BHARTIYA VIDYA MANDIR SENIOR SECONDARY SCHOOL

SECTOR-39, CHANDIGARH ROAD, LUDHIANA

SYLLABUS OF CLASS X

BOOK : NCERT BOOK	SUBJECT : INFORMATION TECHNOLOGY (402)	SESSION : 2024-2025

NOTE :

PART A means BOOK 1 - EMPLOYABILITY SKILLS

PART B means BOOK 2 - INFORMATION TECHNOLOGY

Month	Book	Unit/Chapter/Topic	Learning Objective	Resources/Art-integarted pedagogy tools used	Learning Outcomes/ Skills learnt by students
APRIL		**Briefing & Interactive Session**	To make student aware about their syllabus prescribed by CBSE		Learner will be able to understand syllabus
	PART A	**Unit 1 - Communication Skills - II**			
		Methods of Communication	To make students aware about the importance of effective communication	Initial Thinking Activity - Role Play on Communication by students as group effectively?	Student will able to list the various methods of communication.
		Verbal Communication		Activity 1 Group-Practice: Role Play of a Telephonic Conversation	
		Non-verbal Communication		Activity 2 Group-Practice: Role Play of a deaf people conversation	
		Communication Cycle and Importance of Feedback		Activity 3 - Discussion among students Procedure - Each student will draw a communication cycle and the entire class will then discuss how each element affected communication during Activity 1. Resouces required - Paper and pencil	Students can identify the different communication elements.
		Barriers to Effective Communication		Discussion method what you all learned from this activity	Students can explain the communication process along with all the communication elements.
		Writing Skills — Parts of Speech	To make student aware about effective oral and written communication skills	Lecture Method	Student will able to apply effective oral and written communication skills to interact with people and customers throughout their career
		Writing Skills — Sentences			
	PART A	**Unit 2 - Self-Management Skills - II**			
		Stress Management	To make student aware about self-management techniques	Lecture Method	Students will demonstrate self-management skills in their real-life
		Self-awareness — Strength and Weakness Analysis			
		Self-motivation			
		Self-regulation — Goal Setting			
		Self-regulation — Time Management			
	PART B	**Unit 1 - Digital Digital Documentation (Advanced) using LibreOffice Writer**			
		Chapter 1 - Introduction to Styles			
		Open, Close, Save word document	Students learn to Create, Update and Formatting existing Styles, Using Style Templates and Formatting in a document	Practical – Create Header/Footer, Check Spell Check, Formatting Text	Students learn to Create, Update and Formatting existing Styles, Using Style Templates and Formatting in a document
		Header/Footers			
		Spell Check			
		Format Text			

MAY		Create and Apply Styles in the document	Students learn to Create, Update and Formatting existing Styles, Using Style Templates and Formatting in a document	Practical Activity 1.1, 1.2	Students learn to Create, Update and Formatting existing Styles, Using Style Templates and Formatting in a document
		Style Categories			
		Styles and Formatting		Practical Activity 1.4	
		Fill Format		Practical Activity 1.3	
		Creating and Updating a New Style		Practical Actiivty 1.5	
		Load Styles (from a template or document)			
	PART A	**Unit 3 - Information and Communication Technology Skills-II**			
		Basic Computer Operations	To make student aware about general computer system	Lecture Method	Students can identify the principal components of a computer system; Demonstrate the basic skills of using computer
		Performing Basic File Operations			
		Computer Care and Maintenance			
		Computer Security and Privacy			
JUNE		**SUMMER VACATIONS**			
JULY	**PART B**	**Unit 1 - Digital Digital Documentation (Advanced) using LibreOffice Writer**			
		Chapter 2 - Working with Images			
		Inserting an Image in a Document	Learner will be able to learn about inserting, modifying, resizing, croping and deleting an image.	Practical Acitivity 2.1	Learner will be able to learn about inserting, modifying, resizing, croping and deleting an image.
		Inserting Image Using Insert Image Option		Practical Activity 2.2	
		Inserting Image using Drag and Drop option			
		Inserting image using Copy and Paste method			
		Inserting an image by linking		Practical Activity 2.2	
		Modifying an Image		Practical Acitivity 2.4	
		Using the Image toolbar	To make students how to use Image arrangement tools	Practical Activity 2.5	To make students how to use Image arrangement tools
		Resizing, Deleting an Image		Practical Activity 2.3	
		Drawing Objects	Creating drawing objects and changing its properties. Resizing and grouping drawing objects.	Practical Activity 2.6	Creating drawing objects and changing its properties. Resizing and grouping drawing objects.
		Using Drawing Tools			
		Setting or Changing Properties of Drawing Object			
		Resizing and Grouping objects			
		Grouping drawing objects		Practical Activity 2.7	
		Positioning Image in the Text			
		Anchoring, Alignment, Text Wrapping			
		REVISION		Practical Exercises	
		Unit 1 - Digital Digital Documentation (Advanced) using LibreOffice Writer			
		Chapter 3 - Advanced Features of Writer			
		Table of Contents (ToC)			

