

# Proposal for Strategic Restructuring of the Computer Training Curriculum

## Enable India – AI-Enabled, Job-Oriented Skill Development for Visually Impaired Candidates

### 1. Introduction

This proposal presents a critical and strategic initiative to restructure Enable India's existing computer training curriculum for visually impaired candidates in response to fundamental changes in the employment landscape. Enable India has built a strong and respected legacy of training and placing visually impaired professionals across private and public sector roles, ranging from customer support positions to senior and leadership responsibilities.

However, the nature of work has changed irreversibly. Today's workplaces operate on cloud-based platforms, depend heavily on web applications, and increasingly integrate AI into everyday workflows. This proposal aims to ensure that Enable India's training remains future-ready, industry-aligned, and focused on real workplace performance.

### 2. Why Curriculum Restructuring Is Necessary

Workplaces today expect employees to perform faster, work independently, and adapt quickly to new tools. The existing curriculum needs restructuring to stay aligned with how work is actually done in modern organizations.

- Most organizations have moved from installed software to cloud-based platforms and web applications
- AI and automation are now part of daily work, not optional skills
- Employers expect employees to understand workflows, not just software features
- Speed, accuracy, and independent task handling are basic performance expectations
- Without restructuring, candidates risk being trained but not workplace-ready

### 3. Current Job Market Requirements and Emerging Trends

Employers today expect visually impaired professionals to work at the same performance level as others, supported by strong assistive technology skills. Job roles now demand productivity, adaptability, and confidence in digital environments.

- Strong independent control over computers with high keyboard proficiency
- Expertise in handling modern websites and web-based applications using screen readers
- Confident navigation of enterprise systems and cloud platforms

- Understanding complete workflows instead of memorizing steps
- Ability to read and interpret automated dashboards
- Strong grip on advanced Excel combined with AI features
- Faster turnaround time as a standard expectation
- Accuracy and quality of output valued over volume of work

#### 4. Key Amendments Proposed in the Existing Curriculum

To meet current job market needs, the existing curriculum must be rebalanced and modernized. The focus shifts from long basic training to practical, job-oriented, and AI-enabled skills.

- Optimize time spent on basic computer fundamentals like file management, Word, and basic Excel
- Support fundamentals through guided self-study where possible
- Redesign internet training to focus on real workplace web usage
- Train candidates to understand web pages using structure such as headings, regions, tables, and lists
- Strengthen skills for handling online forms, portals, and complex webpages
- Move from traditional MS Office to Office 365 with Copilot
- Introduce structured training on AI prompting for Copilot, Gemini, and ChatGPT
- Train candidates to create reports, data sheets, and presentations using AI tools
- Introduce Google Workspace with Gemini for professional document and data work
- Introduce Power BI concepts for dashboards and data interpretation
- Update all exercises and role simulations to reflect real job scenarios and AI usage

#### 5. Proposed Draft Curriculum Overview (6 Months)

The six-month curriculum is designed to build skills step by step, from strong foundations to advanced workplace readiness. It keeps the existing structure while updating content to match current industry usage.

##### Phase I: Computer Foundation (2 Months)

- Introduction to computers, system concepts, and safe usage
- Keyboard orientation and intensive practice for speed and accuracy
- Screen reader usage and speech control
- Desktop, taskbar, system tray, and task manager navigation
- Start menu and dialog box handling
- File and folder management aligned with workplace practices
- Text editing using Notepad
- Internet basics and browser usage

- Understanding website structure and interactive elements
- Smart web navigation and content extraction
- Google search and YouTube usage
- Online form handling and Google account creation
- Gmail usage for professional communication
- Introduction to Google Drive, Docs, and Sheets
- Practical projects, revision, and evaluation

#### Phase II: Fundamentals of Office Applications (1 Month)

- MS Word for professional document creation
- MS Excel for structured data handling and reporting
- MS PowerPoint for professional presentations
- Projects, revision, and assessment for each application
- Advanced internet usage
- Introduction to AI tools like ChatGPT, Gemini, and Copilot

#### Phase III: Orientation of Online Office Applications and AI Integration (3 Months)

- Office 365 online usage and cloud workflows
- Word, Excel, and PowerPoint with Copilot
- Google Drive, Docs, Sheets, and Slides with Gemini
- Power BI introduction for dashboards and reports
- YouTube usage and content creation
- PDF handling using online tools
- Online translators and accessibility tools
- Practice on travel, shopping, and government portals

### 6. Expected Outcomes

This revised curriculum is designed to produce candidates who are truly job-ready and confident. The outcomes directly align with employer expectations and workplace performance needs.

- Strong independent computer usage with high keyboard proficiency
- Confident handling of websites and web applications using screen readers
- Smooth navigation of digital systems and enterprise platforms
- Clear understanding of workflows and task outcomes
- Ability to work with automated dashboards and reports
- Strong command of advanced Excel with AI integration
- Faster task completion with consistent quality
- High focus on accuracy, data integrity, and professional output

## 7. Key Action Items

To successfully implement the revised curriculum, the following actions are essential. These steps ensure trainers, systems, and infrastructure are fully prepared.

- Train and upskill trainers on Office 365, Google Workspace, and AI tools like Copilot, Gemini, and ChatGPT
- Equip training labs and systems with licensed Office 365 and required AI tools
- Upgrade hardware to support cloud platforms and AI applications
- Introduce an accessible Training Management Application for task allocation and evaluation
- Develop new exercises for Office 365 and AI-based tasks and update existing exercises to match real job workflows

## 8. Conclusion

This curriculum restructuring is a strategic and necessary step to ensure Enable India continues to lead in inclusive employment and skill development. By aligning training with real workplace practices, AI adoption, and modern performance expectations, Enable India can prepare visually impaired candidates not just for placement, but for long-term success and growth.

This initiative is not an enhancement—it is a must-do action to remain relevant, competitive, and impactful in the future of work.