

AIR FORCE SCHOOL HASIMARA



WEEKLY SPLIT UP SYLLABUS

CLASS: X

SUB: Information Technology (402)

Name of the Book: NCERT

MONTH	WEEK	ALLOTTED DAY	TOPIC	CONTENT	Practical /Assignment
April	4-8	3	Communication Skills - I	Introduction, Communication cycle, style – verbal, non-verbal, visual, written ,	Paper Folding Activity Narrating a joke
	11-16	3		Perspective in communication, Factors effecting commination at workplace	Appropriate gesture & body language Pictures with different perception
	18-23	3		Basic Writing skills – kinds of sentence, Part of speech	Group discussion
	25-20	3		Text Book Exercise	Discussion on exercise Qs
May	2-7	1	Self-Management Skills - I	Introduction, Strength & Weakness analysis, Self confidence	Practical exercise given in the book
	9-13	3		Positive thinking, Personal Hygiene, Grooming	
June	20-24	3		Check your progress	Worksheet completion
	27-30	3		Exercise	Discussion on exercise Qs
July	1-2	-	ICT Skills-I	Introduction, Evaluation of ICT	Activity given in the book will be done by the students
	4-8	3		How ICT is useful?	
	11-16	3		Text Book Exercise	Discussion on exercise Qs
	18-23	3	Database Management System	Appreciate the concept of Database Management System	Prepare the sample table with some standard fields.
	25-30	3		Create and edit tables using wizard and SQL commands	Identify the primary key, composite primary key, foreign key.
	1-5	3	Database Management System	Perform operations on table	Insert data in the table, Edit records in the table, Delete records from table, Sort data in the table,
	8-22	3		Retrieve data using query Create Forms and Reports using wizard	Enter various field properties.
	15-19	3		-Word processing applications with tools -Creating a document Text Editing - Selection criteria	Start a new document Open an existing document. Select nonconsecutive text items, vertical block of text

Aug	22-26	3	Digital Documentation (Advanced)	-Selecting a vertical block of text, Find and replace option, Jumping to the page number, Checking spelling and grammar, Synonyms and Thesaurus.	Search the word from the text and replace it with another word. Check spelling and grammar and apply the changes to the document	
	29-31	3		Exercise	Discussion on exercise QS	
Sep	1-3	1	Record File	Practical file submission All above chapters will be revised for Term 1 exam Learning all the answers Solving CBSE sample paper		
	7-11	3	Revision			
	14-18	3				
	21-25	3				
	28-30	3				
Oct	17-21	3	Entrepreneurial Skills-II	Introduction, Values & Attitude of an Entrepreneur, Thinking like an Entrepreneur, Coming up with Business Idea, Understanding the market, Business planning	Activity given in the book will be done by the students	
	24-28	3			Discussion on exercise Qs	
	31	1				
Nov	1-5	3	Green Skills-II	Society & Environment, Conserving Natural Resources, Sustainable Development, Green Economy	Activity given in the book will be done by the students	
	7-11	3			Discussion on exercise Qs	
	14-19	3	Electronic Spreadsheet (Advanced)	Format data in the spreadsheet, Understand and apply Referencing	Demonstrate to align cell data range, Demonstrate to create number series using fill handle, use Relative, mixed & absolute referencing	
	21-25	2			Create and insert different types of charts in a spreadsheet	Create different types of chart Discussion on exercise Qs
	28-30	1			Exercise	
Dec	1-3	1	Web Application & Security	Understand features of an effective presentation, Format text and apply animations	Identify and list the various options in formatting toolbar, Apply bullets and numbering to the list items, apply animation	
	5-9	3			Create and use tables, Insert and format image in presentation	Insert table in presentation, adjust column width and row height
	12-17	3			Work with slide master	Create the slide masters, add transitions to presentation.
	19-24	3			Exercise	Discussion on exercise Qs

MONTH	WEEK	ALLOTTED DAY	TOPIC	CONTENT	ASSIGNMENT
Jan 23	9-13	3	Revision	Practical file submission All above chapters will be revised for Term 2 exam Learning all the answers Solving CBSE sample paper	
	16-20	3			
	23-27	3			
	30-31	1			
Feb 23	1-3	1	Revision		
	6-10	3			
	13-17	3			
	20-24	3			
	27-28	3			
Mar 23	1-3	1	Annual Examination	Preparation for Annual Exam	
	6-10	3			
	13-17	3			
	20-24	3			
	27-31	3			