D.M.PUBLIC SCHOOL

PARSIA, PUTKI, DHANBAD

Fortnightly Syllabus Planning (2024-25)

Class: X

Subject: INFORMATION TECHNOLOGY (SUBJECT CODE – 402)

SI No	Duration	No of Teaching Days	Syllabus to be covered
- New Session begins on 4th April, 2024				
1	5th April - 15th April		**PART A : EMPLOYABILITY SKILLS** **UNIT 1 . COMMUNICATION SKILLS-II**
2	16th April – 30th April		**PART A: EMPLOYABILITY SKILLS** **UNIT 2. SELF MANAGEMENT SKILLS-II**
3	1st May – 15th May		**PART A : EMPLOYABILITY SKILLS** **UNIT 3. ICT SKILLS - II**
4	16th June – 30st June		**PART B : SUBJECT SPECIFIC SKILLS** **UNIT 1 . DIGITAL DOCUMENTATION (ADVANCED) Using Libre Office Writer** • **Create and apply styles in the document** • **Insert and use images in document** • **Create and use template** • **Create and customize table of contents** • **Implement mail merge**
5	**1st July – 9th July - PRE MID TERM EXAMINATION**		
6	10th July – 31th July		**PART B:SUBJECT SPECIFIC SKILLS** **UNIT1. DIGITAL DOCUMENTATION (ADVANCED) continued...** • **Create and apply styles in the document** • **Insert and use images in document** • **Create and use template** • **Create and customize table of contents** • **Implement mail merge**
7	1st Aug – 15th Aug		**PART B: SUBJECT SPECIFIC SKILLS** **UNIT 3. DATA BASE MANAGEMENT SYSTEM** • **Appreciate the concept of DBMS** • **Create and edit tables using wizard and SQL commands.** • **Perform operations on table** • **Retrieve data using query.** • **Create forms and reports using wizards.**
8	16th Aug – 31st Aug		**PART B: SUBJECT SPECIFIC SKILLS** **UNIT 3.DATABASEMANAGEMENTSYSTEM (Continued)** • **Appreciate the concept of DBMS** • **Create and edit tables using wizard and SQL commands.** • **Perform operations on table** • **Retrieve data using query.** • **Create forms and reports using wizards.**

9	1st Sep – 12th Sep		**PART B : SUBJECT SPECIFIC SKILLS** **UNIT 4. WEB APPLICATION AND SECURITY** • **Working with accessibility options** • **Understand networking fundamental** • **Introduction to Instant Messaging** • **Chatting with a contact- Google Talk** • **Creating and publishing web pages- blog** • **Using offline blog editors** • **Online Transaction** • **Internet Security** • **Maintain workplace safety** • **Prevents Accidents and Emergencies** • **Protect Health and Safety at Work**
10	**13st Sep– 1th Oct - MID TERM EXAMINATION**		
11	2st Oct – 15th Oct		**PART A : EMPLOYABILITY SKILLS** **UNIT 4. ENTREPRENEURSHIP SKILLS –II**
12	16th Oct – 31st Oct		PART A : EMPLOYABILITY SKILLS UNIT 5. GREEN SKILLS-II
13	1st Nov – 15th Nov		**PART B : SUBJECT SPECIFIC SKILLS** **UNIT 2. ELECTRONIC SPREADSHEET (ADVANCED) Using Libre Office Writer** • **Analyse data using scenarios and goal seek.** • **Link data and spreadsheets.** • **Share and review a spreadsheet** • **Create and use macros in spreadsheet**
14	16th Nov – 30th Nov		**PART B:SUBJECT SPECIFIC SKILLS** **UNIT2.ELECTRONIC SPREADSHEET(ADVANCED) continued...** • **Analyse data using scenarios and goal seek.** • **Link data and spreadsheets.** • **Share and review a spreadsheet** • **Create and use macros in spreadsheet** **PART B : SUBJECT SPECIFIC SKILLS** **UNIT 4. WEB APPLICATION AND SECURITY** • **Working with accessibility options** • **Understand networking fundamental** • **Introduction to Instant Messaging** • **Chatting with a contact- Google Talk** • **Creating and publishing web pages- blog**
15	**2st Dec– 10th Dec - POST MID TERM EXAMINATION / Pre-Board Examination**		
16	11th Dec – 24st Dec		**Revision for Pre-Board Examination**
17	3st Jan – 15th Jan		
18	16th Jan – 31st Jan		

Portion For Assessments

Assessment	Portion

PRE MID TERM (PT 1)	PART A : EMPLOYABILITY SKILL
	  UNIT 1 COMMUNICATION SKILLS- II
	  UNIT 2 SELF MANAGEMENT SKILLS - II

MID TERM	PART A: UNIT 1, 2,3 PART B: UNIT 1, 3
POST MID TERM (PT 2)	PART A : UNIT 4,5 UNIT : 2,4,5
PRE-BOARD	WHOLE SYLLABUS