

## CURRICULUM PLANNING

### Session 2019-20

Class: X

Subject: INFORMATION TECHNOLOGY

S.No.	Months	Topics	No. of Working Day	No of periods Available	No. of periods required	Remarks	Signature of	
							Teacher	Academic coordinator
1	April	Accessibility Option on Computer, Networking Fundamentals, Instant Messaging, Publishing Blog	24	16	16			
2	May	Online Transactions, Internet Security	24	16	16			
3	June	Character and Paragraph Formatting, Headers and Footers, Working with Breaks, Styles in a Document, Insert and Use Images in Document, Create and Use Template	8	4	4			
4	July	Rows, Columns, Range and Autosum, Conditional Formatting, Sorting and Filtering Data, Breaks, View and Printing, Charting and Graphs, Working with Multiple Sheets	24	16	16			
5	August	Inserting Audio, Video in Presentation, Inserting Tables and Charts, Working with Objects, Transition and Animation, Presentation Adis	20	12	12			
6	September	Introduction to Email, Creating a Webmail Account with Gmail, Email Account with Outlook Email Client, Composing and Sending Messages, Formatting Email Messages, Attaching Documents and Media	18	12	12			
7	October	Introducing Databases, Creating Database and Tables, Queries in Base, Form Wizard, Report Wizard	14	8	8			

S.No.	Months	Topics	No. of Working Day	No of periods Available	No. of periods required	Remarks	Signature of	
							Teacher	Academic coordinator
8	November	Communication Skills, Self Management Skills, Entrepreneurial Skills	20	12	12			
9	December	Green Skills , Revision	24	16	16			
10	January	Revision	22	15	15			
11	February	Revision	22	15	15			

Class	Name of Subject	CT-I May 1st week	PT-I July 3rd week	CT-II Sept. 2nd week	Term-I Oct. 2nd Week	CT-III Dec 2nd Week	PT-II Jan 2nd Week	Pre Board Exam Feb 2nd Week	Annual Exam (To be declared)
X	Computer Application	Web Application	Web Application + Word Processing	Spreadsheet + Digital Presentation	Email Messaging + Database Development	Communication Skills + Self Management Skills + Basic ICT Skills	Entire Syllabus	Entire Syllabus	Entire Syllabus