

Month	No.of working days	Topic	Writing / Grammar	Activity
March		FF-1 A letter to God FF- Dust of Snow FF- Fire and Ice	Tenses, Complaint letter	Prepare a complaint letter , Preparation of a chart of Tenses., Discussion of other related works of authors/ poets with resources from library. Tenses, Complaint letter Extensive reading practice to enhance Reading and Comprehension skills.
April	17	FP- A triumph of Surgery FF- Nelson Mandela FF- A tiger in the Zoo FP- The Thief's Story FF- Two Stories about Flying	Determiners, Analytical Paragraph Writing	Write the main Character sketch Discussion of other related works of authors/ poets with resources from library. Short Summary of the story Preparation of an analytical paragraph as a model in chart, Preparation of different confusing sentences for determiners, Preparing a chart of Idiomatic Expressions., Write the main Character sketch Discussion of other related works of authors/ poets with resources from library. Short Summary of the story
June	18	FF- how to Tell Wild Animals FF- The Ball Poem FP- The Midnight Visitor FF- Glimpses of India FP- A Question of Trust	Direct - Indirect speech, Article writing, Order letter, Diary writing	Figures of Speech. Find out the poetic devices Critical Analysis of the story Role play of various characters in the literature.
July	18(6+12)	FF- Amanda FF- From the Diary Of Anne Frank FF- Animals	Direct - Indirect speech, Article writing, Order letter, Diary writing Revision Pre-mid Term Exam	Write a Diary Entry on how you spent the day. Critical Writing of the poem
August	22	FP- Footprints Without Feet FF- The Trees FF- The Proposal (Drama) FF- Fog	Enquiry letter	Brief note about various Scientists Write an article on trees Write a short Script
September	10(4+6)	Chapt. 4. Carbon and its compounds	Revision Half Yearly Exam	
October	16	FP- The making of the Scientist FF- The Hundred Dresses -I & II FP- The Necklace FP- The Hack Driver	Clauses	Short Summary
November	4	FF- Mijbil the Otter		

December	21	FF- Madam Rides the Bus. FF-The tale of Custard the Dragon FP- BholiFF- The Sermon at Benares FP-The Book That Saved the Earth FF-For Anne Gragory		Write a letter to the main Character Notice Making, Make a short summary Make a note on Vali the main character , Make A Note On Buddha
January	12	Revision	PRE-BOARD EXAMINATIONS	
Febreuary				

