qualification Framework (NSQF) is based on outcomes rather than inputs referred by the National Occupation Standards (NOSs). Learning outcomes, as per the NSQF level descriptors, include the Process, Professional Knowledge, Professional Skills, Core Skills and Responsibility. Knowledge in the job of a learner shall be the basis of assessment. It would also be considered if the learning program undertaken by the learner has delivered the required output. Certification is based on required standards so that the learner and the employer could come to know about the competency attained in the vocational subject/ course. In order to make the assessment reliable, valid, flexible, convenient, cost effective, fair and transparent standardised assessment tools are to be used. Technology assisted assessment process is in vogue now.

Knowledge Assessment (Theory)

Knowledge Assessment usually includes two components – Internal Assessment and External Assessment. External assessment includes theory examination conducted by the concerned examination Boards. Tools for assessment contain components for testing the application of knowledge. Knowledge testing can be performed by making use of either objective or short answer type paper-based test. Source of the questions should be the content of the curriculum.

Written Test

A group, comprising of academicians, experts from existing vocational subject experts / teachers, subject experts from University/ College or from the industry prepare theory question paper for the vocational subjects. A panel of experts for question paper setting and conducting examination should be formed by the respective central / state boards. Written tests allow the learners to demonstrate that they have acquired the necessary knowledge and skill in the given topics.

The blue print for the question paper may be as follows:

Duration: 3 hrs **Maximum Scores: 50**

		No. of Questions			
	Typology of Question	**Very Short Answer (1 Score)**	**Short Answer (2 Scores)**	**Long Answer (3 Scores)**	**Scores**
1.	Remembering – (Knowledge based simple recall questions, to know specific facts, terms, concepts, principles, or theories; identify, define or recite, information)	3	3	3	18
2.	Understanding – (Comprehension – to be familiar with meaning and to understand conceptually, interpret, compare, contrast, explain, paraphrase, or interpret information)	2	4	3	19
3.	Application – (Use abstract information in concrete situation, to apply knowledge to new situations: Use given content to interpret a situation, private an example, or solve a problem)	0	2	1	07
4.	High Order Thinking Skills – (Analysis and Synthesis – Classify, compare, contrast, or differentiate between different pieces of information; Organize and/ or integrate unique pieces of information from a variety of sources)	0	2	0	04
5.	Evaluation – (Appraise, judge, and/or justify the value or worth of a decision or outcome, or to predict outcomes based on values)	0	1	0	02
	Total	**5x1=5**	**12x2=24**	**7x3=21**	**50 (24 questions)**

Skill Assessment (Practical)

Skill assessment should be done by considering the practical demonstration of skills by the candidate. It is assessed by making use of a competency checklist prepared by experts. The competency checklist should be developed as per the National Occupation Standards (NOSs). This should be in tune with the qualification pack for the Job Role to ensure necessary consistency in the quality of assessment across different sectors and institutions. As per the performance criteria defined in the National Occupation Standards, the students have to demonstrate their competencies in front of the examiners. Assessment will indicate whether they are competent or incompetent. The assessors assessing the skills of the students should possess enough industrial experience and should have undergone a rigorous training in assessment principles and practices. The Sector Skill Councils (SSCs) should ensure that the assessors are given the required training on the assessment of competencies.

The demonstration of knowledge and skill in performing a task of the learners, is the purpose of the practical examination. This include practical examination where hands on experience will be displayed and a viva voce. A team of two evaluators, one a subject teacher and the other an expert from the relevant industry certified by the relevant Board or SSCs concerned can conduct practical examination as well as viva voce.

Project Work

Project is an efficient strategy to assess the practical skills acquired along a certain timeline. Project is chosen and given to candidates only on the basis of their capabilities, because it needs specific skills. It is performed step by step and the first and foremost step is classroom discussion and selection of the topic for the project. After fixing the topic and objectives, the methodology of the project work should be decided during the classroom discussions. Monitoring and evaluation should be done at each stage. Proper feedback shall be provided to the learners for improvement and innovation. Field visits can be organized as part of the project work. The data collected may be used for presentations and report writing. Accuracy of the data is to be ensured. The entire project work is maintained as a practical work file or as student's portfolio.

Student Portfolio

It is a document that supports the candidate claim of competencies acquired as a part of the teaching learning process. The student portfolio is a compilation of project reports, articles, photos of products prepared by the student.

Viva Voce

Viva voce provides chance to each candidate to demonstrate communication skills and content knowledge. It is a way of obtaining feedback on the student's experience, learning, project work

and field visit. Audio visual recording of the whole procedure can be done for future reference and documentation. A Board, including external examiners, is constituted as per the norms which in turn should be suitably adapted to the specific requirement of the vocational subjects.

The central/state examination board for secondary education and the respective Sector Skill Councils can certify the competencies of the learner upon the successful completion of the course.

