



# MASTER COPY

## Gujarat Council of Vocational Training

### Gandhinagar



1. Name of Course

Computer Fundamentals, MS-Office, Internet & Soft Skill Trade for Persons with Blindness & Low Vision and Person with Disability

N.C.O. No. for Skills Covered:  
(Please refer National Classification of Occupations -2004 available on www.dget.nic.in)


2. Engineering OR Non-engineering: Non-engineering

3. No. of students per batch: 10 Trainees

4. Duration in Hours. : 120 hours (8 Week)

5. Duration in Month: Practical @ 12 hours/Week.

Duration in Month: Theory @ 6 hours/Week.

6. Examination Scheme:

No.	Name of Subject	Teaching Hours during full course.	Maximum Marks. (Excluding Sessional)	Minimum Marks required for Passing (Excluding Sessional).	Sessional Marks if any.
Subject-1	Theory	44	50	20	-
Subject-2	Practical	76	150	90	-

7. Entry qualification for Trainee:

Minimum entry qualification (Essential):	<b>Std. 8<sup>th</sup> Pass , Age Limit – Above 14 Years</b>
Desirable:	<b>Having knowledge of Braille and Mobility</b>

8. Minimum qualification for Trainer:

Minimum qualification (Essential):	<b>Diploma in Computer Engineering</b>
Desirable:	<b>Having knowledge of Braille and Mobility and Knowledge of Special Software</b>





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Trade:- Computer Fundamentals, MS-Office, Internet & Soft Skill Trade  
 Persons with Blindness & Low Vision and Person with Disability

Duration & Training:- 120 Hours

Practical Competencies	Underpinning Knowledge (Theory)
<p><b><u>Computer Fundamentals</u></b></p> <ul style="list-style-type: none"> <li>• Customize the Desktop Environment e.g. Desktop, Start Menu, and Taskbar etc.</li> <li>• Configuring &amp; Migrating Files, Folders &amp; Setting-Folder Views, Accessibility Settings</li> </ul> <p><b><u>MS Word</u></b></p> <ul style="list-style-type: none"> <li>• Creating, Organizing &amp; Formatting Content</li> <li>• Collaborating - Merge, Insert, View, Edit, Track Mode etc.</li> <li>• Formatting &amp; Managing Documents</li> </ul> <p><b><u>MS Excel</u></b></p> <ul style="list-style-type: none"> <li>• Creating, Analyzing &amp; Formatting Data &amp; Content</li> <li>• Collaborating – Insert, View, Edit etc.</li> <li>• Managing Workbooks</li> </ul> <p><b><u>MS Power Point</u></b></p> <ul style="list-style-type: none"> <li>• Creating &amp; Formatting Content</li> <li>• Collaborating – Track, Edit, Add, Delete Comments, Merge</li> <li>• Managing &amp; Delivering Presentations</li> </ul> <p><b><u>Internet Concepts</u></b></p> <ul style="list-style-type: none"> <li>• Opening Websites and Downloading Data from them</li> <li>• Writing, Reading and Sending E-Mails</li> </ul>	<p><b><u>Computer Fundamentals, MS-Office &amp; Internet</u></b></p> <ol style="list-style-type: none"> <li>1. Introduction to Computers</li> <li>2. History of Computers</li> <li>3. Components of Hardware Peripherals</li> <li>4. Concept of Operating System – Windows XP</li> <li>5. Exploring &amp; Configuring the Windows XP Desktop Environment – Customize the Desktop, Start Menu, and Taskbar etc.</li> <li>6. Configuring &amp; Migrating Files, Folders &amp; Setting – Folders Views, Accessibility Settings</li> <li>7. Features of Windows XP</li> <li>8. Understanding Concepts of Electronic Spreadsheet and Various types if entries in it.</li> <li>9. Understanding Concepts of URL</li> <li>10. Creating and Opening an E-mail account.</li> <li>11. Receiving and Sending E-Mails</li> <li>12. Searching Information on Internet</li> </ol> <p><b><u>Training on Soft Skills</u></b></p> <ul style="list-style-type: none"> <li>• Communication Skills</li> <li>• Communicative English</li> <li>• Customer Service</li> </ul>





