SANT NANDLAL SMRITI VIDYA MANDIR, GHATSILA

YEARLY SYLLABUS OF INFORMATION TECHNOLOGY (402)

SESSION – 2025-26

STD – X

MONTH	NO OF PERIODS	TOPIC TO BE TAUGHT	ACTIVITIES	LEARNING OUTCOME	VALUES & SKILLS IMPARTED	ASSESSMENT
APRIL	21	**Communication Skills – II** ❖ **Methods of Communication** ❖ **Communication Cycle** ❖ **Communication Barriers** ❖ **Effective Communication** ❖ **Basic Writing Skills**	• Methods of communication • Communication cycle and importance of feedback • Meaning and importance of feedback. • Descriptive feedback - written comments or conversations • Specific and non-specific feedback. • Barriers to effective communication – types and factors • Measures to overcome barriers in effective communication • Principles of effective communication • Cs of effective communication • Writing skills.	• Demonstrate knowledge of various methods of communication. • Provide descriptive and specific feedback. • Apply measures to overcome barriers in communication. • Apply principles of communication. • Demonstrate basic writing skills.	**Values imparted:** Respect for others, Honesty and transparency **Skills imparted:** Active listening, Written communication	• Writing pros and cons of written, verbal and non-verbal communication. • Listing do's and don'ts for voiding common body language mistakes.
MAY	09	**SELF MANAGEMENT SKILLS** ❖ **Stress Management and its Techniques** ❖ **Ability to work Independently**	• Exercises on stress management techniques – yoga, meditation, physical exercises. • Preparing a write-up on an essay on experiences during a holiday trip. • Demonstration on working independently goals. • Planning of an activity Executing tasks in a specific period, with no help or directives. • Demonstration on the qualities required for Working independently.	• Apply stress management techniques. • Demonstrate the ability to work independently.	**Values imparted:** Self-discipline, Responsibility. **Skills imparted:** Time Management, Goal Setting.	• Identification of self-management skills. • Strength and weakness analysis
JUNE	11	**INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS** ❖ **Operating System** ❖ **Managing files and folders** ❖ **Care and Maintenance of a Computer**	• Identification of task bar, icons, menu, etc. • Demonstration and practicing of creating, renaming and deleting files and folders, saving files in folders and sub- folders, restoring files and folders from recycle bin. • Demonstration of the procedures to be followed for cleaning, care and maintenance of hardware and software.	• Distinguish between different operating systems. • Apply basic skills for care and maintenance of computer.	**Value:** Innovation **Skill:** Digital Literacy	Students work in teams to create a collaborative project using online tools and applications, such as Google Docs, Slides, or Sheets. The project can be a research paper, a presentation, or a multimedia project. Students can be evaluated based on their ability to collaborate effectively, communicate clearly, and contribute to the project in a meaningful way.

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JULY	26	**DIGITAL DOCUMENTATION** ❖ **Applying styles in a document.** ❖ **Adding graphics in a document** ❖ **Working with templates** ❖ **Using a table of contents**	List style categories. Select the style from the Styles and Formatting window. • Use Fill Format to apply a style to many different areas quickly. • Create and update a new style from a selection. • Load a style from a template or another document. • Create a new style using drag-and drop. • Insert an image to document from various sources. • Modify, resize, crop and delete an image. • Create drawing objects • Set or change the properties of a drawing object • Resize and group drawing objects • Position the image in the text • Create a template. • Use predefined templates. • Set up a custom default template. • Update a document. • Change to a different template. • Use the Template. • Update the document and save the changes. • Create a table of contents. Define a hierarchy of headings. • Customize a table of contents. • Apply character styles. Maintain a table of contents.	• Create and Apply Styles in the document. • Insert and use images in document. • Create and use template. • Create and customize table of contents.	**Values:** Accuracy, Organization **Skills:** Formatting, Collaboration	Students are provided with a digital document that has errors in formatting, spelling, and grammar. The document can be a report, a letter, or an essay. Students are then required to edit and format the document according to specific guidelines and requirements, such as font type, font size, margins, line spacing, and headings.

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AUGUST	24	**ELECTRONIC SPREADSHEET** ❖ **Analyzing data in a Spreadsheet** ❖ **Linking Data and Spreadsheets** ❖ **Sharing & Reviewing a Spreadsheet** ❖ **Using Macros in a Spreadsheet**	• Use consolidating data Create subtotals. • Use "what if" scenarios Use "what if" tools. • Use goal seek and solver. • Setup multiple sheets by inserting new sheets. • Create reference to other sheets by using keyboard and mouse. • Create references to other documents by using keyboard and mouse. • Create, Edit and Remove hyperlinks to the sheet. • Link to external data. • Link to registered data source. • Set up a spreadsheet for sharing. • Open and save a shared spreadsheet. • Record changes. • Add, Edit and Format the comments. • Review changes – view, accept or reject changes. • Merge and compare sheets. • Demonstrate the use of a macro recorder. • Create a simple macro. • Use a macro • Access cells directly • Using a macro. • Sort the columns using macro.	• Analyze data using scenarios and goal seek. • Link data and spreadsheets. • Share and review a spreadsheet. • Create and Use Macros in spreadsheet.	**Value:** Accuracy **Skill:** Data Analysis	Students are given a scenario where they are required to create a budget plan for a specific project or event. Students will have to use an electronic spreadsheet to create a budget sheet that includes income, expenses, and savings. They will also have to use functions and formulas to calculate the total budget, expenses, and savings.
SEPTEMBER	21	**ENTREPRENEURIAL SKILLS** ❖ **Entrepreneur and Entrepreneurship.**	• Writing a note on entrepreneurship as career option. • Collecting success stories of first generation and local entrepreneurs. • Listing the entrepreneurial qualities analysis of strength and weaknesses. • Group discussion of self- qualities that students feel are needed to become successful entrepreneur. • Collect information and related data for a business. • Make a plan in team for setting up a business.	List the characteristics of successful entrepreneur	**Value:** Creativity **Skill:** Business Planning	• Discuss the various types of activities, generally adopted by small businesses in a local community. • Best out of waste. • Identify core skills of successful entrepreneur.

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OCTOBER	18	GREEN SKILLS	• SUSTAINABLE DEVELOPMENT	• Describe the importance of green economy and green skills.	**Value:** Environmental Consciousness **Skill:** Sustainable Development	• Discussion on the benefits of green skills and importance of green economy.
NOVEMBER	23	DATABASE MANAGEMENT SYSTEM	• Concepts of DBMS. • Create and using tables. • Performing operations on tables. • Working with forms and reports.	• Students will learn how to create a database with the help of performing operation on tables. • They will able to work with forms and reports.	**Value:** Organization **Skill:** Data Analysis:	• Create a table employee using with design view and also suggest to fill the appropriate details.
DECEMBER	19	WEB APPLICATIONS AND SECURITY	• Working with accessibility options. • Chatting with google handouts. • Creating and publishing blogs.	• Students will get to know what measures should be taken to prevent its recurrence. • Students will able to write blog and publish it using online and offline blog editors.	**Value:** Cybersecurity Awareness **Skill:** Web Development	• Prepare a worksheet on healthy food that should be eaten at workplace, including their nutritional value. • What are the advantages of offline blogging?

Subject Teachers'   **Principal**

1. **Arpa Bhattacharya**
2. **Bidyut Baran Chandra**