Grade 10 Split up syllabus (2023 - 2024)				
Month	No. of working days	Hindi	Content/ Subtopic	Activity
March		पाठ-1 साखी	कवि परिचय, कवि की निर्गुण, बाह्य आडंबरो से युक्त दोहों का अध्ययन।	कवि का चित्र लगाकर पाठ्य पुस्तक से अतिरिक्त दोहों का चयन कर उसे लिखना।
		पाठ-2 पद	कवयित्री का परिचय कृष्ण भक्ति से ओतप्रोत काव्य का अध्ययन	कवयित्री का चित्र लगाकर पाठ्य पुस्तक से अतिरिक्त दोहों का चयन कर उसे लिखना।
April	17	पाठ-8 बड़े भाई साहब	बड़े भाई के आदर्श रूप की व्याख्या तथा वर्तमान परीक्षा पद्धति के दोषों का वर्णन	"शिक्षा रटंत विद्या नहीं है" विषय पर कक्षा में परिचर्चा आयोजित करना।
		पाठ 9 डायरी का एक पन्ना	1931 में द्वितीय स्वतंत्रता दिवस कोलकाता में मनाए जाने का आंखों देखा वर्णन।	स्वतंत्रता आंदोलन में योगदान देने वाली किसी एक महिला का चित्र सहित वर्णन करना।
		शब्द, पद, पदबंध	शब्द पद और पदबंध की परिभाषा बताना तथा उसकी पहचान करना।	अन्य प्रबंधों की पहचान करना।
		अनुच्छेद लेखन	सांकेतिक बिंदुओं के आधार पर अनुच्छेद लिखना।	किसी एक तात्कालिक विषय पर अनुच्छेद लेखन करना।
June	18	पाठ- 3 मनुष्यता		
		पाठ-1 हरिहर काका (संचयन)	ऐसे व्यक्ति की दीन हीन दशा का वर्णन जिसका कोई उत्तराधिकारी ना हो।	अपने पड़ोस में रहने वाले ऐसे व्यक्ति के बारे में कक्षा में बताना और उसमें आप की भूमिका को दिखाना।
		वाक्य रूपांतरण	वाक्यों के प्रकार की जानकारी देना।	अन्य उदाहरणों द्वारा वाक्य रूपांतरण करना।
July		पाठ-10 ततारा वामीरो कथा	प्राचीन रूढ़ियों पर आधारित पाठ।	"प्राचीन रूढ़ियां हमारे जीवन में कितना महत्व रखती हैं" विषय पर वाद-विवाद करवाना।
		पाठ-11 तीसरी कसम के शिल्पकार शैलेंद्र	जीव दया पर आधारित पाठ।	अपने स्वयं के जीवन में जीव दया के महत्व को स्पष्ट करते हुए किसी एक रोचक प्रसंग को सुनाना।
August	22	पाठ-12 अब कहां दूसरों के दुख में दुखी होने वाले	मनुष्य जीवन की सार्थकता की व्याख्या करना।	मनुष्यता से जुड़ी हुई किसी अन्य कविता को सुनाना।
		पाठ-4 पर्वत प्रदेश में पावस	पर्वतों पर वर्षा ऋतु के प्राकृतिक सौंदर्य का वर्णन।	प्राकृतिक सौंदर्य से जुड़ी कोई अन्य कविता का पाठ कक्षा में करना।
		पाठ- 2 सपनों के से दिन (संचयन)	बचपन की यादों को आत्मकथा के रूप में कहना।	बचपन की किसी ऐसी घटना का वर्णन कक्षा में करना जो आज तक याद है।
September	10(4+6)	पाठ-5 तोप	मुहावरों का अर्थ एवं वाक्य प्रयोग बताना।	तात्कालीन विषय पर पत्र लेखन करवाना
		पत्र लेखन	पत्र लेखन के औपचारिक प्रारूप को बताना तथा वर्ण विषय के प्रस्तुतीकरण को स्पष्ट करना।	
October	16	पाठ-6 कर चले हम फिदा	देश प्रेम पर आधारित कविता।	देश प्रेम की अन्य कविता लिख कर देना।
		पाठ-7 आत्मत्राण	मानव जीवन में कर्म की महत्ता को स्पष्ट करना।	अन्य देश प्रेम की जोशीली कविता का प्रस्तुतीकरण करना।
		समास	समास की परिभाषा एवं विभिन्न प्रकारों का अध्ययन करना	सामासिक शब्द युक्त वर्ग पहेली बनाना।
		सूचना लेखन	सूचना लेखन की प्रारूप एवं विषय वस्तु लेखन की जानकारी प्रदान करना।	तत्कालीन विषय पर सूचना लिखना।
		पाठ-13 पतझड़ में टूटी पत्तियां	मानसिक तनाव को कम करना एवं यथार्थवाद के साथ आदर्शवाद की स्थापना करना।	मानसिक तनाव को कम करने वाली कारणों पर कक्षा में चर्चा करना।
December	21	पाठ-14 कारतूस	स्वतंत्रता सेनानी वजीर अली से जुड़ी एकांकी।	एकांकी का मंचन कक्षा में समूह रूप में करना।
		कथा लेखन	कथा लेखन की नियमों को समझना।	अमुक विषय पर कथा लेखन करना।

