

Class – X

Sub: INFORMATION TECHNOLOGY

Weekly Syllabus (Tentative)

Academic Session 2024-25

Month	Week	Dates		Days	No of Periods	Chapter	Contents	Syllabus
Apr-24	I	01-06	06-Working Saturday (Staff)	05		Part A Employability Skills Unit 1: Communication Skills-II	Session 1 Methods of Communication Session 2 Verbal Communication Session 3 Non-verbal Communication	
	II	08-12	11 – Id-ul-Fitr	04				
	III	15-19	14 - Ambedakar Jayanti 17 – Ram Navami 21 - Mahavir Jayanti	04				
	IV	22-27	27-Working Saturday (Student)	06				
	V	29-30		02				
May-24	I	01-03	01-03 : ES-1 (XII)/ CT-1 (X)	03		Part A Employability Skills Unit 1: Communication Skills-II	Session 4 Communication Cycle and Importance of Feedback Session 5 Barriers to Effective Communication	ES-1 (XII)/ CT-1 (X) Date: 01-07 May Data Structure – Series (18 marks) Unit IV Societal Impact (12 marks)
	II	06-10	06-07 : ES-1 (XII)/ CT-1 (X) 09,10 – The Quest	05				
	III	13-18	18- Working Saturday (Open House X &	06				

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			XII)					
***** SUMMER BREAK 20 MAY -30 JUN 2024 *****								
Jul-24	I	01-06	01- School reopens for staff 06-Working Saturday (Student)	05		Part B SUBJECT SPECIFIC SKILLS Unit 1: Digital Documentation (Advanced) Create and Apply Styles in the document Create and use template	<ul style="list-style-type: none"> • Styles/ categories in Writer • Styles and Formatting window • Using Fill Format. • Creating and updating new style from selection • Load style from template or another document. • Creating a new style using drag-and-drop. • Applying styles <ul style="list-style-type: none"> • Templates in Writer. • Using predefined templates. • Creating a template. • Set up a custom template. • Using a template • Changing to a different template. • Updating a Document 	PT-I Class VI-X Date: 05 Jul – 12Jul ES-2 (XII): 05 Jul – 12Jul
	II	08-12		05				
	III	15-19	17-Muharram	04				
	IV	22-27	27 – Working Saturday (Students)	06				
	V	29-31		03				
Aug-24	I	01-03	03 – Working Saturday (Open House (VI-X), XII)	03		Part B SUBJECT SPECIFIC SKILLS Unit 1: Digital Documentation (Advanced) Insert and use images in	<ul style="list-style-type: none"> • Options to insert image to document from various sources. • Options to modify, resize, crop and delete an image. • Creating drawing objects, setting or changing its properties. Resizing and grouping drawing objects. • Positioning image in the text. 	ES-1 (XI):
	II	05-09		05				

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	III	12-16	15 – Independence Day	04		document Create and customize table of contents	Table of contents. Hierarchy of headings. Customization of table of contents. • Character styles. Maintaining a table of contents.	
	IV	19-23	19-Raksha Bandhan	04				
	V	26-31	26-Janmashtami 31-Working Saturday (Students) 31-Annual Prize Distribution	05				
Sep-24	I	02-06		05		UNIT 2: ELECTRONIC SPREADSHEET (ADVANCED) Analyse data using scenarios and goal seek. Link spreadsheets data	Mid Term/ HYE Exam	Mid Term (PT-II)/ HYE Date 02-14 Sep
	II	09-14	14 – Working Saturday (Students)	06				
	III	16-21	16-Milad-un-Nabi 21 – Working Saturday (Students)	05				
	IV	23-27		05				
	V	30		01				
Oct-24	II	01-05	02-Mahatma Gandhi's Birthday 05-Annual Prize Distribution	04		Part A Self-management Skills	Session 1 Stress Management Session 2 Self-awareness — Strength and Weakness Analysis Session 3 Self-motivation Self-regulation — Goal Setting Self-regulation — Time Management	
	III	07-12	09-13– Autumn Break 12- Dussehra	02				
	IV	14-19	17-Maharishi Valmiki's	05				