JULY	PART B	Hierarchy of Headings	Learner will be able to learn about customization of tables	Practical Activity 3.1	Learner will be able to learn about customization of tables
		Creating a Table of Contents (ToC)			
		Customisation of ToC		Practical Activity 3.2 and 3.3	
		Maintaining a Table of Contents			
		Updating the ToC			
		Deleting ToC			
		Using Templates		Practical Activity 3.4 in NCERT	To make students aware about the advanced features of Writer
		Checking the template of the document			
		Creating a Template			
		Using In-built/Saved Templates			
		Using Online Templates		Practical in Lab - Activity 3.5 in NCERT	
		Importing a Template			
		Editing a Template			
		Setting Up a Custom Default Template			
		Moving a Template		Practical in Lab - Activity 3.6 in NCERT	
		Exporting a Template			
		Applying Templates to a Blank Document			
		Track Changes Feature		Practical in Lab - Activity 3.8 in NCERT	
		Preparing a Document for Review			
		Recording Changes			
		Accepting and Rejecting Track Changes			
		Adding, Deleting, Comparing Comments		Practical in Lab Activity 3.7 in NCERT	
	PART B	**Unit 2 - Electronic Spreadsheet (Advanced)**			
		Chapter 4 - Analyse Data using Scenarios and Goal Seek			
		Consolidating Data	Learner will be able to learn about Goal Seek, Scenarios in Spreadsheet	Practical method	Learner will be able to learn about Goal Seek, Scenarios in Spreadsheet
		Groups and Subtotals			
		What-if Scenarios			
		What-if Analysis Tool			
		Goal Seek			
	PART B	**Unit 2 - Electronic Spreadsheet (Advanced)**			
		Chapter 5 - Using Macros in Spreadsheet			
		Recording a Macro			
		Running a Macro			