		पाठ-3 टोपी शुक्ला (संचयन)	सच्ची मित्रता से जुड़ी कहानी तथा बाल मन पर बड़ों के किए गए कार्यों के का प्रभाव का वर्णन।	अपने किसी अन्य धर्म के मित्र की जानकारी कक्षा में देना।
January	12	PRE-BOARD EXAMINATIONS		

Grade 10 Split up syllabus (2023 - 2024)				
Month	No. of working days	Mathematics	Content/Sub Topic	Activity
March		Real Numbers	Fundamental Theorem of Arithmetic - statements after reviewing work done earlier and after illustrating and motivating through examples, Proofs of irrationality of $\sqrt{2}$, $\sqrt{3}$ and $\sqrt{5}$	Write an article on number system, Write Numbers in Calligraphy.
April	17	Polynomials	Zeros of a polynomial. Relationship between zeros and coefficients of quadratic polynomials.	Paper activity on middle term splitting
		Probability	Classical definition of probability. Simple problems on finding the probability of an event.	Make probability game
June	18	Pair Of Linear Equations In Two Variables	Pair of linear equations in two variables and graphical method of their solution, consistency/inconsistency. Algebraic conditions for number of solutions. Solution of a pair of linear equations in two variables algebraically - by substitution, by elimination. Simple situational problems.	Make carton strip on application(Art Integration)
		Quadratic Equations	Standard form of a quadratic equation $ax^2 + bx + c = 0$, ($a \neq 0$). Solutions of quadratic equations (only real roots) by factorization, and by using quadratic formula. Relationship between discriminant and nature of roots. Situational	To obtain the solution of a quadratic equation by completing the square geometrically.
July	18(6+12)	Triangles	Definitions, examples, counter examples of similar triangles. 1. (Prove) If a line is drawn parallel to one side of a triangle to intersect the other two sides in distinct points, the other two sides are divided in the same ratio. 2. (Motivate) If a line divides two sides of a triangle in the same ratio, the line is parallel to the third side. 3. (Motivate) If in two triangles, the corresponding angles are equal, their corresponding sides are proportional and the triangles are similar. 4. (Motivate) If the corresponding sides of two triangles are proportional, their corresponding angles are equal and the two triangles are similar. 5. (Motivate) If one angle of a triangle is equal to one angle of another triangle and the sides including these angles are proportional, the two triangles are similar.	To find the relationship between areas and sides of similar triangles. To verify Pythagoras theorem by Bhaskara method.
		Coordination Geometry	Review: Concepts of coordinate geometry, graphs of linear equations. Distance formula. Section formula (internal division).	Graph activity
August	22	Introduction to Trigonometry	Trigonometric ratios of an acute angle of a right-angled triangle. Proof of their existence (well defined); motivate the ratios whichever are defined at 0° and 90° . Values of the trigonometric ratios of 30° , 45° , and 60° . Relationships between the ratios. Proof and applications of the identity $\sin 2A + \cos 2A = 1$. Only simple identities to be given.	Working Model on the Trigonometric Ratios
		Heights and Distances	Angle of elevation, Angle of Depression. Simple problems on heights and distances. Problems should not involve more than two right triangles. Angles of elevation / depression should be only 30° , 45° , and 60° .	To prepare a clinometer and use it to measure the height of an object
September	10(4+6)	Areas Related to Circle	Area of sectors and segments of a circle. Problems based on areas and perimeter / circumference of the above said plane figures. (In calculating area of segment of a circle, problems should be restricted to central angle of 60° , 90° and 120° only.	Derive formula of sector and segment by paper activity
October	16	Statistics	Mean, median and mode of grouped data (bimodal situation to be avoided).	Students will do survey on various subjects
		Arithmetic Progressions	Motivation for studying Arithmetic Progression Derivation of the n th term and sum of the first n terms of A.P. and their application in solving daily life problems.	To establish a formula for the sum of first n terms of an Arithmetic Progression.

