

INFORMATION TECHNOLOGY (802)
SESSION-2019-20
JOB ROLE: Domestic IT Helpdesk Assistant

The present course curriculum offers an opportunity for students to understand the basics of computer software and hardware for working efficiently on computer. This course will enable students to hone skills to develop desktop based applications etc. With extensive demand of designers the course aims at inculcating not only programming skills but also the understanding of graphics. Graphics in itself is a wide and very interesting area which helps in shaping the creativity of a student.

Preamble

Computer is now affecting every sphere of human activity. It is instrumental in bringing revolutionary changes in industry, scientific research and education. This is not only the demand of time but also the demand of almost each and every subject to have an associated computer learning to equip a student with start-of-art technology to prove himself/herself a better candidate than those without computer knowledge.

Class XI (2019-20)

Total Marks: 100 (Theory-60+Practical-40)

SCHEME OF UNITS

This course is a planned sequence of instructions consisting of units meant for developing employability and vocational competencies of students of Class XI opting for vocational subject along with general education subjects. The unit-wise distribution of hours and marks for class XI is as follow:

Information Technology (802) CLASS XI (Session 2019-20)				
	Units	No. of Period for Theory and Practical 260		Max. Marks for Theory and Practical 100
Part A	Employability Skills			
	Unit 1 : Communication Skills-III	10		10
	Unit 2 : Self-Management Skills-III	10		
	Unit 3 : Information and Communication Technology Skills-III	10		
	Unit 4 : Entrepreneurial Skills-III	15		
	Unit 5 : Green Skills-III	05		
	Total	50		10
Part B		Theory Periods	Practical Periods	Marks
	Unit 1: Computer Organization & OS: User perspective.	10	10	7
	Unit 2: Networking and Internet.	15	10	7
	Unit 3: Office automation tools:	30	45	18
	Unit 4: Multi Media Design: (Open Source Design Tools).	20	45	12
	Unit 5: Troubleshooting: Hardware, Software and Networking.	10	15	6
	Total	85	125	50
Part C	Practical Work			
	Practical Examination			15
	Written Test			10

	Viva Voce		05
	Total		30
Part D	Project Work/Field Visit		
	Practical File/ Student Portfolio		5
	Viva Voce		5
	Total		10
	Total Periods and Marks	50+85+125=260	100

Note:-Detailed Curriculum/ Topics to be covered under employability skill can be downloaded for CBSE website.

Part- B

	Unit Title	Total Marks
Unit-1	Computer Organization & OS: User perspective. <ul style="list-style-type: none"> • Understanding of Hardware. • Basics of Operating System. 	7
Unit-2	Networking and Internet. <ul style="list-style-type: none"> • Network Safety concerns. • Network Security tools and services. • Cyber Security. • Safe practices on Social networking. 	7
Unit-3	Office Automation Tools: <ul style="list-style-type: none"> • Spreadsheet. • Word processing. • Presentation. 	18
Unit-4	Multi Media Design: (Open Source Design Tools). <ul style="list-style-type: none"> • Interface and Drawing Tools in GIMP. • Applying Filters. • Creating and Handling Multiple Layers. • Using Stamping and Smudging tools. • Importing pictures. 	12
Unit-5	Troubleshooting: Hardware, Software and Networking. <ul style="list-style-type: none"> • Commonly Encountered Problems. • (Monitor: No display, KB/Mouse not Responding, 	6

	Monitor giving Beeps, Printer not Responding, Check for Virus, Delete Temporary Files if System is Slow, Adjust Mouse Speed).	
	Total	50

Practical

Marks: 40

Details	Marks Distribution
Practical Exam	25
<ul style="list-style-type: none"> • Spreadsheets, Word, Presentation • Multimedia Design • Troubleshooting • Viva Voce 	05
Project / Practical File	05
Viva Voce	05
Total	40

