

CURRICULUM

for

DIGITIZATION



Seva-in-Action

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INTRODUCTION

Seva-in-Action (SiA) was founded in the year 1985 to minimize the gap between needs and opportunities for persons with disabilities specifically in rural Karnataka. The objective was empowering families and persons with disabilities to find within their community, provisions and opportunities for their children through CBR projects.

Seva-in-Action focussing thru Digitization training for livelihood of person with ID, CP & MI. Now a day, these persons showing their interest in computers and are using for entertainment like watching movies, drawing, painting, etc. SiA converting & enhancing their computer skills into job by Digitization process to earn & live independently.

SiA collaborated Digitization project with Saksham Trust's DAISY Forum of India (DFI) is a consortium of Not for Profit organizations from India who are involved in production of books and reading materials in accessible formats for persons who cannot read regular print (persons with print disability & vision impairment).

SiA will conduct training the Digitization (Computer) with 8-10 students in a batch and also will have weekly meeting with parents/guardians to discuss about training thru online/offline classroom.

ELIGIBILITY

Age Criteria: Above 18 years

Education qualification: Min 10th Class and above, good in English (Reading and Writing)

Computer Literacy: Proficiency in Basic Operating & MS-Office package, Internet like email check & send

Disability: Persons with Intellectual & Developmental Disability, Cerebral Palsy, Mental Illness and Hearing Impaired

Duration of Training: 6 months – 1 hr Theory, 3 hrs Practical

Mode of Training: Online, Offline Classroom

Involvement: Parents/Guardians are must

Basic Requirement: Laptop/Desktop, Internet facility

METHODOLOGY

Element	Performance Criteria	Time	Training Provider
Introduction of Digitization Process	Introducing the digitization project to Students & their Parents/Guardians	2 Weeks	Seva-in- Action
Introduction of Parts of Computer	Practical session to Group & person-to-person (1-to-1) – Keyboard, Mouse, Monitor, CPU		
Operating the Computer	Practical session to Group & person-to-person (1-to-1) – Start, Shutdown, Open Internet window, Login/Logout, Create, Open & Save the files, Create email, Check, Compose & Reply the emails		
Introduction of MS-Office Package, PDF	Practical Session to Group & person-to-person (1-to-1) – Basics of MS-Word, Excel, Name and Rename the file, PDF format	2 months	
Concept of Errors & Accuracy	Practical Session to Group & person-to-person (1-to-1) – Types of Errors, No. of Errors, Accuracy		
Typing	Practical Session to Group & person-to-person (1-to-1) – Start English Typing from 100 words and will be gradually increase		
Validation & Correction of Typing	Practical Session to Group & person-to-person (1-to-1) -		
Training on correction process from PDF to MS-Word Document	Practical Session to Group & person-to-person (1-to-1)	2 months	
Validation	Practical Session to Group & person-to-person (1-to-1)		
On the Job Training	Practical Session to Group & person-to-person (1-to-1)	1 month	
Validation	Practical Session to Group & person-to-person (1-to-1) -		
Compilation & Submission of files	Final Checking & Compiling the completed files for submission	2 weeks	