5. UNIT CONTENTS

CLASS 11		

Part A: Employability Skills

Sl.No.	Units	Duration (hrs)
1.	Communication Skills- III	25
2.	Self-management Skills – III	25
3.	Information and Communication Technology Skills – III	20
4.	Entrepreneurial Skills – III	25
5.	Green Skills – III	15
	Total	**110**

Unit 1: Communication Skill– III			
Expected Learning Outcomes	Theory (10 hrs)	Practical (15 hrs)	Duration (25 hrs)
1. Demonstrate knowledge of various methods of communication	➢ Methods of communication • Verbal • Non-verbal • Visual	• Writing pros and cons of written, verbal and non-verbal communication • Listing do's and don'ts for avoiding common body language mistakes	05
2. Identify specific communication styles	• Communication styles- assertive, agressive, passive-agressive, submissive, etc.	• Observing and sharing communication styles of friends, teachers and family members and adapting the best practices • Roleplays on communication styles.	10
3. Demonstrate basic writing skills	➢ Writing skills to the following: • Sentence • Phrase • Kinds of Sentences • Parts of Sentence • Parts of Speech • Articles • Construction of a Paragraph	• Demonstration and practice of writing sentences and paragraphs on topics related to the subject	10
Total			**25**

Unit 2: Self-Management – III

Expected Learning Outcomes	Theory (10 hrs)	Practical (15 hrs)	Duration (25 hrs)
1. Demonstrate impressive appearance and grooming	• Describe the importance of dressing appropriately, looking decent and positive body language • Describe the term grooming • Prepare a personal grooming checklist • Describe the techniques of self- exploration	• Demonstration of impressive appearance and groomed personality • Demonstration of the ability to self- explore	10
2. Demonstrate team work skills	• Describe the important factors that influence in team building • Describe factors influencing team work	• Group discussion on qualities of a good team • Group discussion on strategies that are adopted for team building and team work	10
3. Apply time management strategies and techniques	• Meaning and importance of time management – setting and prioritizing goals, creating a schedule, making lists of tasks, balancing work and leisure, using different optimization tools to break large tasks into smaller tasks.	• Game on time management • Checklist preparation • To-do-list preparation	05
Total			**25**

Unit 3: Information and Communication Technology– III

Expected Learning Outcomes	Theory (08 hrs)	Practical (12 hrs)	Duration (20 hrs)
1. Create a document on word processor	• Introduction to word processing. • Software packages for word processing. • Opening and exiting the word processor. • Creating a document	• Demonstration and practice of the following: • Listing the features of word processing • Listing the software packages for word processing • Opening and exit the word processor • Creating a document	10
2. Edit, save and print a document in word	• Editing text • Wrapping and aligning	• Demonstration and practising the	10

processor	the text • Font size, type and face • Header and Footer • Auto correct • Numbering and bullet • Creating table • Find and replace • Page numbering • Printing document • Saving a document in various formats	following: • Editing the text • Word wrapping and alignment • Changing font type, size and face • Inserting header and footer • Removing header and footer • Using autocorrect option • Insert page numbers and bullet • Save and print a document	
Total			**20**

Unit 4: Entrepreneurial Skills – III			
Expected Learning Outcomes	**Theory (10 hrs)**	**Practical (15 hrs)**	**Duration (25 hrs)**
1. Describe the significance of entrepreneurial values and attitude	• Values in general and entrepreneurial values • Entrepreneurial value orientation with respect to innovativeness, independence, outstanding performance and respect for work	• Listing of entrepreneurial values by the students. • Group work on identification of entrepreneurial values and their roles after listing or reading 2-3 stories of successful entrepreneur • Exhibiting entrepreneurial values in Ice breaking, rapport building, group work and home assignments	10
2. Demonstrate the knowledge of attitudinal changes required to become an entrepreneur	• Attitudes in general and entrepreneurial attitudes • Using imagination/ intuition • Tendency to take moderate risk • Enjoying freedom of expression and action • Looking for economic opportunities • Believing that we can change the environment • Analyzing situation and planning action	• Preparing a list of factors that influence attitude in general and entrepreneurial attitude • Demonstrating and identifying own entrepreneurial attitudes during the following micro lab activities like thematic appreciation test • Preparing a short write-up on "who am I" • Take up a product and suggest how its features	15

	• Involving in activity	can be improved • Group activity for suggesting brand names, names of enterprises, etc.	
Total			**25**

Unit 5: Green Skills – III			
Expected Learning Outcomes	**Theory (07 hrs)**	**Practical (08 hrs)**	**Duration (15 hrs)**
1. Describe importance of main sector of green economy	• Main sectors of green economy- E-waste management, green transportation, renewal energy, green construction, water management • Policy initiatives for greening economy in India	• Preparing a poster on any one of the sectors of green economy • Writing a two-page essay on important initiatives taken in India for promoting green economy	08
2. Describe the major green Sectors/Areas and the role of various stakeholder in green economy	• Stakeholders in green economy • Role of government and private agencies in greening cities, buildings, tourism, industry, transport, renewable energy, waste management, agriculture, water, forests and fisheries	• Preparing posters on green Sectors/Areas: cities, buildings, tourism, industry, transport, renewable energy, waste management, agriculture, water, forests and fisheries	07
Total			**15**

PART B: VOCATIONAL SKILLS

Sl.No.	Units	Duration(hrs)
1.	Unit 1: Fundamentals of Computer	15
2.	Unit 2: Operating System and its Functions	15
3.	Unit 3: Office Automation Software	50
4.	Unit 4: Financial Accounting	60
5.	Unit 5: Bank Reconciliation Statement	10
6.	Unit 6: Inventory Accounting and Management	15
Total		**165**

Unit 1: Fundamentals of Computer			
Expected Learning Outcomes	**Theory (10 hrs)**	**Practical (5 hrs)**	**Duration (15 hrs)**
1. Explain the basic concepts, types and Generation of Computer.	• Define Computer • Features of Computer • Types of Computer • Generations of	• Prepare a chart of Computer generation • Prepare a chart of functional units of	3