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			Birthday 19 – Working Saturday (Open House VI- XII)					
	V	21-25	20– Karwa Chouth	05		<ul style="list-style-type: none"> Relative and absolute hyperlinks Hyperlinks to the sheet. Linking to external data. Linking to registered data sources. 	Create, Edit and Remove hyperlinks to the sheet. <ul style="list-style-type: none"> Link to external data. Link to registered data source. 	
	VI	28-31	30-03 Nov – Diwali Break	02				
*** Autumn Break 09-13 Oct 2024 ***								
Nov-24	I	04-09	09 – Working Saturday (Students)	06		Part A Information and Communication Technology Skills Share and review a spreadsheet	Session 1 Basic Computer Operations Performing Basic File Operations Session 2 Computer Care and Maintenance Computer Security and Privacy Setting up a spreadsheet for sharing. <ul style="list-style-type: none"> Opening and saving a shared spreadsheet. Recording changes. Add, Edit and Format the comments. Reviewing changes – view, accept or reject changes. Merging and comparing Using the macro recorder. <ul style="list-style-type: none"> Creating a simple macro. Using a macro as a function. 	PT-II (VI-VIII): 19 Nov-10 Dec PT-III (IX): 19 Nov-10 Dec PT-III (X): 14 Nov-25 Nov MPB (XII): 14 Nov-25 Nov
	II	11-15	12 – Annual Day 15 – Guru Nank's Birthday	04				
	III	18-22		05				
	IV	25-30	29,30 – Annual Athletic Meet	06				

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						Use Macros in spreadsheet	<ul style="list-style-type: none"> • Passing arguments to a macro. • Passing the arguments as values. • Macros to work like built- in functions. • Accessing cells directly. • Sorting the columns 	
Dec-24	I	02-07	07 – Sports Day	06		Part A Entrepreneurial Skills	Session 1 Entrepreneurship and Society Qualities and Functions of an Entrepreneur Session 2 Myths about Entrepreneurship Entrepreneurship as a Career Option	
	II	09-13		05				
	III	16-21	21-Working Saturday, Open House (X & XII)	06				
	IV	23	24,25 – Christmas Holidays	01				
						UNIT 3: DATABASE MANAGEMENT SYSTEM Appreciate the concept of Database Management System	Concept and examples of data and information, <ul style="list-style-type: none"> • Concept of database, • Advantages of database, • Features of database, • Concept and examples of Relational database, • Concept and examples of field, record, table, database, • Concept and examples of Primary key, composite primary key, foreign key, • Database management system (DBMS) 	
						Create and edit tables using wizard	Introduction to LibreOffice Base <ul style="list-style-type: none"> • Database objects – tables, queries, forms, and reports of the 	

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						and SQL commands	database, • Terms in database – table, field, record, • Steps to create a table using table wizard • Data types in database., • Option to set primary key Table Data View dialog box Inserting data in the table, • Editing records in the table, • Deleting records from the table, • Sorting data in the table, • Referential integrity, • Creating and editing relationships – one to one, one to many, many to many • Field properties	
*** Winter Break from 26 Dec to 04 Jan 2025 ***								
Jan-25	I	06-10		05		Part A Green Skills	Session 1 Sustainable Development Our Role in Sustainable Development	
	II	13-18	18-Working Saturday, Open House (VI-IX, XI)	06		Retrieve data using query	Database query, • Defining query, • Query creation using wizard, • Creation of query using design view, • Editing a query, • Applying criteria in query – single field, multiple fields, using wildcard, • Performing calculations, • Grouping of data, • Structured Query Language	
	III	20-25	25-Citation Ceremony 25-Open House XII 26-Republic Day	06				
	IV	27-31		05				

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						<p>Maintain workplace safety</p> <p>Prevent Accidents and Emergencies</p> <p>Protect Health and Safety at work</p> <p>Hazards and sources of hazards, • General evacuation procedures, Healthy living.</p>	<p>(SQL).</p> <p>Basic safety rules to follow at workplace – Fire safety, • Falls and slips, Electrical safety, Use of first aid. • Case Studies of hazardous situations.</p> <p>Accidents and emergency, • Types of Accidents, • Handling Accidents • Types of Emergencies</p> <p>Hazards and sources of hazards, • General evacuation procedures, • Healthy living.</p>	
Feb-25	I	01	01 – Farewell XII 01- Open House X	01		Create Forms and Reports using wizard	<p>Forms in BASE.</p> <ul style="list-style-type: none"> • Creating form using wizard, • Steps to create form using Form Wizard, • Options to enter or remove data from forms • Modifying form, • Changing label, background, • Searching record using Form, • Inserting and deleting record 	

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							using Form, • Concept of Report in Base, • Creating Report using wizard, • Steps to create a Report using Wizard.	
	II	03-07		05				Annual Exam Class IX & XI – 05 Feb-19 Feb 2025
	III	10-14		05				
	IV	17-22	22-Working Saturday (students)	06				
	V	24-28	26-Maha Shivratri	04				
Mar-25	Annual Exam Classes VI-VIII – 25 Feb-10 Mar 2025							

Note: The examination syllabus as mentioned above is to be considered Tentative. The final syllabus for each exam will be uploaded on the website along with the Date Sheet at the time of the examination.