November	4	Circles	Tangent to a circle at, point of contact (Prove) The tangent at any point of a circle is perpendicular to the radius through the point of contact. 1. The lengths of tangents drawn from an external point to a circle are equal 2. (Prove)	To verify that the lengths of tangents to a circle from some external point are equal. To verify the alternate-segment theorem, which states if a
December	21	Surface Areas and Volumes	Surface areas and volumes of combinations of any two of the following: cubes, cuboids, spheres, hemispheres and right circular cylinders/cones.	Students will use clay and make model to find their surface area and volume
January	12	Revision	Pre Board Examination 1	
February	20	Revision	Pre Board Examination 2	

Grade 10 Science -Split up syllabus (2023 - 2024)				
Month	No.of working days	Chemistry	Content/Sub Topic	Activity
March		1. Chemical reactions and equations	Writing a chemical equation Balancing a chemical equation	Performing and observing the following reactions and classifying them into: Unit-I A. Combination reaction B. Decomposition reaction C. Displacement reaction D. Double displacement reaction
April	17	1. Chemical reactions and equations(Contd.)	Types of chemical reactions Corrosion Rancidity	(i) Action of water on quicklime (ii) Action of heat on ferrous sulphate crystals (iii) Iron nails kept in copper sulphate solution (iv) Reaction between sodium sulphate and barium chloride solutions
		2. Acids, Bases and Salts	Importance of pH in everyday life. Chemicals from common salt Chlor alkali process Bleaching powder	To find the pH of the following samples by using pH paper/universal indicator
June	18	2. Acids, Bases and Salts(continue)	Baking soda Washing soda Water of crystallization Plaster of paris	Crystallisation of Copper Sulphate
		3.Metals and Non-Metals	Physical properties of metals and non-metals Chemical properties of metals Double displacement reaction The reactivity series How do metals and nonmetals react?	Observing the action of Zn, Fe, Cu and Al metals on the following salt solutions: Unit-I i) $\text{ZnSO}_4(\text{aq})$ ii) $\text{FeSO}_4(\text{aq})$ iii) $\text{CuSO}_4(\text{aq})$ iv) $\text{Al}_2(\text{SO}_4)_3(\text{aq})$
July	18(6+12)	3.Metals and Non-Metals(Contd..)	Properties of ionic compounds Occurrence of metals Extraction of metals Refining of metals Corrosion Prevention of corrosion	Arranging Zn, Fe, Cu and Al (metals) in the decreasing order of reactivity based on the above result.
		Revision for Mid Term Exam		
August	22	Chapt. 4. Carbon and its compounds	Bonding in carbon Lewis dot structure Versatile nature of carbon Saturated and unsaturated carbon compounds Chains branches and rings	Revision for the Mid Term Exam
September	10(4+6)	Chapt. 4. Carbon and its compounds	Homologous series Nomenclature of carbon compounds Combustion Oxidation	Mid Term Examination
October	16	Chapt. 4. Carbon and its compounds	Addition reaction Substitution Some important compounds of carbon Soaps and detergents	Esterification Reaction
November	4	Chapt. 4. Carbon and its compounds	Chemical properties of carbon compounds (combustion, oxidation, addition and substitution reaction). Ethanol and Ethanoic acid (only properties and uses), soaps and detergents.	Drop a small piece of sodium, about the size of a couple of grains of rice, into ethanol
				reaction between Na and ester
December	21	Revision of Lesson Chapter 3 and 4	Solving of Sample question Papers	
January	12	Revision/ Pre Board Exam		
February	20			

[illegible]

