

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	Unit 2: Word Processing	75
		Session 1: Customer service representative (8)	Session 1: Creating Templates (8)	
		Session 2: Describing Your Job (12)	Session 2: Creating Envelopes(12)	
		Session 3: Applying for Leave (15)	Session 3: Creating Labels (15)	
		Session 4: Being a Good Team Player	Session 4: Using Mail Merge(18)	
		Session 17: Importance of Communication skills (116)	Unit 4: Presentation Software	
		Session 18: Effective Listening Skills (119)	Session1: Inserting and Modifying SmartArt Graphics (98)	
		Session 19: Non-verbal communication (121)	Session 4: Customizing a slide show(106)	
		Session 20: Workplace communication (127)	Session 5: Annotate a presentation (110)	
		Session 21: Interview Skills (131)		
Session 14: Handling Customer Queries (88)				
Session 15: Clarifying (92)				
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	1.Create a template for birthday party invitation.			
		2. write down the importance of communication.			
4	ಎರಡನೇ ಅವಧಿ 16-09- 2021 ರಿಂದ 30-11- 2021ರವರೆಗೆ	Unit 1: Functional English	Unit 3: Spreadsheet	75	
		Session 5: Talking About One's company (30)	Session 1: Adding hyperlink (49)		
		Session 6: Information Technology (33)	Session 2: Analysing data using pivot tables (58)		
		Session 7: The ITES Industry (37)	Session 3: Create pivot charts (64)		
		Unit 6: Web design & Development	Session 4: Filter data using slicers (68)		
		Session 1: INreoduction(7)	Session : 5: Set revision tracking & review tracked revisions (73)		
		Session 2: Creating websites and webpages in a website(10)	Unit 4: Presentation software		
			Session 2: Add multimedia elements(101)		
			Session 3: customize slide component animations(103)		
			Unit 5: Email messaging		
			Session 1: send calendar information in an email message (119)		
			Session 2: customizing the quick access toolbar (125)		
			Session 3: using stationery and themes (128)		
			Unit 6: web design & development		

			Session 3: Templates and importing webpages(16)	
			Session 4: Lists, Formatting, spell check and find & replace (20)	
			Session 5: tables and cells(24)	
			Session 6: images(28)	
5	ಅಸೈನ್ ಮೆಂಟ್-2	Create a table of student marks list in spreadsheet and create pivot chart and table for the same.		
6	ಮದ್ಯ ವಾರ್ಷಿಕ ಪರೀಕ್ಷೆ 20-11-2021 ರಿಂದ 30-11-2021 ರವರೆಗೆ	1 ಮತ್ತು 2ನೇ ಅವಧಿಯಲ್ಲಿ ಬೋಧಿಸಿದ ಒಟ್ಟು ಪಠ್ಯವಸ್ತುವನ್ನು ಆಧರಿಸಿ		
7	ಮೂರನೇ ಅವಧಿ 01-12-2021 ರಿಂದ 30-01-2022ರವರೆಗೆ	Unit 1: Functional English	Unit 5: E-Mail Messaging	75
		Session 8: Communicating effectively (48)	Session 4: creating and modifying signatures (133)	
		Session 9: Opening and closing a customer service call (51)	Session 5: configuring email security setting (139)	
		Session 10: Paraphrasing (55)	Session 6: Organizing Emails(142)	
		Session 11: Verification of information (64)	Unit 3: Spreadsheet	
		Session 12: Directing a customer over the phone (69)	Session 6: protect files & add comments (77)	

		Session 13: Handling ANGRY customer (74)	Session 7: Merger workbooks (80)	
			Session 8: administer digital signatures(83)	
			Session 9: Restrict Access (87)	
			Session 10: Share a workbook(94)	
			Unit 6: Web design and development	
			Session 7: hyperlink 1(35)	
			Session 8: hyperlink 2(40)	
			Session 9: audio and video (43)	
			Session 10: frames, inline frames and layers (47)	
			Session 11: hover effect, meta elements & watermark (52)	
			Session 12: forms (56)	
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 2: Word processing Session 5: Creating Macros and automating tasks (33) Session 6: Linking word documents to data in an worksheet (35)	75

	Session 16: The Call Flow (96)	Session 7: Save a documents to data in an worksheet (38)	
	Session 17: Giving and receiving Feedback (109)	Session 8: save and share a document for review (40)	
	Unit 6: Web design and development	Session 9: Understanding track changes and comments (42)	
	Session 12: Forms (56)	Session 10: Merging Document changes (46)	
	Session 13: CSS(59)	Unit 6: Web design and development	
		session 14: Behaviors(63)	
		Session 15: compatibility (66)	
		Session 16: code view, add-ins, snippets and page transitions	
		Session 17: dynamic web template (74)	
		Session 18: SEO(79)	
		Session 19: Forms – advanced (81)	
		Session 20: publishing webpages or websites – 1 (86)	
		Session 21: publishing webpages or websites – 2 (91)	
		Session 22: Authoring tools (97)	
		Session 23: CSS templates (99)	
		Session 24: Overview of web application (102)	
		Session 25: basics of web pages (123)	
		Session 26: Visual web developer express (132)	
		Session 27: Web hosting and web services (141)	

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 text Book