

TYPOGRAPHY & COMPUTER APPLICATION (CODE NO. 817)
CLASS XI (SESSION 2019-2020)

Typography & Computer Application (Code No. 817) Class XI (Session 2019-2020)	
Theory	60 marks
Practical	40 marks
Total Marks	100 marks

❖ **PART A: EMPLOYABILITY SKILLS**

- Unit 1: Communication Skills
- Unit 2: Self-Management Skills
- Unit 3: Basic ICT Skills
- Unit 4: Entrepreneurial Skills
- Unit 5: Green Skills

❖ **PART B:**

- Unit 1–Typography
- Unit 2 – Keyboard Operations
- Unit 3 – Computer Hardware
- Unit 4 – Windows Operating System
- Unit 5 – Introduction to Office
- Unit 6 – MS Word

❖ **PART C: PRACTICAL WORK**

- Practical Examination
- Written Test
- Viva Voce

❖ **PART D: PROJECT WORK / FIELD VISIT**

- Practical File / Student Portfolio
- Viva Voce