GRADE 10-SPLIT UP SYLLABUS-BIOLOGY(2023-2024)				
Month	No. Of Teaching Days	Chapter No./ Chapter's Name	Topics	Laboratory Experiments/ Subject Enrichment Activities/Projects
April	17	5. Life Processes (contd...)	Transportation (circulatory System In Human Being And Transportation In Plants), Excretion.	4.To show experimentally that CO_2 is given out during respiration by use of lime water 5.To organise rangoli competition on various life process in Humans to bring out creativity among student.
June	18	6. Control And Coordination	Animals – Nervous System, Coordination In Plants, Hormones In Animals and plants	6.Neuron Friend Activity
July	18(6+12)	Revision		Pre-mid Term Exam
		7. How Do Organisms Reproduce?	Modes Of Reproduction Used By Single Organisms (fission,budding, regeneration, Fragmentation And Vegetative Propagation)	7. To study binary fission in Amoeba and budding in yeast help of prepared slide 8.Collect data and prepare detailed file of ten different plants species that can be grown using different techniques of Vegetative propagation
August	22	7. How Do Organisms Reproduce?(contd...)	Sexual Reproduction In Flowering Plants, Reproduction In Human Beings and Reproductive Health	9. To identify the different parts of an embryo of a dicot seed
September	10(4+6)	Revision	Revision for Half yearly Exams Half Yearly Exam	
October	16	8. Heredity	Variation During Reproduction, Heredity-Mendel's Three Laws of Inheritance, Monohybrid Cross, Dihybrid cross, sex determinations, acquired and inherited traits.	10. To study Mendelian inheritance using seeds of different colour/sizes of any plants.
November	4			Portfolio/project for Diwali Vacation
December	21	13. Our Environment	The Environment, Eco-system, Food Chain And Food Web), Ozone Layer Depletion,Waste Management	craft activity -designing a page from Newspaper and mages cutouts for the articles related to ozone layer depletion and waste management.
January	12	REVISION		PRE-BOARD EXAMINATIONS

GRADE 10-SPLIT UP SYLLABUS-History/Civics(2023-2024)					
Month	No. Of Teaching Days	Subject	Chapter No./ Chapter's Name	Topics	Subject Enrichment Activities/Projects
March		Pol	cha-1 Power sharing	Belgium and Sri Lanka, Majoritarianism in Sri Lanka, Why power sharing is desirable, forms of power sharing.	Case studies on Tamils in Sri Lanka
April	17	His-	cha-3 Nationalism In India	The first world war,k hilafat and non-cooperation,differing strands within the movement,towards civil disobedience, the sense of collective belonging.	Analytical discussion on Federal system of our country
		Pol	cha-2 Federalism	What is federalism? Features of federalism, What makes India a federal country? How is federalism practiced?	"Swaraj is my birth right and I shall have it." (speech)
June	18	Pol	cha-4 Gender religion and Caste	(P) Religion, Communalism and politics, Caste and politics, Gender inequality.	
July	18(6+12)		Revision	Pre-mid Term Exam	
		His	cha-1 The Rise of Nationalism in Europe	(H)The French revolution and the idea of nation,the making of nationalism in Europe, The age of revolutions:1830-1848 The making of Germany and Italy ,visualizing the nation,nationalism and imperialism	Understand the way the idea of nationalism emerged and led to the formation of nation states in Europe and elsewhere.
August	22	His	cha-4 Industrialization	(H) Before Industrial revolution, The coming up of the factory, Peculiarities of industrial growth,hand labour and steam power,industrialization in the colonies.	
September	10(4+6)		Revision	Half Yearly Exam	
		Pol-	cha- 6 Political Parties	Why do we need political parties? Which are the major political parties in India?National parties,state parties, challenges to political parties,how can parties be reformed?	Analyze party systems in democracies.
October	16	His	cha 3. The Making of a Global World:	The Pre-modern world □ The Nineteenth Century (1815-1914) □ The Inter war Economy □ Rebuilding a World Economy: The Post-War Era	
November	4			Portfolio/project for Diwali Vacation	
December	21	Pol	cha-7 Outcomes of democracy	(P) Can or should democracy should be judged by it outcomes? Has democracy led to development, security, and dignity for the people? (Pol) Is the idea of democracy shrinking? What are the major challenges to democracy in India? How democracy can be reformed and deepened? What role can an ordinary citizen can play in deepening democracy	Evaluate the functioning of democracies in comparison to alternative forms of governments. □ Understand the causes for continuation of democracy in India. □ Distinguish between sources of strengths and weaknesses of Indian democracy.
		His	cha 5. Print Culture and the Modern World:	The First Printed Books □ Print Comes to Europe □ The Print Revolution and its Impact □ The Reading Mania □ The Nineteenth Century □ India and the World of Print □ Religious Reform and Public Debates □ New Forms of Publication □ Print and Censorship	
January	12		REVISION	PRE-BOARD EXAMINATIONS	