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9. Syllabus Committee Member:

Sr. No.	Name	Organization	Designation	Technical Qualification	Experience in Years	Signature
1.	Dr. Bhushan Punani	B.P.A	Exe. Director	PGDM, PhD	33	
2.	Mrs. Nandini Rawal	B.P.A	Project Director	M.B.A	31	
3.	Mr. G. B. Jadeja	I.T.I. Saraspur	Class-1 Principal	DME, DEE, PDPE	28	
4.	Mr. R. P. Soni	B.P.A	Co-Ordinator in B.P.A Technology Center	M.A. M.Ed.	5	
5.	Mrs. Shudhaben. P. Joshi	Secondary School for Blind	Principal	M.Sc. B.Ed.	25	
6.	Mr. Vijay Dhameliya	B.P.A	Computer Engineer	B.A. Hardware Networking	5	

10. Terminal Skills of trainee: (Should be well defined and having reference to NCO):

The trainee, after successful completion of training, will have following skills...

1. Knowledge of Computer Fundamentals.
2. Knowledge of Operating System - Windows XP.
3. Understanding Concepts of URL.
4. Prepare of Creating and Opening an E-mail account.
5. Searching Information on Internet

(Please attach separate Sheet, if more Space is required)

11. Approximate cost of Tools / Equipments / Machinery for starting one batch of the course:

3, 40,000 Rs.

Reference Year



C-102



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12. Area required for practical / Workshop for one batch. ....40... Sq. Meter
13. Minimum Power connection required 6 K.W.
- 14.1 No of items in Standard list of Machinery : Attached  
14.1.1. Page NO from 05 to 05.
- 14.2 No of items in Standard list of Shop outfit : Attached  
14.2.1. Page NO from 05 to 05.
- 14.3 No of items in Standard list of Trainee Toll-Kit : Attached  
14.1.1. Page NO from 05 to 05.

\*\*\*\*\* FOR OFFICIAL USE \*\*\*\*\*

Approved by GCVT in ~~Governing Body meeting~~ on : 29/10/2013

Syllabus implemented w.e.f. admission session : Next session

Revision History :  
1. Revision No..... Revision Date.  
2. Revision No..... Revision Date.  
3. Revision No..... Revision Date.

Standard List of Machinery - Equipment / Shop-outfit / or Trainee Toolkit





C-108,  
C-109

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for Trade of Computer Fundamentals, MS-Office, Internet & Soft Skill Trade for Persons  
with Blindness & Low Vision and Person with Disability.

Sr. No.	Description of Item with detailed specifications	Item type i.e. Machinery / Equipment OR Shop Outfit OR Trainee Toolkit	Quantity Required per one Batch of Students	Quantity Required per one Batch of Students for Instructor	Total Quantity Required (Total of previous two columns)
1.	Computers	-	10	-	10
2.	Printer	-	1	-	1
3.	Dupleix (ADF) Scanner	-	1	-	1
4.	Head Phones	Trainee Toolkit	10	-	10
5.	JAWS (VOICE SOFTWARE)	-	1	-	1
6.	Surfing Reading Software	-	1	-	1
7.	OPEN BOOK scanning Software	-	1	-	1
8.	Non-Visual Desktop Application	-	1	-	1
9.	Braille Books	Trainee Toolkit	10 sets	-	10 sets
10.	Pen Drive (2GB/4GB)	Trainee Toolkit	10	-	10
11.	Steel Cupboard	-	-	1 Nos	1 Nos
12.	Table & Chair for S.I	-	-	1 Nos	1 Nos
13.	White Board	-	-	1 Nos	1 Nos

(As many sheets as required should be used to accommodate all items)

**Financial Outlay (Budget)**

S.N.	Item	Amount	Working	Details
1	Tool and Instruments and Furniture & Fixture	3, 40,000		

