

Dear All,

Giant demand from our members, St. Xavier's College XRCVC -Viviana extension is happy to announce a fresh batch of **"CERTIFICATION PROGRAMMED FOR THE VISUALLY CHALLENGED persons"**.

Course Title: Basic Computer Training for the Visually Challenged

Eligibility:

- Good in English (reading, writing, and communication).
- Access to a desktop or laptop (Windows 10 with MS Office 2016 or later).
- Strong internet connection for video and audio communication.

Course Highlights:

- Fundamentals of computers
- Keyboard orientation
- Working efficiently with Basic Windows applications
- Organizing files & folders.
- Menus of NVDA Screen Reader
- Internet browsing and email correspondence
- Filling of Google form, essentials of Zoom conferencing platform.
- Introduction to MS Word

Outcome: Participants will empower themselves use computers independently for everyday and academic purposes.

Certification Requirements:

- Good conduct and satisfactory attendance
- Timely submission of all the assignments
- Successful completion of two tests
- Attendance at all follow-up sessions

Terms & conditions:

- The minimum age requirement is 16 years or older.
- XRCVC reserves the right to select the candidate.

Seats are limited—enrol now to secure your spot!

Those interested should kindly register by using the following link - <https://forms.gle/1ZtWa7A5wmNfnzBr8>

The registration link will close at 3.00 pm. On Saturday 30th August 2025.

Course duration: 48 hours (i.e., 6 hours a week for 8 weeks) Course beginning from 10th September 2025, Wednesday

Training days: Monday, Wednesday, and Friday.

Time: 3:15 pm to 5:15 pm. IST

Mode: Online (Zoom online conferencing platform) and Offline (at XRCVC-Viviana Extension, Thane, India)

Important Note

1. Participants must use earphones/headphones during the training.
2. After clicking the link, fill out the form and click **Submit** - do not click **Request Edit Access**, as it will prevent submission.
3. After successful form submission, you will receive an acknowledgement email from Google, if you requested.

Contact person: Tejas V Karanje, Access Technology Consultant

Xavier's Resource Centre for the Visually Challenged (XRCVC)

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