GRADE 10-SPLIT UP SYLLABUS-ECO/GEO(2023-2024)					
Month	No. Of Teaching Days	Subject	Chapter No./ Chapter's Name	Topics	Subject Enrichment Activities/Projects
		Geo	cha-1 Resources and Development	Resources, type of resources, development of resources, resource planning in India, land use pattern in India.	Group discussion on conservation of resources
March					
April	17	Eco-	cha-1 Development	What development promises, characteristics of development, income and other goal, national development, public facilities, how to compare different countries, sustainable development	Each student will collect information on topic related to sustainable development Through magazine or newspapers or from people, Newspaper Article
June	18	Eco	cha-3 Money and Credit	Role of money in economy, formal and informal financial institutions, savings and credit, self help groups.	Showing a video for banking sector development
July	18(6+12)		Revision	Pre-mid Term Exam	
		Geo	Cha-2 Forest and Wildlife Resources	.Biodiversity or biological diversity, flora and fauna in india , vanishing forest, Asiatic cheetah: Where did they go?, The Himalayan yew in trouble, conservation of forest and wild life in India, project tiger, types and distribution of forests and wild life resources, community and conservation	Quiz on conservation of resources
August	22	Geo-	cha-3 Water Resources	Water some facts and figures, Water scarcity and need for water conservation, Multipurpose river projects, rainwater harvesting.	Leaflet making on water as a resource
		Eco	cha-2 Sectors of Indian Economy	Sectors of economic activities, comparing the three sectors, division of sectors as organized and unorganized, sectors in terms of ownership.	Organize group discussion on how government taking serious steps to remove unemployment
September	10(4+6)		Revision	Half Yearly Exam	
October	16	Geo	cha- 4 Agriculture	Agriculture, Types of Farming, Impact of globalization on Agriculture, cropping pattern, major crops, technological and institutional reforms.	Class discussion on the recent farmers' bill
		Eco	cha-4 Globalisation and Indian Economy	What is Globalization? How India is being globalised and why? Development strategy prior to 1991, Different perspectives on globalization and its impact on different sectors	Newspaper Article Analysis
November	4			Portfolio/project for Diwali Vacation	
December	21	Geo	cha -6 Manufacturing Industries	Types, contribution of industries to the national economy, industrial pollution and degradation of environment and measures to control them.	Newspaper Article Analysis
		Geo	cha-7 Life lines of Economy	Different types of transport and its advantages and short comings, how it play a role in Indian economy and life of the people.	Discussion on how COVID-19 affected the lifelines of economy
		Geo	cha- 5 Minerals and Energy Resources	Types of minerals , distribution, use and economic importance of minerals, conservation, types of power resources, conventional and non – conventional energy resources and their conservation, ferrous and non-ferrous minerals, non metallic minerals, rock minerals.	"Throw some light on recent developments taken in the field of Non conventional energy resources In India"
January	12		REVISION	PRE-BOARD EXAMINATIONS	