		Computer	Computer	
2.	Explain the concepts of computer memory and types of memory	• Basic concepts of memory • Types of memory • RAM • ROM • Cache • Virtual Memory	• Prepare a chart of Memory • Compare RAM and ROM with the support of a Chart. • Construct a table showing differences between Cache memory and Virtual memory • Prepare a chart on Memory hierarchy	3
3.	Describe different types of secondary storage devices	• Floppy disk • Hard disk • Concept of disk operations • Types disk system • Magnetic tape system • Optical storage device	• List out different types of secondary memory storage device • Classify storage devices into Optical and Magnetic	3
4.	Explain the basic concepts of Micro processor and sequence of operations to execute a complete instructions.	• Micro processor • Sequence of operations • Hardware controlled operations • Micro programmed controlled operations	• List a few Microprocessors • List out Hardware controlled operations	3
5.	Identify Input output devices and various hardware components and its functions.	• Input devices • Output devices • Printers • Plotters	• Identify I/O devices • Explain different types of printers and its features.	2
6.	Explain the concepts of display units	• Video terminals • Video display • Alpha numeric display • Graphic display		1
	Total			**15**

Unit 2: Operating System and its Functions			
Expected Learning Outcomes	**Theory (7 hrs)**	**Practical (8 hrs)**	**Duration (15 hrs)**
1. Explain the basic concepts and functions of an Operating System	• Operating System • Features of OS • Functions of OS • Types of operating systems. • Steps for Loading and quitting an Operating System	• List out features of an Operating System • List out and explain functions of an OS • Prepare a list of popular OS.	3
2. Demonstrate	• Start icons	• Identify start icons.	4

working with Operating System.	• Desk top icons • Create a folder • Cutting and Coping file • Rename files	• Identify desk top icons. • Demonstrate Creation of folder, cutting and copying files, Naming and Renaming files.	
3. Explain various types of software, hardware components, its functions and connectivity devices.	• System Software • Application software • Differences between System Software and Application Software • Hardware and its main components- SMPS, Mother board, Hard disks, Micro processors, RAM, CMOS,BIOS, Data bus, Expansion slots, Ports. • Types of Computer Networks. • Network connectivity devices.	• Compare System Software with Application software. • Prepare chart showing the differences between Software and hardware. • List out popular Application softwares. • Identify and explain major hardware components in a system • List out different types of Networks. • Identify different Network connectivity devices.	4
Total			**15**

Unit 3: Office Automation Software			
Expected Learning Outcomes	**Theory (20 hrs)**	**Practical (30 hrs)**	**Duration (50 hrs)**
1. Prepare, edit and print word documents using Word processing Software.	• User interface of Word processing software • Office button • Quick access tool bar • The word work space • Starting and Quitting word • Ribbon • Tabs • Home Tab • Insert Tab • Page layout • References • Mailing • Review • View • Design	• Identify various components of user interface of Word processing Software. • Create a new word document, save, save as and close. • Listing groups and tools in each tabs in the ribbon. • Editing and formatting document using tools in home tab • Inserting tables, shapes, charts, header, footer, page number. • Demonstrate Page layout	15

	- Layout - Tools of Tabs - Working with dialog box - Create, edit and print documents - Mail merging - Merging documents and macros.	- Demonstrate referencing - Demonstrate Mail merging - Demonstrate Check Spelling and grammar - Show print layout, Web layout, split - Record macros and run macros - Protect document - Design documents by giving shading and borders. - Sort item ascending and descending order.	
2. Prepare documents in Spread sheets using Spread Sheet applications	- Explore User interface of Spread Sheet - Ribbon - Tabs - Groups and tools - Home Tab - Insert Tab - Page layout, - Formula, data, Review and view - Building a simple worksheet by Entering Text, Entering Values, Entering Dates and Times - Inserting and Deleting merging Columns, Rows and cells. - Changing Character Style, - Changing Alignment, - Changing Column Width. - Working with Multiple worksheet - Copying entries between work books, Moving sheets between work books, Deleting sheets, Quitting Spread	- Identify various components in the user interface of Spread sheet. - Demonstrate Open a spread sheet , name the sheet, save, save as - Enter data, apply tools in the font, alignment and number - Demonstrate Inserting picture, shapes and charts - Demonstrate Page layout, page margin, header and footer - Demonstrate formulas- auto sum, financial, logical and text. - Data sorting and filtering - Data proofing - Add comment - Protect sheet, protect work book and share sheet. - View normal, page break - New window, arrange, split, hide freeze pane - Demonstrate different types of charts and diagrams using spread sheet. - Demonstrate arithmetic	15

	sheet. • Opening existing workbooks • Formatting Text • Displaying dollars and cents, Formatting decimal places, formatting dates, Copying style and formats. • Simple calculations. Doing Arithmetic, Logic and Financial functions. • Formulas that make decisions — Using the IF function, Using the nested IF function, Copying formulas. • Checking Spelling, Printing Worksheets, Preview Worksheets, Setting up the pages. Sorting data, • Finding records, Adding and deleting Records, Filtering Records. • Plotting charts, Sizing and moving charts, Updating charts, Changing the chart type	calculations using SUM, SUMIF, Average, Average IF, Round up, Round down. • Demonstrate logical functions AND,OR,NOT,IF • Demonstrate Financial functions PMT, PPMT, NPER,SLN. • Demonstrate Copying formulas and values. • Demonstrate current Date and time.	15
3. Create, record and execute macros in Spread Sheet.	• Using chart auto format. Creating Macros, Recording Macros, Running Macros.	• Demonstrate Creation of macros, Record macros and Run macros	3
4. Design Reports and Forms using DBMS Software.	• Explain the concept of data base, DBMS and RDBMS • Terminologies used in RDMS. • Explain the benefits of DBMS • Differentiate DBMS and RDBMS • Starting DBMS software	• Demonstrate Creation a table in database sheet- • Creation of a table from Scratch • Create tables by using the table wizard • Modify table by using design view • Setting primary key, entering data in data sheet, editing data in	12

