

Class 11th Syllabus Session (2023-2024)

Month	Week	Syllabus	Theory	Practical	Day	Day wise topics
APRIL	Week 1	Unit 1: Computer Basics-I	Introduction to Computer, Starting and Shutting down the computer	Classification of Computers- Micro, Mini, Mainframe, Analog, Digital. About Desktop/Screen,	Day-1	Introduction of computers
					Day-2	Classification of different computers
					Day-3	Importance of different computers.
					Day-4	Classroom activity
					Day-5	Safety Instructions
					Day-6	Recap
	Week 2		Identify the Parts of Computer and their functionality, Identify the Keys of Keyboard, Identify the Mouse and its Buttons	Identify icons of the desktop, Star button and task bar, My Computer, Recycle bin, Components of a computer system – CPU, Memory, Storage devices and I/O devices	Day-1	Basic about icons
					Day-2	Parts of computer
					Day-3	Basic about keys of keyboard
					Day-4	Basic about desktop and task bar
					Day-5	Icons and recyclebin
					Day-6	Hand on practice
						Day-1

	Week 3		Precautions to be taken while opening and closing computers, Feature of the Computers	Input and Output devices Keyboard Mouse, Monitor, printer, speaker, etc.	Day-2	Uses of I/O Devices
					Day-3	Introduction of monitor, printer and speaker
					Day-4	Types of storage device
					Day-5	Uses of storage device
					Day-6	Recap
					Week 4	Strengths and limitation of the computers, Different types of computers, Concept of ASCII, BCD, EBCDetc...
	Day-2		Strength and limitation of computer			
	Day-3		Basic of memory devices			
	Day-4		Use of memory			
	Day-5		Concept of ASCII , BCD			
	Day-6		Recap			
					Introduction about available paint-brush	Pencil, Eraser, Fill with Color, Pick color, Brush,
Day-2		Use of paint				
Day-3		Information about paint tabs				

MAY+JUNE	Week 1	Unit 2: Using Paint Brush	applications in computers	Air brush,	Day-4	Classroom activity
					Day-5	Doubt session
					Day-6	Practice
	Week 2		Starting Paint brush application	Selection, rectangle selection, freeform selection, View menu, Zoom-in, Zoom- out, Full Screen	Day-1	Introduction of different Shapes and
		Day-2			Hand on practice	
		Day-3			Using colour and making different structures	
		Day-4			Zoom in and zoom out	
		Day-5			Group activity	
		Day-6			Practice	
	Week 3		Unit 3: Concept of Hardware and Software, Introduction to OS	Basics of Types of Software, Concept of File/Folder	Day-1	Introduction of hardware and software
		Day-2			Uses of Hardware and Software	
		Day-3			Introduction of software	
		Day-4			Types of software	
		Day-5			Uses of software	

	Week 4	Unit 3: Introduction to Computer Software	Different OS such as Ubuntu, MS Windows, MS DOS/Terminal, Commands of MS DOS,Ubuntu	Creating/moving/deleting files and folders	Day-6	Recap
					Day-1	Introduction of Ubuntu
					Day-2	Why Ubuntu?
					Day-3	Importance and function of Ubuntu
					Day-4	Basic interface of Ubuntu
					Day-5	Creating file and folders
					Day-6	Recap
	Week 1	Unit 3: Introduction to Computer Software	Introduction to Word writer, Tools of (Brief about) different word processors like MS Word, WordPad, etc	Basic tools used	Day-1	Introduction of word writer
					Day-2	Types of writer
					Day-3	Basic about spelling check
					Day-4	Uses of writer like MS Word, Word pad etc
					Day-5	Classroom activity
					Day-6	Recap
	Day-1				Introduction of spell check	

