

Haryana Board Computer Technique Syllabus for Class 12

Class 12th Syllabus – Haryana Board (HBSE) (2010-2011)

Computer Technique

First Semester (1st April to 30th September)

Month	Topic	Periods	Periods for Revision	Practical Work
April	Unit I: HTML: FUNDAMENTAL HTML: Building Blocks: Writing HTML: The Rules, HTML, Tags Attributes, Nesting Tags, HTML & White space, The structure of a page, working with the browser and text editor.	8	1	3
May First Unit Test (1 st May to 25 th May)	Getting Started-viewing your webpages, viewing the source code of a page. Creating your first webpage using your text editor and Browser together, working with attributes. Text Formatting:- Using a default text size, changing the font face, making text Bold and Italic, changing the text size, choosing a default color, changing individual text color. Inserting special character subscript and superscripts, underline and mono space font, adding comments.	18	04	08
June Summer Vacation (1 st June to 30 th June)				
July	Page layout- Using of background color, using background image, centering alignment on the page- A next trick, indenting on both the left and right, working with formatted text, Using pixel shims, line break, keeping line together and discovery line break. Unit-2 Using images- inserting images, Aligning images with text, wrapping text around and image, stopping text wrap, adding space around an image, specifying and changing the size of an image, adding alternate text to an image, adding horizontal Rule, Compacting the page.	18	4	8

August	Text hyperlinks-boat hyperlinks, creating hyperlinks to page in the same folder and in the different folder creating a navigation line, creating a hyperlinks to send an email message. other type of hyperlinks. Working with lists- Creating a simple ordered list, setting the type attribute for list, setting a start value for the list, List and line breaks, List and indenting, setting the type attribute for an individual list item, Setting a start value for an individual list item.	18	4	8
Second Unit Test (17 th Aug. to 25 th Aug)				
September	Revision and Examination			

Second Semester (1st October to 31st March)

Month	Topic	Periods	Periods for Revision	Practical Work
October	Unit 1: System Analysis and design. Introduction; Need for system analysis and design.	8	2	2
November	Steps and techniques system analysis; role of system analysis; system development life cycle(SDLC)	18	4	6
First Unit Test (17 th Nov to 25 th Nov)				
December	Data Flow Diagrams, Documentation	9	3	3
December Winter Vacation (22 nd December to 31 st December)				
January	Unit 2: Financial Accounting package: Theory & practical Introduction to Accounting, objectives, use of tally package and its functions; security measures.	16	4	8
Second Unit Test (15 th Jan to 23 rd Jan)				
February	Company creation; Accounting heads; Voucher Entry; Balance sheet; display trial balance.	16	2	7
March	Revision and Exam.		5	