Month	Part	Topic	Objective	Method	Outcome
		Creating and Organising a Simple Macro	Learner will be able to learn about Macros in Spreadsheet	Practical method	Students will able to demonstrate the use of a macro recorder
		Create a library to store a macro			
		Macro as a Function			
		Unit 2 - Electronic Spreadsheet (Advanced)			
		Chapter 6 - Linking Spreadsheet Data			
AUGUST	**PART B**	Setting up Multiple Sheets	To make students understand the purpose of linking data across multiple spreadsheets or different parts of a single spreadsheet	Practical in Lab	Students equip essential skills for linking spreadsheet data, enhancing their ability to manage, analyze, and link data effectively
		Creating Reference to Other Sheets by Using Keyboard and Mouse			
		Creating Reference to Other Documents by Using Keyboard and Mouse			
		Hyperlinks to the Sheet	To make students learn how to link and manage data across multiple spreadsheets		
		Relative and Absolute Hyperlinks			
		Creating Hyperlinks			
		Editing a Hyperlink			
		Linking to External Data			
		Linking to Registered Data Sources			
		Unit 2 - Electronic Spreadsheet (Advanced)			
		Chapter 7 - Share and Review a Spreadsheet			
		Sharing Spreadsheet	To make student know the importance and benefits of sharing and collaborating on spreadsheets	Practical in Lab	Students aquire various tools and features available in LibreOffice Calc for sharing and reviewing spreadsheets
		Opening and Saving a Shared Spreadsheet			
		Recording Changes	To make students learn how to review spreadsheet with features such as track changes, comments, and version history		Students know about the importance of collaboration when working with shared documents
		Add, Edit and Format the Comments			
		Formatting Comment			
		Reviewing Changes – View, Accept or Reject Changes			
		Merging and Comparing Documents			
SEPTEMBER		**TERM I EXAMINATIONS**			
OCTOBER	**PART A**	**Unit 4 - Entrepreneurial Skills-II**			
		Entrepreneurship and Society	Students will learn about the characteristics and traits of successful entrepreneurs.	Lecture Method	Demonstrate the ability to provide a self-analysis in context of entrepreneurial skills and abilities;
		Qualities and Functions of an Entrepreneur			
		Myths about Entrepreneurship			
		Entrepreneurship as a Career Option	Students will explore the importance of innovation and creativity in entrepreneurship.		
		Unit 3 - Database Management System using LibreOffice Base			
		Chapter 8 - Database Management System using LibreOffice Base			
		Data and Information			

OCTOBER	**PART B**	Databases and DBMS	To make students understand the fundamental concepts of databases and the role of in maData Models in managing data	Lecture Method	Students learn fundamental concepts of databases, including the definition, purpose, and advantages of using a database management system (DBMS)
		Data Models			
		Hierarchical Data Model			
		Network Data Model			
		Relational Data Model			
		Relational Database Model			
		Objects of an RDBMS			
OCTOBER		**Unit 3 - Database Management System using LibreOffice Base**			
		Chapter 9 - Starting with LibreOffice Base			
		Data Types	To acqaint the students with the steps to create the database	Lecture Method	
		Starting with LibreOffice Base			
		User Interface of Libre Office Base			
		Creating a Table using a Wizard	To acqaint the students with the process of creating the table using wizrd and design view	Practical in Lab	Students acquire skills to create and manage databases using LibreOffice Base, including creating tables, defining fields and their data types, and setting primary keys.
		Creating Table in Design View			
		Setting the Primary Key			
		Saving a Table			
		Entering Data in a Table	To make students about entering, editing, deleteing, sorting data in table	Practical in Lab	Students practice entering, updating, and deleting records in a database, understanding how to manipulate data efficiently.
		Navigating through the Table			
		Editing Data			
		Deleting Records from Table			
		Sorting Data in the Table			
		Closing LibreOffice Base			
		Unit 3 - Database Management System using LibreOffice Base			
		Chapter 10 - Working with Multiple Tables			
		Editing and Deleting Tables		Lecture Method	Students learn to define and manage relationships between tables, understanding concepts like foreign keys and the importance of maintaining data integrity.
		Relationships between Tables	To make students learn about types of Relationships - One-to-One, One-to-Many, Many-to-Many		
		Advantages of Relating Tables in a Database			
		Creating Relationships between Tables			
		Referential Integrity	To get students aware about how to maintain referential integrity in		
		Unit 3 - Database Management System using LibreOffice Base			
		Chapter 11 - Queries in Base			
		Queries	To make students aware about the concepts of Queries in database	Lecture Method	Students learn to write and
		Creating a Query Using a Wizard	To make student use wizard method to create a Query		

