

MONTHLY SYLLABUS

SESSION-2016-17

CLASS-XI

SUBJECT : INFORMATION TECHNOLOGY (IT-TOOLS) (CODE 795)

THEORY : 50 / PRACTICAL : 50

MONTH	CONTENTS
July 2016	<p style="text-align: center;">THEORY</p> <ul style="list-style-type: none">• ITDC -301 NETWORK SAFETY & SECURITY MANAGEMENT SKILL <ol style="list-style-type: none">1. Understanding Of Hardware2. Basics Of Operating System3. Network Safety Concerns4. Network Security Tools And Services5. File Permissions And Authorization6. Cyber Security7. Safe Practices on Social Networking <p style="text-align: center;">PRACTICAL</p> <ul style="list-style-type: none">• ITDC-301 NETWORK SAFETY & SECURITY MANAGEMENT SKILL <ol style="list-style-type: none">1. Understanding Of Hardware2. Basics Of Operating System3. Network Safety Concerns4. Network Security Tools And Services5. File Permissions And Authorization6. Cyber Security7. Safe Practices On Social Networking

August 2016	<p style="text-align: center;">THEORY</p> <ul style="list-style-type: none"> • ITDC - 302 OFFICE AUTOMATION TOOLS <ol style="list-style-type: none"> 1. Spreadsheet (Ms Excel) 2. Word Processing (Ms Word) 3. Database Management (Ms Access) <p style="text-align: center;">PRACTICAL</p> <ul style="list-style-type: none"> • ITDC - 302 OFFICE AUTOMATION TOOLS <ol style="list-style-type: none"> 1. Spreadsheet (Ms Excel) 2. Word Processing (Ms Word) 3. Database Management (Ms Access)
September 2016	<p style="text-align: center;">01.09.2016 to 07.09.2016 - Revision</p> <p style="text-align: center;">08.09.2016 to 22.09.2016 - First Term Exam</p> <p style="text-align: center;">23.09.2016 to 30.09.2016 - Discussion of Question Papers</p>
October 2016	<p style="text-align: center;">THEORY</p> <ul style="list-style-type: none"> • ITDC -303 DIGITAL DESIGNING SKILL <ol style="list-style-type: none"> 1. Interface And Drawing Tools In Gimp 2. Applying Filters 3. Creating And Handling Multiple Layers 4. Using Stamping And Smudging Tools 5. Importing Pictures <p style="text-align: center;">PRACTICAL</p> <ul style="list-style-type: none"> • ITDC -303 DIGITAL DESIGNING SKILL <ol style="list-style-type: none"> 1. Interface And Drawing Tools In Gimp 2. Applying Filters 3. Creating And Handling Multiple Layers 4. Using Stamping And Smudging Tools

	5. Importing Pictures
November 2016	<p style="text-align: center;">THEORY</p> <ul style="list-style-type: none"> • ITDC- 306 TROUBLESHOOTING SKILLS HARDWARE, SOFTWARE, AND NETWORKING <ol style="list-style-type: none"> 1. Commonly Encountered Problems 2. Monitor: No Display, Kb/Mouse Not Responding, Monitor Giving Beeps, Printer Not Responding 3. Check For Virus 4. Different Types Of Virus <p style="text-align: center;">PRACTICAL</p> <ul style="list-style-type: none"> • ITDC- 306 TROUBLESHOOTING SKILLS HARDWARE, SOFTWARE , AND NETWORKING <ol style="list-style-type: none"> 1. Commonly Encountered Problems 2. Monitor: No Display, Kb! Mouse Not Responding, Monitor Giving Beeps, Printer Not Responding 3. Check For Virus 4. Different Types Of Virus
December 2016	<p style="text-align: center;">THEORY</p> <ul style="list-style-type: none"> • ITDC- 306 TROUBLESHOOTING SKILLS <ol style="list-style-type: none"> 1. Troubleshooting 2. Delete Temporary Files If System Is Slow 3. Adjust Mouse Speed <p style="text-align: center;">PRACTICAL</p> <ul style="list-style-type: none"> • ITDC- 306 TROUBLESHOOTING SKILLS <ol style="list-style-type: none"> 1. Troubleshooting 2. Delete Temporary Files If System Is Slow 3. Adjust Mouse Speed
31/12/2016 TO 15/01/2017	WINTER BREAK

January 2017	<p style="text-align: center;">PRACTICAL</p> <ol style="list-style-type: none"> 1. Multimedia design 2. Practice of GIMP
February 2017	<p style="text-align: center;">THEORY</p> <ul style="list-style-type: none"> • ITDC 306 ADVANCED WORK INTEGRATED LEARNING SKILL <ol style="list-style-type: none"> 1. Identification Of Work Areas 2. Work Experience <p style="text-align: center;">PRACTICAL</p> <ul style="list-style-type: none"> • ITOC 306 ADVANCED WORK INTEGRATED LEARNING SKILL <ol style="list-style-type: none"> 1. Identification Of Work Areas 2. Work Experience <p style="text-align: center;">From 11/02/2017 to 20/02/2017- REVISION</p>
March 2017	<p style="text-align: center;">21/02/2017 to 24/03/2017 - Annual exam</p> <p style="text-align: center;">31 March 2017 - Result declare</p>