JULY	Week 2	Unit 4: Introduction to Word writer	Locating and Brief about the word processor available/installed in the computer like LibreOffice Writer,	Checking spelling manually, Automatic	Day-2	Importance of spell check.			
					Day-3	How to use spell check(manual and			
					Day-4	Practice - error finding and corrections.			
					Day-5	Hand on practice			
					Day-6	Hand on practice			
					Day-1	How to insert picture into a documents.			
	Week 3		Creating a file, Saving, opening,editing,printing a file, Selection of text in a document, Move and Copy text in a document	Insertion of picture into a documentFormatting text-Font Size, color,sub- super script,bolditalic, underline, Numbering and bullets,Alignment, Change case	Day-2	Importance of picture in a documents			
					Day-3	Information about font size, text formats			
					Day-4	To create and save a file			
					Day-5	Hand on practice			
					Day-6	Assessment			
					Week 4	Find and Replace text, Formatting fonts of a document. Inserting symbols in a	Hindi typing/Hindi Fonts, Inserting different things like – Word Art. Page break. images. Clip	Day-1	Basic about finding and replacing text
	Day-2		Hindi typing and Hindi fonts						
	Day-3		Formatting fonts and inserting symbol						
	Week 4		of a document, Inserting symbols in a document	things like – Word Art, Page break, images, Clip art, date and time, text box, page numbers etc				Day-4	Doubt session
								Day-5	Hand on practice
								Day-6	Practical
			Week 1	What is internet	Browsing website of Jharkhand government,etc	Day-1	Introduction of internet.		
Day-2		Use of internet.							
Day-3		Advantage and disadvantage of internet.							
Day-4		Internet function and speed.							
Day-5		Hardware for internet.							
Day-6		Hand on practice							
Week 2		Need of Internet, requirements for internet connection,	Creation of Email and using It.	Day-1	Need of internet				
				Day-2	Requirement for internet service				
				Day-3	What is Email & its Use				
				Day-4	Creating an Email ID				
				Day-5	Practical-file attachments				

AUGUST	Week 3	Unit 5: Internet	Internet Service Providers (ISPs)	Social networking sites, its advantages and disadvantages,	Day-5	Practical-file attachments
					Day-6	Doubt session
					Day-1	Introduction of ISPs
					Day-2	Social networking sites
					Day-3	Advantage & disadvantage of sites
					Day-4	Doubt session
	Day-5		Hand on practice			
	Day-6		Recap			
	Week 4		Hardware and software requirement for internet service, Opening and closing search engine	Networking of Networks	Day-1	Introduction of search engine.
					Day-2	Types of search engine.
					Day-3	Opening and closing of search engine.
					Day-4	Advantage and disadvantage of search
		Day-5			Networking	
Day-6		Self practice				
Week 1				Day-1	Introduction of spreadsheet	

SEPTEMBER	Week 1	Unit 5: Introduction to Spreadsheets packages	What is spreadsheet	Different types of View	Day-1	Introduction of spreadsheet
					Day-2	Introduction of Column ,cell
					Day-3	Types of view
					Day-4	Remove text in Cell, Copy Cut
					Day-5	Doubt session
					Day-6	Hand-on practice
	Week 2		Use of Spreadsheets, Different spreadsheet packages	Freeze Panes, Using formula and functions sum, average, min, max, count, If – else, Text functions etc	Day-1	Introduction of formulas
					Day-2	Use of different keys in worksheet
					Day-3	Types of worksheet
					Day-4	Finding sum and avg etc
					Day-5	Practical
					Day-6	Hand-on practice
	Week 3		Working with spreadsheet, Workbook, sheets, etc., Formatting Spreadsheet :	Auto fill, fill handle, etc. and Comment	Day-1	Basic formatting of spreadsheet
					Day-2	Information about auto fill and fill handle
					Day-3	Process of printing sheets

	Week 3		Working with spreadsheets, working with sheets, etc., Formatting Spreadsheet : Row/column - height width, Deleting/hiding row/column,	Auto fill, fill handle, etc. and Comment add/edit/hide/unhide in cell, Printing Sheets	Day-3	Process of printing sheets
					Day-4	Classroom activity
					Day-5	Hand-on practice
					Day-6	Hand-on practice
	Week 4		Revision , Class test	Monthly assessment	Day-1	Recap of first week
					Day-2	Recap of second week
					Day-3	Recap of third week
					Day-4	Practical
					Day-5	Doubt session
					Day-6	Assessment
	Week 1,2		Introduction to multimedia, uses of multimedia, Hardware and software required in the system	Media Player	Day-1	Introduction of multimedia
					Day-2	Required hardware and software system
Day-3		Uses of multimedia system				
Day-4		Do's and don't's				
Day-5		Recap				

OCTOBER	Week 3	Unit 6: Introduction to Multimedia	Introduction about different media player	Playing Video/Audio, How to use Sound recorder	Day-5	Recap
					Day-6	Hand-on practice
					Day-1	Introduction of different media player
					Day-2	Video and audio player
					Day-3	Basic information about playing video and
					Day-4	Classroom activity
	Week 4		Locating media player, sound recorder ,	Video making/Editing – inserting images ,setting timeline, publishing	Day-5	Recap
					Day-6	Hand-on practice
					Day-1	Basic information about locating media
					Day-2	How to use Sound recorder
					Day-3	Insertion of images
					Day-4	Making video/Editing
					Day-5	Recap
					Day-6	Hand-on practice
					Day-1	Introduction of Impress and MS powerpoint