	• Exploring user interface. • Creating database using blank template • Data types • Creating table in data sheet view • Opening a table in the design view • Entering and editing records in a table. • Sorting and Filtering • Creating a query using query design • Running query • Query wizard • Deleting query • Form-Creating a form using Form wizard. • Modifying forms • Reports-Create reports using Report wizard. • Define and establish Relationship • Reinforce Referential integrity querying a Data base. • Import from and Export to spread sheet. • Create queries and Reports from Relational Data base.	data sheet, Changing the width of columns and heights of Rows, Changing the order of columns. • Demonstrate sorting and filtering data • Create a query in the Query design option • Demonstrate Running a query and Deleting query • Demonstrate creation of a Form by using Form wizard • Demonstrate modify forms using the control toolbox, modify format properties of control (font style, size, colour, caption etc.) • Demonstrate use of form sections (Header, footer and detail) and use of calculated control on a form • Demonstrate Creation of reports using Report wizard • Demonstrate Import from and Export to spread sheet. • Create and establish relationships in data base	
5. Create Slides using Presentation software.	• Explain user interface of Presentation software. • Tabs and Tools Home, Insert, Design, Animations, Slide show, Review, View, and Format. • Features of Presentation software • Design and animate slides	• Creation of template with auto content wizard • Creating a presentation with template • Creating a presentation from scratch • Animating Different Parts of a slide-Inserting a Motion Clip and Including Sounds in slides. • Demonstrate slide show presentation • Timing of presentation. • Including Graphs,	5

		Charts, Tables and Columns Organization Chart Slide, • Creating a table Slide. • Creating two column Slide • Designing some slides as hidden, viewing anywhere in a slideshow. • Print presentations	
Total			**50**

Unit 4:Financial Accounting			
Expected Learning Outcomes	**Theory (18 hrs)**	**Practical (42 hrs)**	**Duration (60 hrs)**
1. Explain the conceptual frame work of Accounting.	• Double entry system of Accounting • Basic terms used in Accounting • Rules of Debit and credit • Accounting equation • Accounting Concepts Principles and Conventions • Objectives of Accounting • Accrual System and Cash System. • Ledger Accounts and Groups- • Capital, Liabilities, Assets, Direct Expense, Indirect expense, Direct Income, Indirect Income.	• Prepare a chart for Accounting rules • Practice accounting equation • Identify groups of ledgers • Identify Accounting principles/ concepts on different accounting works. • Explain objectives of Accounting • Distinguish between Cash system and Accrual System • Identify items grouped under Assets, Liabilities and Capital. • Identify direct and Indirect expenses and Incomes	6
2. Prepare and practice Journal Entries using Vouchers.	• Source documents. • Journal • Cash Book with Bank column • Journal entries with GST,TDS and TCS. • Debit and Credit Notes	• Identify debit and Credit aspects • Write Journal entries • Prepare Cash Book with bank column • Prepare Journal using copies of vouchers and source documents • Prepare Debit note • Prepare Credit Note	10
3. Prepare Ledgers	• Purchase Account • Sales Account	• Prepare Purchase Account	10

	Accounts pertaining to Financial Performance.	• Direct Expense • Indirect Expenses • Direct Income • Indirect Incomes • Depreciation	• Prepare Sales Account • Prepare Expense Accounts • Prepare Incomes Accounts • Prepare Depreciation Account.	
4.	Prepare Ledgers Accounts pertaining to Financial Position.	• Ledger Accounts of- Capital • Reserves, Surplus and Retained Earnings • Loans (Liabilities) • Secured Loans • Unsecured Loans • Bank Over draft • Duties and Taxes • Provisions • Accounts Payable. • Current liabilities • Fixed Assets • Investments • Bank account • Cash in Hand • Stock in hand • Other Current Assets • Accounts Receivable • Miscellaneous expense& • Suspense Account	• Prepare Ledger of Capital Account • Prepare Reserve Account • Prepare Ledger of Fixed Assets Account • Prepare Deposit (Asset) Account • Prepare Loans and Advance (Asset Account) • Prepare Investment Account • Prepare Provision of Asset Account • Prepare provisions of Liabilities Account • Prepare Ledger Accounts of Current assets- Accounts Receivables Bank Accounts • Prepare Accounts of Current liabilities • Miscellaneous expense account and Suspense account	16
5.	Prepare Financial Statements of Sole traders	• Trial Balance • Adjusting entries • Closing entries • Adjusted Trial Balance • Profit and Loss Account/Income Statement • Schedules and Notes to Accounts • Balance Sheet/Statement of Financial Position	• Prepare Trial balance • Prepare Adjusted Trial Balance • Prepare Profit and Loss Account • Prepare Schedule of Accounts Payable and Accounts Receivable. • Prepare Balance Sheet/Statement of Financial position	18
		Total		**60**

Computer application accounting and publishing

Unit 5: Bank Reconciliation Statement

Expected Learning Outcomes	Theory (4hrs)	Practical (6hrs)	Duration (10hrs)
1. Explain the concept of preparing Bank Reconciliation Statement	• Purpose of preparing Bank Reconciliation statement. • Reasons for the difference between Cash Book balance and Pass Book Balance	• Prepare a table showing the reasons for the differences between Cash Book and Pass Book.	3
2. Prepare Adjusted Cash Book and Bank Reconciliation Statement	• Adjusted Cash Book • Bank Reconciliation Statement	• Prepare Adjusted Cash Book • Prepare Bank Reconciliation Statement on deposit balance and with Overdraft balance.	7
Total			**10**

