

**CARMEL CONVENT SR SEC SCHOOL, RATANPUR ,BHOPAL**  
**ACADEMIC PLAN :2023-24**

**STD: X**

**SUBJECT: INFORMATION TECHNOLOGY(402)**

Month / No of Working Days	Name of the Unit / Chapter/Topic	Learning Outcomes	Suggested Activities/ Projects under Internal Assessment/PRACTICALS	Assignment	Assessment
<b>APRIL</b>	Basic ICT skills Session 1 Basic Computer Operations Session 2 Performing Basic File Operations Session 3 Computer Care and Maintenance Session 4 Computer Security and Privacy	Here students learn about Computers Basic operations,	Identification of task bar, icons, menus, etc. Demonstration and practicing of creating renaming and deleting files and folders. Procedures	Write the procedure to be followed for cleaning, care and maintenance of hardware and software.	PROJECT
<b>JUNE</b>	Entrepreneurial Skills Session 1 Entrepreneurship and Society Session 2 Qualities and Functions of an Entrepreneur Session 3 Myths about Entrepreneurship Session 4 Entrepreneurship as a Career Option  Unit – 1 Digital Documentation Session -1 Create and Apply Styles in the document. Session -2 Insert and use Images Session -3 Create and use Template	Qualities and functions of an entrepreneur  Role and importance of an entrepreneurship  Creating and updating new style from selection Creating drawing objects setting or changing its properties, Resize, crop and delete an image.	Writing a note on Entrepreneurship  Myth about entrepreneurship  Insert an image to document from various sources. Set or change the properties of a drawing object.	Colleting local stories of first generation and entrepreneurs  Group discussion of self – qualities that students feel are needed  How to Resize, crop, delete an image.	
<b>JULY</b>	Unit – 1 Digital Documentation Session-4 Create and customize table of contents Session – 5 Implement Mail Merge	Creating a template. Updating a document	Use of predefined templates. Set up a custom default template.	Create template, Create table of contents, apply styles.	PT – 1 Basic ICT Skills
<b>AUGUST</b>	Unit -2 Electronic Spreadsheet Session-1 Analyze Data using Scenarios and Goal Seek Session – 2 Link data and spreadsheet Session -3 Share and Review a spreadsheet Session -4 Create and use Macros	Using Data consolidation, scenarios and Goal Seek Linking of Data within the sheet, other sheet.  Creating and Run	Use of Data Consolidation, Creating Scenarios, Apply Goal Seek using formulas  Create a new macro and	Create 3 sheet for data consolidation, Create Scenarios, Applying Goal seek to the formula.	PRACTICAL TEST

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	in Spreadsheet	a Macro	how to run a macro		
<b>SEPTEMBER</b>	Unit -3 RDBMS Session -1 Appreciate the concept of database management Session -2 Create and edit tables using wizard and SQL Session – 3 Perform operations on Table	Concept of Database, Advantages of database, Features of database Create and edit a table Perform operations of table data	Creating a table by declaring fields, then insert data into the fields.  Edit data into fields, Update fields, Learn SQL commands.	Prepare a simple table with some standard fields, Assign primary key,  Identify primary key, composite key, foreign key	Term1(PT2)
<b>OCTOBER</b>	Unit -3 RDBMS (Continue...)  Session – 4 Retrieve data using Query Session -5 Create Forms and Reports using wizard.  Unit 2 Self-management Skills Session 1 Stress Management Session 2 Self-awareness — Strength and Weakness Analysis	Creating forms using wizards Creating Reports using wizards  Meaning and importance of stress management Ability to work independently	Enter, remove, edit data using forms. Create a report of form through wizard, Search a record  Exercises on stress management  Planning of an activity	Use of Query by SQL commands, Demonstrate to modify forms, various eg. of forms.  Preparing write-up on an essay on holiday trip  Goals, Executing tasks in a specific period, with no help	
<b>NOVEMBER</b>	Unit – 4 Web Applications and Security Session 1: working with accessibility options  Session 2: networking fundamentals Session 3: introduction to instant messaging Session 4: chatting with a contact – google talk Session 5: creating and publishing web pages – blog Session 6: using offline blog editors	Understand various types of impairment that impact computer usage. Network and its types, Client Server  Creating IM account and its usage. Gtalk  Learn and appreciate a blog and its creation	Illustrate use of various options under Computer Accessibility  Identify applications of internet  Illustrate steps to create instant messaging account  Illustrate Blog creation and setting various parameters in it.	Use of toggle keys, filter keys, sticky keys and Sound sentry  Identifying types of networks and selecting internet  Chat with a contact and send messages  Blog creation	PT3

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	<p>Session 7: online transactions session 8: internet security</p> <p>Session 9 : maintain workplace safety                  Session 10 : prevent accidents and emergencies                  Session 11 : protect health and safety at work</p>	<p>Concept to create blogs</p> <p>Concept of E-commerce                  Cyber threats like phishing,                  Falls and slips,                  Electricity safety</p> <p>Types of Accidents</p> <p>Hazards and sources of hazards</p>	<p>Publish the blog whenever internet connectivity is available</p> <p>Illustration of internet security threats, tips                  Falls and slips, Electrical safety, use of first aid.</p> <p>Illustrate to handle accidents at workplace</p> <p>Identify hazards and sources of hazards</p>	<p>How to create blog using application offline.                  Steps of securing passwords                  Practice to follow basic safety rules</p> <p>Follow evacuation plan and procedure                  How to handle accidents at workplace.                  Identify hazards and sources of hazards.</p>	
<b>DECEMBER</b>	PRACTICAL TEST				PRACTICAL TEST
	PREBOARD				PREBOARD

NAME OF THE SUBJECT TEACHER: PRAVEEN KUMAR AGRAWAL

SIGNATURE OF THE SUBJECT CO-ORDINATOR: