

# O. P. JINDAL SCHOOL, SAVITRINAGAR, TAMNAR

## Annual Syllabus Break-up for the session 2024-2025

**Subject: Information Technology (402) Class: X**

Sl.	Month	No. of Instructional days	No. of periods	Chapters to be taught	Subject enrichment activities	Values to be imparted	Extra content to be taught
1	April	21	16	PART – A  Unit -3 Basic ICT Skills – II  UNIT -1 Communication Skills	Check points  Competency Based Questions  Activity(Related to content for sessions 1 to 7)  PPT's ,Videos, Quiz	Awareness of computer peripherals Web Applications (Basics) (Basic ICT Skills – II) Word Processing (Intermediate) Employability Skills / Communication Skills	ICT usage discussed in our day to day life  Various aspects discussed on becoming an entrepreneur

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2	June	11	6	PART – A  Unit -2 Self Management Skills  Unit -4 Entrepreneurial Skills	Check points  Competency Based Questions  Activity(Related to content for sessions 1 to 3)  PPT's ,Videos, Quiz	Aware about different Self Skills Employability Skills Self-Management, Entrepreneurial Skills.	Charts shown on different self management skills  Various aspects discussed on becoming an entrepreneur

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3	July	23	19	<p>PART – A</p> <p>Unit – 5 Green Skills</p> <p>PART – B</p> <p>Unit- 1 Digital Documentation (Advanced)</p>	<p>Check points</p> <p>Competency Based Questions</p> <p>Activity(Related to contentfor sessions 1 to 4)</p> <p>Activity(Related to contentfor sessions 1 to 6)</p> <p>PPT's ,Videos, Quiz</p>	<p>Importance of Green economy and skills</p> <p>Digital Presentation (Intermediate)</p> <p>Usage of writer &amp; mailmerge</p>	<p>Several job categories shown for green skills n upcoming future in it</p> <p>Different innovative activities done for writer</p>

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4	August	23	19	<p>PART – B</p> <p>Unit- 2 Electronic Spreadsheet (Advanced)</p>	<p>Check points</p> <p>Competency Based Questions</p> <p>Activity(Related to contentfor sessions 1 to 6)</p> <p>PPT's ,Videos, Quiz</p>	<p>Importance of charts and Graphs in Calc</p> <p>Usage of Calc for formatting &amp; sorting</p>	<p>Different practical activities implemented for Calc</p>

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5	September	12	8	Revision & Half Yearly Examination		Revision & Half Yearly Examination	

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6	October	20	15	PART – B Unit – 3 Database Management System	Check points Competency Based Questions Activity(Related to content for sessions 1 to 8) PPT's ,Videos, Quiz	Data Base Development (Basics) Importance of tables, forms, queries, reports in database Usage of SQL for data management	Normalization in database and Types, importance of normalization

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7	November	13	9	PART – B Unit – 4 Web Application and Security	Check points Competency Based Questions Activity(Related to content for sessions 1 to 8)  PPT's ,Videos, Quiz	About networks fundamentals, types of networks Instant messaging Internet Security Online Transactions etc.	Different topologies in networks etc.

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8	December	19	13	Revision / Assessment and Preboard	Project, Practical and Revision		

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9	January	22	10	Preboard Examination	Project, Practical and Revision		

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10	February	15	7	Board Annual Examination	Board Annual Examination	Board Annual Examination	Board Annual Examination

**SYLLABUS FOR EXAMINATION**

<b>SN</b>	<b>EXAMINATION</b>	<b>EXAMINATION'S MONTHS</b>	<b>MAX MARKS</b>	<b>Max Time</b>	<b>SYLLABUS FOR EXAMINATION</b>
<b>1</b>	<b>Weekly Test-1</b>	<b>July</b>	<b>20</b>	<b>1 Hr</b>	<b>PART – A</b> <b>UNIT -1 CommunicationSkills</b>
	<b>Weekly Test-2</b>	<b>August</b>	<b>20</b>	<b>1 Hr</b>	<b>Unit -3 Basic ICT Skills – II</b>
<b>2</b>	<b>Half Yearly Examination</b>	<b>September</b>	<b>50</b>	<b>2 Hrs</b>	<b>PART – A Unit 1 to 5</b> <b>PART-B Unit 1,2.</b>
<b>3</b>	<b>Weekly Test-1</b>	<b>November</b>	<b>20</b>	<b>1 Hr</b>	<b>PART – B</b> <b>Unit – 3 Database Management System</b>
	<b>Weekly Test-2</b>	<b>January</b>	<b>20</b>	<b>1 Hr</b>	<b>Computer Networks</b>
<b>4</b>	<b>Board Examination</b>	<b>February</b>	<b>50</b>	<b>2 Hrs</b>	<b>Complete Syllabus</b>