Unit 6: Inventory Accounting and Management

Expected Learning Outcomes	Theory (7 hrs)	Practical (8 hrs)	Duration (15 hrs)
1. Identify different types of Inventory	• Meaning of Inventory. • Types of Inventory in manufacturing and trading organisations. • Raw material • Work-in-progress • Finished goods • Stock	• Prepare a list of raw materials and its finished product/products from the data collected from an Industry	2
2. Prepare Inventory records under LIFO,FIFO, Simple average and Weighted average methods	• Stores Ledger –FIFO, LIFO, Simple Average &Weighted Average.	• Prepare stores ledger under FIFO method • Prepare Stores ledger under LIFO method • Prepare Stores ledger under Simple Average Method • Prepare stores ledger under Weighted average method	10
3. Explain Inventory valuation methods and Inventory management techniques	• Methods of Inventory Valuation • Cost method • Net realizable value • Non-Historical cost method • Techniques of Inventory Valuation • Periodical Inventory	• Explain the merits of different inventory valuation methods. • Prepare a chart showing the differences between periodical Inventory system and Perpetual Inventory system.	3

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	System		
	• Perpetual Inventory System		
Total			**15**

CLASS 12

Part A: Employability Skills

Sl.No.	Units	Duration (hrs)
1.	Communication Skills- IV	25
2.	Self-management Skills – IV	25
3.	Information and Communication Technology Skills – IV	20
4.	Entrepreneurial Skills – IV	25
5.	Green Skills – IV	15
	Total	**110**

Unit 1: Communication Skills - IV			
Expected Learning Outcomes	**Theory (10 hrs)**	**Practical (15 hrs)**	**Duration (25 hrs)**
1. Describe the steps to active listening skills	• Importance of active listening at workplace • Steps to active listening	• Demonstration of the key aspects of becoming active listener • Preparing posters of steps for active listening	10
2. Demonstrate basic writing skills	• Writing skills to the following: • Sentence • Phrase • Kinds of Sentences • Parts of Sentence • Parts of Speech • Articles • Construction of a Paragraph	• Demonstration and practice of writing sentences and paragraphs on topics related to the subject	15
Total			**25**

Unit 2: Self-Management Skills – IV			
Expected Learning Outcomes	**Theory (10 hrs)**	**Practical (15 hrs)**	**Duration (25 hrs)**
1. Describe the various factors influencing self-motivation	• Finding and listing motives (needs and desires); • Finding sources of motivation and inspiration (music, books, activities); expansive thoughts; living fully in the present moment;	• Group discussion on identifying needs and desire • Discussion on sources of	10

	dreaming big	motivation and inspiration	
2. Describe the basic personality traits, types and disorders	• Describe the meaning of personality • Describe how personality influence others • Describe basic personality traits • Describe common personality disorders- paranoid, antisocial, schizoid, borderline, narcissistic, avoidant, dependent and obsessive	• Demonstrate the knowledge of different personality types	15
Total			**25**

Unit 3: Information and Communication Technology Skills– IV			
Expected Learning Outcomes	**Theory (06 hrs)**	**Practical (14 hrs)**	**Duration (20hrs)**
1. Perform tabulation using spreadsheet application	• Introduction to spreadsheet application • Spreadsheet applications • Creating a new worksheet • Opening workbook and entering text • Resizing fonts and styles • Copying and moving • Filter and sorting • Formulas and functions • Password protection. • Printing a spreadsheet. • Saving a spreadsheet in various formats.	• 1. Demonstration and practice on the following: • Introduction to the spreadsheet application • Listing the spreadsheet applications • Creating a new worksheet • Opening the workbook and enter text • Resizing fonts and styles • Copying and move the cell data • Sorting and Filter the data • Applying elementary formulas and functions • Protecting the spreadsheet with password • Printing a spreadsheet • Saving the spreadsheet in various formats.	10
2. Prepare presentation using presentation application	• Introduction to presentation • Software packages for presentation • Creating a new presentation • Adding a slide • Deleting a slide • Entering and editing text	• 1. Demonstration and practice on the following: • Listing the software packages for presentation • Explaining the features of presentation • Creating a new presentation • Adding a slide to presentation.	10

	• Formatting text • Inserting clipart and images • Slide layout • Saving a presentation • Printing a presentation document.	• Deleting a slide • Entering and edit text • Formatting text • Inserting clipart and images • Sliding layout • Saving a presentation • Printing a presentation document	
Total			**20**

Unit 4: Entrepreneurial Skills – IV			
Expected Learning Outcomes	**Theory (10 hrs)**	**Practical (15 hrs)**	**Duration (25 hrs)**
1. Identify the general and entrepreneurial behavioural competencies	• Barriers to becoming entrepreneur • Behavioural and entrepreneurial competencies – adaptability/ decisiveness, initiative/ perseverance, interpersonal skills, organizational skills, stress management, valuing service and diversity	• Administering self- rating questionnaire and score responses on each of the competencies • Collect small story/ anecdote of prominent successful entrepreneurs • Identify entrepreneurial competencies reflected in each story and connect it to the definition of behavioural competencies • Preparation of competencies profile of students	10
2. Demonstrate the knowledge of self-assessment of behavioural competencies	• Entrepreneurial competencies in particular: self - confidence, initiative, seeing and acting on opportunities, concern for quality, goal setting and risk taking, problem solving and creativity, systematic planning and efficiency, information seeking, persistence, influencing and negotiating, team building	• Games and exercises on changing entrepreneurial behaviour and development of competencies for enhancing self-confidence, problem solving, goal setting, information seeking, team building and creativity	15
Total			**25**