					execute queries to retrieve specific data from a database, understanding the use of query to interact with the database.
NOVEMBER	PART B	Creating a Query in Design View		Practical Activity in Lab to store and manage the maintenance dues received from flat owners of the society.	
		Editing a Query			
		Working with Numerical Data			
		Unit 3 - Database Management System using LibreOffice Base			
		Chapter 12 - Forms and Reports			
		Creating a Form Using a Wizard	To make students acquire skills to design user-friendly forms, understanding how to layout fields, labels, and other form controls effectively	Practical Activity in Lab	Students will acquire essential skills necessary for designing and using forms and reports, enhancing their ability to manage and present data effectively
		Modifying a Form			
		Changing the background color			
		Editing the labels			
		Moving a control			
		Changing the size of the textbox control			
		Adding a Tool tip			
		Forms Controls Toolbar			
		Adding a calendar for the date field			
		Adding text to the form			
		Adding a new record using a form			
		Reports	To make students learn what reports are and their importance in summarizing and presenting data in a structured manner	Practical Activity in Lab	
		Inserting other controls in the report			
		Inserting Titles and Headings			
		Inserting Date and Time			
	PART A	**Unit 5 - Green Skills-II**			
		Sustainable Development	To make student aware about green skills to preserve environment	Lecture Method	Demonstrate the knowledge of the importance of green skills in meeting the challenges of sustainable development and environment protection
		Our Role in Sustainable Development			
	PART B	**Unit 4 - Maintain Healthy, Safe and Secure Working Environment**			
		Chapter 13 - Health, Safety and Security at Workplace			
		Policies and Procedures for Health, Safety and Security		Lecture Method	Students practice to follow basic safety rules at workplace to prevent accidents and protect workers – Fire safety
		Reasons for Health, Safety and Security Programs or Policies in Workplace		Lecture Method	
		Workplace Safety Hazard	To make students aware about various workplace hazards such as Physical Hazards, Electrical Hazards, Fire Hazards, Health Hazards	Discussion method - Case Studies of hazardous situations	
		Potential sources of Hazards in an organisation	To make students aware about Hazards sources - Hazards using Computers, Handling Office Equipment	Lecture Method	
		Handling Objects	Stress at Work, Working Environment	Lecture Method	

		Hazard Control		Demonstrate method to follow evacuation plan and procedure in case of an emergency.	
		Safety Guidelines Checklist		Lecture Method	
	PART B	**Unit 4 - Maintain Healthy, Safe and Secure Working Environment**			
		Chapter 14 - Workplace Quality Measures			
		AIr and Water QualIty Monitoring process	To make students aware about the guidelines for Clean Air and Clean Water	Lecture Method	
DECEMBER		Importance of Cleanliness at Workplace			
		Office Ergonomic			Student will learn how to work safely on the computer
		Computer Health and Safety Tips	To reduce the risks of visual problems	Lecture Method	
		Musculoskeletal Problems			
		Occupational Overuse Syndrome			
		Strain in Legs and Feet			
		Eye Strain			
		Headaches			
		Health and Safety Requirements for Computer Workplace		Lecture Method	
		Cautions while Working on the Computer			
	PART B	**Unit 4 - Maintain Healthy, Safe and Secure Working Environment**			
		Chapter 15 - Prevent Accidents and Emergencies			
		Accidents and emergency	To make students aware about various types of Accidents	Lecture Method	Student will become able to identify and control hazards in the workplace that pose a danger or threat to their safety or health, or that of others
		Types of Accidents			
		Handling Accidents	To give students knowledge about handling Accidents at workplace	Lecture Method	
		Types of Emergencies	To make students aware about various types of Emergencies	Lecture Method	
		General Evacuation Procedures		Lecture Method	
		Fire Hazards in the Workplace		Lecture Method	
		Electrical Rescue Techniques		Lecture Method	
JANUARY	**PRE-BOARD EXAMINATION**				
FEBRUARY	**REVISION**				
MARCH	**ANNUAL EXAMINATION**				