Syllabus Information Technology

CLASS 12 INFORMATION TECHNOLOGY SYLLABUS

 Syllabus Overview

Part A – Employability Skills

(Common to all skill subjects)

1. Communication Skills – IV

- Effective communication at workplace
- Writing professional emails and reports

2. Self-Management Skills – IV

- Managing emotions
- Self-motivation and stress management

3. ICT Skills – IV

- Advanced features of word processing, spreadsheet, and presentation software

4. Entrepreneurial Skills – IV

- Entrepreneurship and its types
- Entrepreneurial process and competencies

5. Green Skills – IV

- Sustainable development and green economy

Part B – Subject-Specific Skills

Unit 1: Database Management System (DBMS)

- Concepts of data, database, DBMS
- Database models and schema

- Tables, fields, records, and keys (primary, foreign)
- SQL (Structured Query Language):
- DDL, DML commands
- SELECT, INSERT, UPDATE, DELETE
- Using WHERE, ORDER BY, GROUP BY, HAVING clauses

Unit 2: Operating Web Applications

- Basics of web applications
- Internet concepts and working of browsers
- Creating and hosting web pages
- Using online forms, spreadsheets, and presentations
- Cloud-based collaboration tools (Google Workspace, MS 365, etc.)

Unit 3: Digital Presentation

- Creating professional presentations
- Multimedia integration (audio, video, animations)
- Sharing and presenting online

Unit 4: Spreadsheet and Data Analysis

- Advanced spreadsheet functions:
- Conditional formatting, data validation, lookup functions
- Charts and pivot tables
- Data visualization and analysis

Unit 5: Cyber Security

- Importance of cybersecurity
- Types of cyber threats

- Safe online practices and digital etiquette
- Data protection and privacy laws

PART C – PRACTICAL WORK (15 MARKS)

- Hands-on practice on SQL, Spreadsheets, and Presentations
- Web application project or mini database project

Part D – Project Work / Viva (25 Marks)

- Individual or group project on IT applications (e.g., website, data analysis, or database)
- Viva voce based on the project and practical skills

☑ Total Marks: 100