Unit 5: Green Skills – IV			
Expected Learning Outcomes	**Theory (05 hrs)**	**Practical (10 hrs)**	**Duration (15 Hrs)**
1. Identify the role and importance of green jobs in different sectors	• Role of green jobs in toxin-free homes, • Green organic gardening, public transport and energy conservation, • Green jobs in water conservation • Green jobs in solar and wind power, waste reduction, reuse and recycling of wastes, • Green jobs in green tourism • Green jobs in building and construction • Green jobs in appropriate technology • Role of green jobs in Improving energy and raw materials use • Role of green jobs in limiting greenhouse gas emissions • Role of green jobs minimizing waste and pollution • Role of green jobs in protecting and restoring ecosystems • Role of green jobs in support adaptation to the effects of climate change	• Listing of green jobs and preparation of posters on green job profiles • 2. Prepare posters on green jobs.	15
Total			**15**

Part B–Vocational Skills

Sl.No.	Units		Duration (hrs)
1.		Unit 1: Computerised Accounting	80
2.		Unit 2: Page Lay outingSoftware	15
3.		Unit.3 Advanced PageLay outingSoftware	25
4.		Unit 4: Image Editing Software	25
5.		Unit 5: Vector Drawing Software	15
6.		Unit 6: Health and Safety at Work	5
		Total	**165**

Unit 1: Computerised Accounting

Expected Learning Outcomes	Theory (32 hrs)	Practical (48 hrs)	Duration (80hrs)
1. Explain Fundamentals of Accounting Software	• Introduction to Accounting Software • Accounting Software Fundamentals • Accounting Software start up screen • Screen components of Accounting Software • Navigation • Create, Select and Shut Company	• Identify Accounting Software start up screen and screen components of Accounting Software • Demonstrate how can create, select and shut a company in Accounting Software • Demonstrate Navigation between main area and Calculator.	6
2. Explain Accounting Information in Accounting Software	• Basic company Details • Groups in Accounting Software • Create, Display, Alter and Delete Groups • Ledgers in Accounting Software • Create, Display, Alter and Delete Ledgers • Features • Configuration	• Create group and sub group in single and multiple mode • Display, Alter and Delete Groups • Create Ledgers in single and multiple mode • Display, Alter and Delete Ledgers • Demonstrate the application of Features • Demonstrate the application of Configuration menu	6
3. Prepare Accounting Vouchers in Accounting Software	• Voucher Types • Configuration of Vouchers • Accounting Vouchers • Contra Voucher • Payment Voucher • Receipt Voucher • Journal Voucher • Sales Voucher • Credit Note Voucher • Purchase Voucher • Debit Note Voucher • Reversing Journal • Memo Voucher • Post Dated Voucher • Optional Voucher • Creation, Display, Alter and Delete Voucher	• Demonstration and Practise to create all accounting vouchers in Accounting Software • Create a Debit Note • Create a Credit Note • Demonstrate reversing Journal • Create a Memo voucher.	12

	• Duplicate a Voucher • Cancel a Voucher • Shortcut keys		
4. Demonstrate Inventory Information in Accounting Software	• Maintaining stock details in Accounting Software • Inventory masters • Stock item • Stock group • Stock Category • Godown • Unit of Measure	• Create, Display, Alter and Delete stock item, stock group, stock category • Create and display and alter Godown and unit of measure	8
5. Prepare Inventory Vouchers in Accounting Software	• Purchase order • Sales order • Rejection Out • Rejection In • Stock Journal • Delivery Note • Receipt Note • Physical Stock • Invoicing	• Demonstration and Practise to create all inventory vouchers in Accounting Software. • Create a Purchase Order • Create a Sales Order • Create an Invoice	8
6. Create cost centres in Accounting Software	• Cost Centres • Create, Display, alter and Delete Cost Centres. • Display Cost Summary Report	• Demonstrate how can cost centres be created • Demonstrate Display, alter and delete cost centres.	6
7. Compute Tax (GST) Accounting in Accounting Software	• Goods and Service Tax • Ledgers Pertaining to GST on Supply of goods and supply of services • Ledgers pertaining to TDS • TDS Voucher types • GST Reports • TDS Reports	• Enable GST • Create ledgers pertaining to GST • Make voucher entry for local purchase and sale of goods • Make voucher entry for local purchase and sale of service • Make voucher entry for interstate purchase and sales of service • Make voucher entry for transactions with unregistered dealers • Practise to generate GST Reports • Enable TDS • Create TDS Voucher types • Make voucher entry with TDS • Practise to make TDS Reports	12
8. Prepare Bank	• Steps to prepare Bank	• Demonstration and	8

Reconciliation Statement in Accounting Software	Reconciliation Statement	Practise to prepare Bank Reconciliation Statement in Accounting Software	
9. Prepare Payroll in Accounting Software	• Steps to prepare Payroll	• Demonstration and practise to make payroll in Accounting Software	6
10. Demonstrate Technology Advantages in Accounting Software	• Technology Advantages • Accounting Software Vault • Security Control • Accounting Software Audit • Back-up and Restore • ODBC compliance • Printing • New features in Accounting Software	• Apply technology advantages in Accounting Software. • Demonstrate Accounting Software backup.	5
11. Demonstrate various MIS reports in Accounting Software	• Financial Report • Statutory and Tax Report • Trial Balance, P&L Account ,Balance Sheet • Sales Register • Purchase Register • Journal Register • Cash Book, Bank Book and ledger • Financial MIS report • Group summary • Group Vouchers • Statement of Accounts • Outstanding interest calculations • Statistics • Inventory Report	• Display important Financial Reports in Accounting Software. • Display T/B, P&L and B/S reports • Generate Inventory Report • Generate GST Reports • Generate TDS Reports	3
Total			**80**

