WEEKLY SPLIT UP SYLLABUS: 2021-22
CLASS: X   SUB: Information Technology (402)
Name of the Book: NCERT, Sumita Arora

MONTH	WEEK	ALLOTTED DAY	TOPIC	CONTENT
April	5-9	3	DATABASE MANAGEMENT SYSTEM	Appreciate the concept of Database Management System, Create and edit tables using wizard and SQL commands, Perform operations on table
	12-16	3		Retrieve data using query, Create Forms and Reports using wizard, Retrieve data using query, Create Forms and Reports using wizard
	19-23	3	DIGITAL DOCUMENTATION (ADVANCED)	Create and Apply Styles in the document, Create and customize table of contents
	23-30	3		Template Implement Mail Merge
May	1	1	ELECTRONIC SPREADSHEET (ADVANCED)	Analyse data using scenarios and goal seek, Link data and spreadsheets, Share and review a spreadsheet
	3-8	3		
	21-26	3		Create and Use Macros in spreadsheet
June	28-30	3		
July	1-3	1	WEB APPLICATIONS AND SECURITY	Working With Accessibility Options.
	5-10	3		Understand Networking Fundamentals, Introduction to Instant Messaging, Chatting With a Contact – Google Talk
	12-17	3		Creating and Publishing Web Pages – Blog, Online Transaction, Maintain workplace safety
	19-24	3		Prevent Accidents and Emergencies Protect Health and Safety at work
	26-31	3		Practical - Implementing above tools
Aug	2-7	3	ENTERPRENEURIAL SKILLS	Entrepreneurship and Society, Qualities and Functions of an Entrepreneur
	9-14	3		Myths about Entrepreneurship, Entrepreneurship as a Career Option
	16-21	3	GREEN SKILLS	Sustainable Development
	23-28	3		Our Role in Sustainable Development
	30-31	2		
Sep	1-4	2	Information and Communication Technology Skills	Basic Computer Operations,
	6-11	2		Performing Basic File Operations
	13-18	2		Computer Care and Maintenance
	20-25	2		Computer Security and Privacy
	27-30	2		Revision
Oct	1-2	-	Revision for HY	More practice on practical based Qs
	4-9	2		
	25-30	2		
Nov	1-6	2	Self-management Skills	Stress Management, Self-awareness — Strength and Weakness Analysis
	8-13	3		Self-motivation, Self-regulation — Goal Setting, Self-regulation — Time Management
	15-20	3	Communication Skills	Methods of Communication, Verbal Communication
	22-27	3		Non-verbal Communication, Communication Cycle and Importance of Feedback

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Nov	29-30	3	**Communication Skills**	Barriers to Effective Communication, Writing Skills — Parts of Speech, Writing Skills — Sentences
Dec	1-4	2	**Revision of DBMS**	SQL Commands – DML, DDL
	6-11	3		
	13-18	3		
Jan 22	10-14	3	**Revision**	Solving CBSE Sample papers Preparing students for CBSE Practical & Theory with guidelines
	17-21	3		
	24-28	3		
Feb 22	1-4	2		
	7-11	2		
	14-18	2		
	21-25	2		

Sub Teacher : Mrs L Das