Grade 10 Split up syllabus (2022 - 2023)				
Month	No.of working days	I.T	Content/Sub Topic	Activity
March		PART-A (EMPLOYABILITY SKILLS)	1. Communication Skills-II 2. Self-Management Skills-II 3. ICT SKILLS 4. ENTREPRENEURIAL SKILLS 5. ENVIRONMENTAL SKILLS 6. GREEN SKILLS	
April	17	UNIT 1: DIGITAL DOCUMENTATION (ADVANCED)		Practical based on Word formatting
		Chapter-1: Applying Styles in the Document	Styles/ categories in Word Processor, Styles and Formatting window, 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.	<ol style="list-style-type: none"> 1. List style categories. 2. Select the style from the Styles and Formatting window. 3. Use Fill Format to apply a style to many different areas quickly. 4. Create and update new style from a selection. 5. Load a style from a template or another document. 6. Create a new style using drag-and-drop.
		Chapter-2: Adding Graphics in a Document	Options to insert image to document from various sources, Options to modify, resize, crop and delete an image, Drawing objects and its properties, Creating drawing objects and changing its properties, Resizing and grouping drawing objects, Positioning image in the text.	<ol style="list-style-type: none"> 1. Insert an image to document from various sources. 2. Modify, resize, crop and delete an image. 3. Create drawing objects and set or change the properties of a drawing object. 4. Position the image in the text.
		Chapter-3: Working with Templates	Templates, Using predefined templates, Creating a template, Set up a custom default template, Updating a document, Changing to a different template, Using the Template.	<ol style="list-style-type: none"> 1. Using predefined templates or by creating a template. 2. Set up a custom default template. 3. Updating a document and changing to a different template.
		Chapter-4: Using a Table of Contents	Table of contents, Hierarchy of headings, Customization of table of contents, Character styles, Maintaining a table of contents.	<ol style="list-style-type: none"> 1. Create table of contents and define a hierarchy of headings. 2. Customize a table of contents. 3. Apply character styles.
		Chapter-5: Using Mail Merge	Advance concept of mail merge in word processing, Creating a main document, Creating the data source, Entering data in the fields, Merging the data source with main document, Editing individual document, Printing a letter and its address label.	<p>Demonstrate to print the label using mail merge, perform the following steps-</p> <ol style="list-style-type: none"> 1. Create a main document, 2. Create the data source, 3. Enter data in the fields, 4. Merge the data source with main document and edit individual document, 5. Print the letter and address label.
		EMPLOYABILITY SKILLS	<ol style="list-style-type: none"> 3. Information and Communication Technology Skills-II 4. Entrepreneurial Skills-II 	
June	18	UNIT 2: ELECTRONIC SPREADSHEET (ADVANCED)		Practical based on Spreadsheet

		Chapter-6: Analyse Data in Spreadsheet	Using consolidating data, Creating subtotals, Using “what if” scenarios, Using “what if” tools, Using goal seek and solver.	Analyse data using scenarios and goal seek.
		Chapter-7: Link Data and Spreadsheets	Setting up multiple sheets, Creating reference to other sheets and documents by using keyboard and mouse, Relative and absolute hyperlinks, Hyperlinks to the sheet.	Practical based on Link data and spreadsheets option.
		Chapter-8: Share and Reviewing a Spreadsheet	Setting up a spreadsheet for sharing, Opening and saving a shared spreadsheet, Recording changes, Add, Edit and Format the comments, Reviewing changes, Merging and comparing.	Practical based on Share and Reviewing a Spreadsheet.
July	18 (6+12)	Chapter-9: Using Macros in a Spreadsheet	Using the macro recorder, Creating a simple macro, Using a macro as a function, Passing arguments to a macro, Passing the arguments areas values, Macros to work like built-in functions.	Create and Use Macros in spreadsheet.
		UNIT 3: DATABASE MANAGEMENT SYSTEM		Practical based on Database concepts
		Chapter-10: Concepts of Database Management System	Concept and examples of data and information, 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, Relational Data base management system (RDBMS) software.	1. Prepare the sample table with some standard fields. 2. Assign the primary key to the field, 3. Identify the primary key, composite primary key, foreign key.
		Chapter-11: Creating and Using Tables	Introduction to a RDBMS, Database objects – tables, queries, forms and reports of the database, Terms in database – table, field, record, Steps to create a table using table wizard, Data types in Base, Option to set primary key Table Data View dialog box , DDL Commands.	Practice to create different tables from the available list and choosing fields from the available fields. 1. Assign data types of field, Set primary key. 2. Edit the table in design view, Enter the data in the fields. 3. Create and edit table using DDL Commands.
August	22	Chapter-12: Performing Operations on Tables	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 and Field properties.	1. Insert data in the table, Edit records in the table, Delete records from table, Sort data in the table. 2. Create and edit relationships one to one, one to many, many to many. 3. Enter various field properties.
		Chapter-13: Retrieve Data Using Query	Defining query, Creation of query using design view, Editing a query, Applying criteria in query – single field, multiple fields, using wildcard. Performing	1. Prepare a query for given criteria. 2. Create query using wizard, and using design view. 3. Apply various criteria in query – single field, multiple fields, using wild card. 4. Performing calculations by using basic SQL