Unit 2: Page Lay outing Software			
Expected Learning Outcomes	**Theory (7 hrs)**	**Practical (8 hrs)**	**Duration (15 hrs)**
1. Identify the screen components of Desk Top Publishing	• Introduction to Desktop Publishing. • Font Technology- Unicode, True type, Vector, Raster, • Colour models- additive and Subtractive. • Introduction to Page Lay outing Software	• List of Components of the Page Lay outing Software. • Explain the tools in the tool box • Explain the functions of Control Palette.	3

	• Advantages of Page Lay outing Software, • Components in the user interface of Page Lay outing Software . • Tool box • Control Palette		27
2. Demonstrate and save documents	• Creating a new document. • Starting Page Lay outing Software. • Page layout using various tools • Save document. • Short cut keys	• DemonstrateSetting the Margins, Setting the Page Size, Changing the page Orientation, Setting Page Numbers, Changing the Page Size view • Demonstrate Creation of New Document Windows: Displaying the Rulers, Changing the Rulers, Using Rulers, Using Guidelines, Positioning Guidelines, Adding Guidelines to Master Pages. Aligning to Guidelines, Displaying Guidelines, Locking Guidelines. • Demonstrate Saving a new Documents, Saving an existing Document, Saving a Document as another document, Reverting to a Previously Saved Version.	5
3. Demonstrate Formatting and lay outing the documents .	• Formatting Text. • Developing Paragraph • Formatting paragraph • Converting Objects to frames • Threading and Unthreading Text. • Inserting and removing pages. • Page layout and Bitmap	• Demonstrate: Formatting Types: Changing Font Families, Changing Font Sizes, Changing Typeface Style, Changing Character Specification: Changing Type leading, Changing Character Widths, Changing Tracking, • Demonstrate Developing Paragraphs: Typing Text, Adding special Characters to Text, Aligning Text. • Demonstrate Formatting Paragraphs: Changing Indents, Changing the space around Paragraphs, Changing Paragraph Alignment,	7

| | | • Demonstrate How Paragraphs Break Between Pages and Columns,
• Adding lines Above or Below Your Paragraphs.
• Demonstrate Converting Other Objects to Frames,
• Demonstrate Threading and Unthreading Text. Threading additional Text, Threading Text to Different Page.
• Demonstrate Unthreading Text Blocks, Re threading Text Blocks, Making Text Blocks Disappear Without Deleting them, Selecting and Dragging Text, Editing Deleting Text, Cut, Copying, Pasting Text, Viewing the Contents of Clipboard, Using Undo and Revert.
• Demonstrate Inserting and Removing Pages: Inserting and Removing Pages, Adjusting Spacing of Characters, Words, Lines: Adjusting, Spacing and Leading, Setting and changing Tabs.
• Demonstrate Page Layout Changing the Page Size, Changing the Layout, Applying Styles, Applying Bitmaps to the Background, Changing the Background, Adding a Page Frame, Moving Between Pages | |
| **Total** | | | **15** |

Unit 3: Advanced Page Lay outing Software			
Expected Learning Outcomes	**Theory (10 hrs)**	**Practical (15 hrs)**	**Duration (25 hrs)**
1. Explain User interface	• Application Bar • Control Panel • Document Layout • Tool bar • Panels Bar	• Identify and explain different tools in the user interface of Advanced Page Lay outing Software	4

		Ruler measurements		
2.	Demonstrate adding and editing of Texts and graphics	• Create a new document • Adding text frame • Typing and editing text • Placing text • Placing graphics Sizing and resizing of Graphics	• Create a document by adding text and frame • Demonstrate Edit text and place text. Demonstrate sizing and resizing graphics.	5
3.	Demonstrate Managing pages	• Insert, delete and moving pages • Creating and applying master pages. • Overriding master page items. • Change Page size and margins. • Setting Page number.	• Demonstrate creation and applying master pages. • Demonstrate overriding master page items Demonstrate setting page numbers, size and page margins.	5
4.	Demonstrate Working with Colours and Transparency	• Transparency, drop shadows and effects. • Stroking and filling frames and Paths. • Creating and applying radiant and swatches	• Apply transparency, Shadows and effects. • Demonstrate stroking and filling frames and paths. • Applying radiant and swatches	4
5.	Demonstrate Frames and Paths	• Drawing path and frame shapes • Adjusting corner options • Creating text outline	• Demonstrate adjusting corner options. • Create text outline.	3
6.	Apply Package, print and exporting	• Packaging for output and archive • Print dialogue box • Exporting a PDF	• Demonstrate packaging and printing. • Demonstrate exporting a PDF.	4
	Total			**25**

Unit 4 :Image Editing Software			
Expected Learning Outcomes	**Theory (9hrs)**	**Practical (16hrs)**	**Duration (25 hrs)**
1. Demonstrate opening, Navigating and Viewing files	• Elements Work Area. • Introduction to Bridge	• Demonstrate opening, Navigating and Viewing files	4
2. Identify the basic tools and palettes and modify image.	• Basic Tools and Palettes Modifying an Image,	• Demonstrate modifications of image • Demonstrate Lighting	

	• Minor Adjustments in Image, • Adjusting the Lighting in Image • Enhancing an Image,	and enhancing image • Demonstrate enhancing image	5
3. Demonstrate enhancing an Image using selection	• Various selection tools	• Demonstrate enhancing an image with selection, text and painting tools.	4
4. Demonstrate Working with Layers.	• Basic idea about Layer effects. ,	• Demonstrate Layer effects.	4
5. Demonstrate Web features of Photoshop.	• Animated GIF • File format and Image format for web • Saving Images for the Web • Web Gallery,	• Demonstrate saving files and images in JPEG,PDF, and GIF formats. • Saving images for Web Gallery • Demonstrate Creation of Web Gallery • Demonstrate Printing documents.	5
6. Demonstrate Printing and Exporting	• Export PDF • Printing Options	• Demonstrate export as PDF • Demonstrate Printing	3
Total			**25**

