ನಮೂನೆ–4

(ಪ್ರಯೋಗ ಸಹಿತ ವಿಷಯಗಳು)

ಎನ್‌ಎಸ್‌ಕ್ಯೂಎಫ್   30+50+20 ಮಾದರಿ

ವಿಷಯ: Information Technology ಸಂಕೇತ: 61ತರಗತಿ :1st ಪಿಯುಸಿ

ಕ್ರ ಸಂ	ಅವಧಿ	ನಿಗದಿಪಡಿಸಿದ ಅಧ್ಯಾಯಗಳು	ನಿಗದಿಪಡಿಸಿದ ಪ್ರಾಯೋಗಿಕ ತರಗತಿಗಳು	ಅವಧಿ ಗಳು
1	ಮೊದಲ ಅವಧಿ 15–07–2021 ರಿಂದ 15–09–2021 ರವರೆಗೆ	**Unit 1: Functional English** Session 1: Dress and hygiene (8) Session 2: Preparing a daily and weekly work plan (11) Session 3: The importance of computers (17) Session 4: Identifying different types of computers (22) Session 5: Computer Brands and models (30) Session 6: Features, Advantages and benefits (36) Session 7: Locating products(50) Session 8: Complaint Handling(54) Session 9: Categorizing computer issues (59)	**Unit 2: Digital Literacy** Session 1: Digital Literacy (3) Session 2: Copyright, Trademarks and Patent(5) Session 3: Plagiarism (10) Session 4: Avoiding Vialations (13) Session 5: Cyberlaws(17) **Unit 3: Word processing** Session 1: Managing Lists – sort, renumber, customize a list (3) Session 2: Adding watermark (11) Session 3: Table Manipulation (14) Session 4: Working with styles(22) Session 5: Working with themes(27) Session 6: Playing with pictures(31) Session 7: Insert and format screenshots in a document (36) Session 8: Create text boxes and pill quotes (39) Session 9: Word Art and other special effects(44) Session 10: Using SmartArt (46)	75

			Session 11: Controlling Text Flow (51)	
2	1ನೇ ಕಿರುಪರೀಕ್ಷೆ 13–09–2021 ರಿಂದ 15–09–2021 ರವರೆಗೆ	ಮೊದಲ ಅವಧಿಯಲ್ಲಿ ಬೋಧಿಸಿದ ಪಠ್ಯವಸ್ತು ವಾರ್ಷಿಕ ಪರೀಕ್ಷೆಯ ಪ್ರಶ್ನೆಪತ್ರಿಕೆಯ ಮಾದರಿಯಲ್ಲಿಯೇ ಪರೀಕ್ಷೆಗಳು ನಡೆಯುವವು		
3	ಅಸೈನ್ ಮೆಂಟ್ –1	Ist Assignment: Find out the trademarks of any 20 products 2nd assignments: Create a weekly expense report containing daily expenses : include at least expense heading for 3 items. Apply formula to calculate the total weekly expense.		

| 4 | ಎರಡನೇಅವಧಿ 16–09–2021 ರಿಂದ 30–11–2021ರವರೆಗೆ | **Unit 1: Functional English**
 Session 10: User manual (64)
 Session 11: Cross selling (76)
 Session 12: Merchandizing Via Technology (80)
Session 13: Product promotion (84)
Session 14:Closing a deal(95)
Session 15: Stock count(98)
Session 16: Writing Customer Service report(102)
Unit 7: Computer Networks
Session 1: Introduction to networking (4)
Session 2: The OSI model (8)
Session 3: Terminologies and technologies (15)
Session 4: Network topologies and access methods (20)
Session 5: Network hardware – Network interface card(26)
Session 6: Network hardware – Hub, switch and routers (32)
Session 7: Protocols (38)
Session 8: IP Address (43)
Session 9: IP address assignment (47) | **Unit 4: Spreadsheet:**
Session 1: Insert and modify pictures and clipart(3)
Session 2: Draw and modify shapes (9)
Session 3: Illustrate workflow using smartart graphics(12)
Session 4: Illustrate workflow using Smartart graphics (12)
Session 5: Goal seek(20)
Session 6: Analyse data with logical and lookup functions (23)
Session 7: Manage Themes(30)
Session 8: Create and use templates(34)
Session 9: Update workbook properties(38)
Session 10: Creating and editing macros(40)
Unit 5: Presentation
Session 1: Working with a design template (3)
Session 2: Using slide master (11)
Session 3: Creating Headers and footers (20)
Session 4: The Handout master (23)
Session 5: The notes master (26)
Session 6: Saving in a different format (28)
Session 7: assignments (32) | 75 |