			using wizard, Forming calculations. Grouping of data.	7. Forming calculations by using basic SQL commands.
		Chapter-14: Working with Forms and Reports	Forms in Base, 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 using Form View, Concept of Report in Base, Creating Report using wizard, Steps to create Report using Wizard.	1. Illustrate the various steps to create Form using Form Wizard. 2. Enter or remove data from Forms. 3. Modify Forms, change label, background. 4. Search record using Form. 5. Insert and delete record using Form View. 6. Create Report using Report Wizard.
		UNIT 4: WEB APPLICATIONS AND SECURITY		
		Chapter-15: Working With Accessibility Options	Understand various types of impairment that impact computer usage, Computer Accessibility Dialog box and its tabs, Serial Keys.	
September	10(4+6)	Chapter-16: Networking Fundamentals	Network and its types, Client Server Architecture, Peer-to-peer (P2P) Architecture, internet, World Wide Web, benefits of networking, internet, getting access to internet, internet terminology, Some of the commonly used Internet connectivity options.	
		Chapter-17: Introduction to Instant Messaging	Learn key features of instant messaging, Creating an instant messaging account, Launching Google Talk, Signing In into your Google Talk Account.	
		Chapter-18: Chatting Using Google Hangouts	Learn to chat with a contact that is already added to your contact list, Sending text chat messages instantly by double-clicking on a contact, General rules and etiquettes to be followed while chatting, Chatting on various types of messengers	
October	16	Chapter-19: Creating and Publishing Blogs	Learn and appreciate a blog and its creation with the help of some blog providers, Set up title and other parameters in a blog posting comments, Using offline blog editors.	Practical based on working with Accessibility, Blo
		Chapter-20: Using Offline Blog Editors	Concept to create blogs using a blog application and publish the blog whenever internet connectivity is available.	
		Chapter-21: Online Transaction	Concept of e-commerce and various online applications, importance of secure passwords.	

November	4	Chapter-22: Internet Security	Need of internet security, cyber threats like phishing, email-spoofing, char spoofing, best practices for internet security and secure passwords, concept of browser, cookies, backup, antivirus, clearing data in browsers.
December	21	EMPLOYABILITY SKILLS	5. Green Skills-II
		Chapter-23: Importance of Workplace Safety	Basic safety rules to follow at workplace – Fire safety, Falls and slips, Electrical safety, Use of first aid, Case Studies of hazardous situations.
		Chapter-24: Prevent Accidents and Emergencies	Accidents and emergency, Types of Accidents, Handling Accidents, Types of Emergencies
		Chapter-25: Protect Health and Safety at work	Hazards and sources of hazards, General evacuation procedures, Healthy living
January	12	Revision	PRE-BOARD EXAMINATIONS