NOVEMBER	Week 1,2	Unit 7: Introduction to Presentation Package	Introduction about different applications available for making presentation such as MS power point, LibreOffice Impress	Different views in Impress	Day-1	Introduction of Impress and MS powerpoint	
					Day-2	File Menu of Impress	
					Day-3	Edit Menu of Impress	
					Day-4	Practical	
					Day-5	Doubt session	
					Day-6	Recap	
	Week 3		Creating & Saving a Presentation, Different type of slide templates	Adding Text and Picture in slide, Setting up slide background and applying design template, Different Slide show options, Setup Slide Show and animation	Day-1	Utility of Presentation	
					Day-2	Setting Background of Slide	
					Day-3	Slide Transition	
					Day-4	Design template and Page setup	
					Day-5	Diferent slide show option and Set up slide	
					Day-6	Recap & Doubt session	
						Day-1	Recap of first and second week
						Day-2	Recap of third week
						Day-3	Practical

	Week 4		Revision , Class test	Monthly assessment	Day-3	Practical	
					Day-4	Practical	
					Day-5	Doubt session	
					Day-6	Assessment	
	Week 1	Unit 8: Introduction to Computer Security	Threats to Computers, Viruses and its types, Firewall and its uses, Safely browsing the web and using social networks: identity protection	Proper usage of passwords, privacy, confidentiality of information, cyber stalking, reporting cybercrimes, Antivirus packages	Day-1	What is a Computer Virus?	
					Day-2	Types of Computer Viruses	
					Day-3	Antivirus software and its examples	
					Day-4	Safely accessing websites	
					Day-5	Do's and don'ts	
					Day-6	Recap	
	Week 2			Introduction to Web Page Designing using HTML, Creating and Saving an HTML document, Accessing an HTML document using a web browser	Inserting images in a Web Page - tag & its attributes, Linking in Web Pages, Internal & External linking, Anchor tag (<a>) and its attributes	Day-1	Introduction to web Page designing
						Day-2	Saving a HTML document
						Day-3	Horizontal rule and inserting comments
						Day-4	Comments in HTML document
					Day-5	Cascading Style Sheets (CSS)	

DECEMBER	Week 3	Unit 8: HTML	document using a web browser	attributes	Day-5	Cascading Style Sheets (CSS)
					Day-6	Recap
			Some HTML elements and their attributes used in designing a web page :- 1.<BODY> ... </BODY> 2. ... 3.<CENTER>, , <HR> etc	Project on HTML scripting, HTML & Bluefish Editor, To understand features of Bluefish Editor & its interface, writing & saving a HTML Script	Day-1	Introduction of HTML tags
					Day-2	Basic about bluefish editor
					Day-3	Saving a HTML document
					Day-4	Running script in web browser
	Day-5	Practical				
	Day-6	Recap				
	Week 4	Revision , Class test	Monthly assessment	Day-1	Recap of first week	
				Day-2	Recap of second week	
				Day-3	Recap of third week	
				Day-4	Practical	
Day-5				Doubt session		
Day-6				Assessment		
				Day-1	What is Programming	

JANUARY	Week 1	Unit 8: Programming	Introduction about Programming, Computer Languages – Machine language, Assembly language, High Level languages...4th gen language	Algorithm, Flow charts, Question based on sequence, selection and iteration	Day-1	What is Programming
					Day-2	Types of programming languages
					Day-3	Uses of different languages
					Day-4	What's the Difference Between Coding & Programming
					Day-5	Algorithm and flow chart
					Day-6	Recap & Doubt session
	Week 2	Kgeography, To be able to read maps to identify different States of India & other Countries – their Capitals & flags different Districts of States.	Practical on :Kgeography,Celestia	Day-1	Basic information about Kgeography	
				Day-2	Information about reading maps	
				Day-3	Doubt session	
				Day-4	Classroom activity	
				Day-5	Recap	
				Day-6	Recap	
	Week 3	Unit 9: Some ICT	A geographical atlas and a virtual globe used to look up places, To easily create		Day-1	Basic about atlas and virtual globe
					Day-2	Combination of geometry and algebra
					Day-3	Easily creating maps

	Week 3	Unit 9: Some ICT tools	used to look up places, To easily create maps, A combination of Geometry and Algebra to construct different geometric shapes, Other tools	Practical on : Stellarium, Marble, GeoGebra	Day-3	Easily creating maps
					Day-4	Classroom activity
					Day-5	Hand-on practice
					Day-6	Hand-on practice
	Week 4		Revision , Class test	Monthly assessment	Day-1	Recap of first week
					Day-2	Recap of second week
					Day-3	Recap of third week
					Day-4	Practical
					Day-5	Doubt session
					Day-6	Assessment