5	ಅಸೈನ್ ಮೆಂಟ್–2	1st assignment: Create a family tree using hierarchy smartart 2nd Assignment: Explain the use of AND, OR, NOT Vlookup function in Spreadsheet.		
6	ಮದ್ಯ ವಾರ್ಷಿಕ ಪರೀಕ್ಷೆ 20–11–2021 ರಿಂದ 30–11–2021 ರವರೆಗೆ	1 ಮತ್ತು 2ನೇ ಅವಧಿಯಲ್ಲಿ ಬೋಧಿಸಿದ ಒಟ್ಟು ಪಠ್ಯವಸ್ತುವನ್ನು ಆಧರಿಸಿ.		
7	ಮೂರನೇಅ ವಧಿ 01–12–2021 ರಿಂದ 30–01–2022ರವರೆಗೆ	**Unit 1: Functional English** Session 8: Communicating effectively (48) Session 9: Opening and closing a customer service call (51) Session 10: Paraphrasing (55) Session 11: Verification of information (64) Session 12: Directing a customer over the phone (69) Session 13: Handling ANGRY customer (74) Unit 7: Computer Networks Session 10: Transport layer protocols – TCP and UDP(52) Session 11: Server operating systems(58) Session 12: Networking services – dynamic host configuration protocol (DHCP)(62) Session 13: Networking services – name	**Unit 6: Email messaging** Session 1: Email messaging (3) Session 2: Change the message format (20) Session 3: Out of the office notification (25) Session 4: Create a distribution list or a contact group(31) Session 5: insert hyperlink (35) Session 6: Sort and filter message using multiple criteria (38) Session 7: Manage junk email (42) Session 8: set workdays and time in a calendar(48) Session 9: Display an additional time zone (51) Session 10: set availability options (54) Session 11: Create calendar groups (60) Session 12: manage automatic meeting responses(64)	75

		resolution (66) Session 14: Networking services – Netbios, wins, DDNS (70) Session 15: Networking services – terminal services and active directory (75) Session 16: Wireless networking (79) Session 17: Wireless security (87) Session 18: wide area networks concepts (93) Session 19: different wide area networks(100) **Unit7: computer networks** Session 20: Network services- proxy servers and address translation(108) Session 21: Network infrastructure – VP & IPV6 (113) Session 22: Network security 1(117) Session 23: Network security 2(122) Session 24; Troubleshooting networks (124)	Session 13: manually modify a journal entry (66) Session 14: Reply to a task request (68) **Unit 7: Web Designing part -1** Session 1: Introduction to web design & HTML (3) Session 2: HTML Elements & attributes – the basics (6) Session 3: HTML elements & attributes – text formatting (10) Session 4: HTML elements & attributes – lists and links (14) Session 5: HTML elements & attributes – tables, images, & multimedia (18) Session 7: HTML elements & attributes – forms & frames (22) Session 9: HTML elements & attributes – Metatags, Doctypes and validations (26) Session 10: Introduction to CSS (29)	
8	2ನೇ ಕಿರುಪರೀಕ್ಷೆ 28–01–2022 ರಿಂದ 31–01–2022 ರವರೆಗೆ	3ನೇ ಅವಧಿಯಲ್ಲಿ ಬೋಧಿಸಿದ ಪಠ್ಯವಸ್ತು		

9	ನಾಲ್ಕನೇ ಅವಧಿ 01–02–2022 ರಿಂದ 31–03–2022ರವರೆಗೆ	**Unit 8: Web Designing part2:** Session 1: Introduction to web design & HTML(3) Session 2: HTML elements & attributes – the basics (6)	Session 11: Overview of XML & XHTML (35) Session 12: Web site design scripting tools (39) Session 13: Writing Javascript program (43) Session 14: Javascript syntax (47) Session 15: data types (51) Session 16: Logical operators and conditional statements (54) Session 17: Functions (59) Session 18: Loops(62) Session 19: Arrays and objects (67) Session 20: Overview of dhtml, ajax and jquery(72) Session 21: Introduction to VBscript (75) Session 22: Syntax and variables(78) Session 23: operators and conditional statements (83) Session 24: Loops(91) Session 25: Procedure and functions (91) Session 26: Overview of list and apache web server (94) Session 27: Overview of ASP (98) Session 28: Overview of PHP (100) **Unit 8: Web Designing part2:** Session 3: HTML elements & attributes – text formatting (10) Session 4: lists, formatting text, use spell check, and use find and replace (18) Session 5: Tables and cells (22) Session 6: images (26)	75

| | | | Session 7: Hyperlink 1(34) Session 8: Hyperlink 2(39) Session 9: Audio and video (420 Session 10: frames,inline frames and layers (47) Session 11: haver effect, meta elements & watermark(53) Session 12: forms(57) Session 13: CSS (61) Session 14: behaviors (66) Session 15: Compatibility (69) | |

			Session 16: code view, add-ins, snippets and page transitions(72)	
			Session 17: dynamic web template (78)	
			Session 18: SEO (83)	
			Session 19: Forms – advanced (85)	
			Session 20: publishing webpages or websites – 1 (91)	
			Session 21: publishing webpages or websites – 2 (97)	
			Session 22: Authoring tools (104)	
			Session 23: CSS templates (107)	

10	ಪೂರ್ವ ಸಿದ್ಧತಾ ಪರೀಕ್ಷೆ 24–03–2022 ರಿಂದ 30–03–2022	ಪೂರ್ಣ ಪ್ರಮಾಣದ ಪಠ್ಯವಸ್ತು		
11	ವಾರ್ಷಿಕ ಪರೀಕ್ಷೆ ಎಪ್ರಿಲ್ ಮೊದಲ ವಾರ	ಪೂರ್ಣ ಪ್ರಮಾಣದ ಪಠ್ಯವಸ್ತು		

- The Number in the bracket indicates the page number in the Textbook.