Unit 5: Vector Drawing Software			
Expected Learning Outcomes	**Theory (6hrs)**	**Practical (9hrs)**	**Duration (15hrs)**
1. Identify the screen components work space and basic tools in Vector Drawing Software	• Basics of Vector Drawing Software • Introduction, • Getting Started, • Creating a new file, • Title Bar, Work Area, • Printable Page, • Property Bar, • Page Counter Bar, • Colour Palette, • Toolbox, • Status Bar.	• Identify the screen components of Corel draw. • Identify basic tools in Vector Drawing Software	3
2. Demonstrate basic Drawings and objects in Vector Drawing Software	• Drawing Figures, Lines, Ellipse, Circles, Rectangle, Square, Polygon, • Saving, Closing,	• Demonstrate drawing different figures • Demonstrate Resizing and	4

	Opening, • Views, Normal View, Preview, Wire Frame View, Draft View • Zoom View Manager, • Creating View • Drawing Introduction, • Toolbox, • Selecting, Resizing and moving an Object,	moving and Object	
3. Demonstrate the shape and line in Vector Drawing Software	• Changing the Shape, • Combining Two Objects, Skewing, Welding the Objects, Blending, Curve Lines, Straight Lines, Continuing a Line, View Mode.	• Demonstrate Combining two objects	3
4. Demonstrate formatting documents in Vector Drawing Software	• Entering Artistic Text, • Entering Paragraph Text, • Converting Text, • Formatting Text, • Changing the Font Size, Arranging Objects, • Ordering the objects, • Changing the Font, Bullets, • Decorating the Text	• Demonstrate formatting documents in Vector Drawing Software. • Create a logo using Vector Drawing Software	5
Total			**15**

Unit 6 :Health & Safety at Workplace			
Expected Learning Outcome	**Theory (2 hrs)**	**Practical (3 hrs)**	**Duration (5 hrs)**
1. Describe the health & safety and list the equipment and materials for safety & security.	• Meaning of health and safety • Safety requirements. • Meaning of Risk • List of safety equipment kept in the office/store. • Trace out approved action to deal with risk	• List out various safety equipment kept in different types of offices • Identify and select equipment for safety and health concern in a given situation.	2
2. Dealing with accidents or emergencies and its reporting.	• Meaning of accidents • Dealing with accidents- Company Procedure	• Prepare a chart on company procedure to deal with accidents/emergencies. • Prepare a poster on managing emergency.	3

	of evacuation. • Meaning and method of Reporting. • System of Reporting	• Visit any office to know the procedure to deal with emergency. • Role pay on reporting emergencies/ accidents to the right person.	
	Total		**5**

6. ORGANISATION OF FIELD VISITS/ON-THE-JOB TRAINING

A minimum of 3 field visits shall be arranged for the students. The place of visit shall be a Public Sector Unit, Private firm or any State or Central government organisation having Office Automation, Computerized Accounting, Printing and publishing or any combination of thereof. Practising Chartered Accountant firms, Cost and Management Accountant firms, Firms of GST Practitioners, PSUs of State and Central Govt. or Private companies doing business and manufacturing activities shall be given priority for field visit. A check list for observations should be developed by the vocational trainers. The students must be briefed about the purpose of the visit, and the expected outcome of the visit. Principal and trainers should identify different organisations for field visits within a short distance from the school and make necessary arrangements or permissions for the visits. The parents also must be pre- informed about the visit. A detailed report of every aspect of job rolls must be prepared by the students after the field visit and it must be kept a part of the portfolio.

During the visit, students should obtain the following information from the organisation:

1. Name, organizational structure and functions of the organisation.

2. The software used for office automation.

3. List of works done using office automation.

4. Data processing tools used for office automation.

5. Data backup system.

6. Networking and System maintenance.

7. Accounting method followed in the organisation.

8. List of Records and Registers used for Accounting.

9. Types of Vouchers / or forms used for Accounting.

10. Method of filing Source documents.

11. Accounting Software used in the organisation.

12. List of Inventory Accounting Records.

13. Method/Methods followed for Inventory Accounting and Inventory valuation.

14. Inventory Management Systems in the organisation.

15. Copy of latest Audited Financial Statements.

16.   In case of publishing firm, collect specimen of printed outputs.

7. 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/Laptop

2.   Operating System

3.   Internet Connection

4.   UPS

5.   Projector

6.   Projection Screen

7.   White/Black Board

8.   Markers and Erasers

9.   Flip Chart

10.   Digital Camera

11.   Printer

12.   Microphone/Voice System for lecture and Class activities

13.   Stationery like chart paper, A4 Paper,Sketch pen etc.

14.   Headphone with mic

15.   External Storage Device

16.   Software

    a. Office Automation Software   d. Advanced Page Lay outing Software

    b. Accounting Software   e. Image Editing software

    c. Page Lay outing Software   f. Vector Drawing Software

17.   Printed Blank Forms.

    a) Tax Invoice

    b) Delivery Note

    c) Receipt Voucher

    d) Payment Voucher

    e) Debit Voucher

      f) Credit Voucher

      g) Journal Voucher

      h) MRN

      i) GRN

j) Cash Book(Cash & Bank column) – 80 page

k) Journal Book- 80 pages.

l) NEFT/RTGS Form

m) Pay in slip

n) Withdrawal form

8. LIST OF CONTRIBUTORS

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