

# CLASS-10 SYLLABUS (2024-25)

## SUBJECT: ENGLISH

| MONTH | WORKING DAYS | TOPICS   | ACTIVITY  |
|-------|--------------|--|---|
| APRIL | 20           | <p><b>First Flight (MCB)</b><br/><b>Chapter- 1:</b> A Letter to God (Prose)</p> <p>Dust of Snow (Poem)<br/>Fire and Ice (Poem)</p> <p><b>Footprints without feet (Supplementary Reader)</b><br/><b>Chapter- 1:</b> A Triumph of Surgery (Prose)</p> <p><b>Grammar</b><br/>1. Tenses</p> <p><b>First Flight (MCB)</b><br/><b>Chapter- 2:</b> Nelson Mandela- Long Walk to Freedom (Prose)</p> | <p>We communicate with our friends, teachers, relatives, and superiors verbally or through letters, emails, etc. We can't communicate with any mortal using our mind. On the contrary, we convey our thoughts with God mentally, not through letters or mails. Share your views regarding the same.</p> <p>Class Discussion:<br/>Have there been times when you felt depressed or hopeless? Have you experienced any moment that helped you to get out of that mood of sadness?</p> <p>A discussion on Pets and how to take care of them?</p> <p>Students will share the contributions of Nelson Mandela.</p> |
| MAY   | 18           | <p><b>First Flight</b><br/>A Tiger in the Zoo (Poem)</p> <p><b>Grammar</b><br/>2. Reported Speech</p>  | <p>Compare our situation during Lockdown with the animals in the zoo and birds in the cage locked down forever</p>  |

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|      |    | <p><b>Footprints without feet (Supplementary Reader)</b><br/><b>Chapter- 2: The Thief's Story (Prose)</b></p> <p><b>First Flight (MCB)</b><br/><b>Chapter- 3: Two Stories about Flying (Prose)</b></p> <p><b>Writing Skills</b><br/>1. Letter Writing</p>                         | <p>for our fun.</p> <p>Imagine the circumstances that can turn a fifteen year old boy into a thief?</p> <p>Parental encouragement and discipline play a great role in shaping the destiny of the young children. Do you agree?</p>  |
| JUNE | 09 | <p><b>First Flight (MCB)</b><br/>How to Tell Wild Animals (Poem)</p> <p><b>Footprints without feet(Supplementary Reader)</b><br/><b>Chapter- 3: The Midnight Visitor (Prose)</b></p> <p><b>First Flight (MCB)</b><br/><b>Chapter- 4: From the Diary of Anne Frank (Prose)</b></p> | <p>Share your experience of jungle Safari (if any)</p> <p>Do you think it is very important to present ourselves in an impressive way, according to our profession? In what way, it is effective?</p> <p>Do you read novels? Specify the genre- mystery, horror, fiction, romance, adventure etc.</p> |
| JULY | 24 | <b>Revision &amp; First Terminal Examination (45% Syllabus)</b>   |   |
| AUG  | 20 | <p><b>Writing Skills</b><br/>2. Analytical Paragraph</p> <p><b>Footprints without feet (Supplementary Reader)</b><br/><b>Chapter- 4: A Question of Trust (Prose)</b></p>  | <p>Thief is not the one who steals, but the one that is caught. What do you understand by this proverb?</p> <p>Which place do you like to visit and why?</p> <p>A class room</p>  |

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|     |    | <p><b>First Flight (MCB)</b><br/> <b>Chapter-5:</b>Glimpses of India (Prose)</p> <p>The Ball Poem (Poem)<br/> <b>Grammar</b><br/> 3. Subject-verb concord</p> <p><b>Footprints without feet</b><br/> <b>(Supplementary Reader)</b><br/> <b>Chapter- 5:</b> Footprints without Feet (Prose)</p> <p><b>First Flight (MCB)</b><br/> <b>Chapter- 6:</b> Mijbil the Otter (Prose)</p> | <p>discussion on –Have you ever lost something you liked very much? Describing how you felt then, and saying whether — and how — you got over your loss.</p> <p>Express your views. Science is a good servant but a bad master.</p> <p>Introductory video will be shown.</p>                           |
| SEP | 19 | <p><b>First Flight (MCB)</b><br/> Amanda (Poem)</p>  | <p>Every child feels that she/he is controlled and instructed not to do one thing or another.</p> <p>You too may feel that your freedom is curtailed. Write down some of the things you want to do, but your parents/ elders do not allow you to. How do you react when your freedom is curtailed?</p> |

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|     |    | <p><b>Footprints without feet (Supplementary Reader)</b><br/> <b>Chapter- 6:</b> The Making of a Scientist (Prose)<br/> <b>Grammar</b><br/> 4. Modals</p> <p><b>First Flight (MCB)</b><br/> <b>Chapter- 7 :</b>Madam Rides the Bus (Prose)<br/> The Trees (Poem)</p> <p><b>Footprints without feet (Supplementary Reader)</b><br/> <b>Chapter- 7:</b> The Necklace (Prose)</p> <p><b>First Flight (MCB)</b><br/> <b>Chapter- 8:</b> The Sermon at Benares (Prose)</p> | <p>How can one become a scientist, an economist, a historian....? Does it simply involve reading many books on the subject? Does it involve observing, thinking and doing experiments?</p> <p>Share your ride on a bus or a train.</p> <p>Can there be a forest without trees? Imagine. If yes, how it will be?</p> <p>What would you look for when you are invited for a party by a high class society?</p> <p>Grief is an emotion natural to all types of loss or significant change. How one experiences the feeling of grief?</p> |
| OCT | 20 | <p><b>Revision &amp; Second Terminal Examination</b><br/> <b>(45% + 40% Syllabus)</b></p>   |   |
| NOV | 15 | <p><b>First Flight (MCB)</b><br/> Fog (Poem)</p> <p><b>Chapter- 9:</b> The Proposal (Play)</p>  | <p>Name some natural phenomenon occurring around.</p> <p>Can you think of three ill effects that result from anger?</p>   |

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|     |    | <p><b>Footprints without feet<br/>(Supplementary Reader)<br/>Chapter- 8: Bholi(Prose)</b></p> <p><b>First Flight (MCB)</b><br/>The Tale of Custard the Dragon<br/>(Poem)</p> <p>For Anne Gregory (Poem)</p> <p><b>Footprints without feet<br/>(Supplementary Reader)<br/>Chapter- 9: The Book that Saved the<br/>Earth (Prose)</b></p> <p><b>Grammar</b><br/>5. Determiners</p> | <p>Film ‘Dangal’ will be discussed. (Gender inequality).</p> <p>‘Never judge a book by its cover’. What do you understand by this?</p> <p>Objects have qualities which make them desirable to others. What about people? Do we love others because we like their qualities, whether physical or mental? Or is it possible to love someone for themselves alone?</p> <p>Do you think books are being replaced by the electronic media? Can we do away with books altogether?</p> |
| DEC | 19 | <p><b>Third Terminal Examination<br/>(15% Syllabus)</b></p> <p><b>Revision &amp; Pre-Board Examination-I<br/>(45% + 40% + 15% Syllabus)</b></p>   |   |
| JAN | 20 | <p><b>Revision &amp; Pre-Board<br/>Examination-II<br/>(45% + 40% + 15% Syllabus)</b></p>  |   |
| FEB | 21 | <p><b>Board Examination</b></p>   |   |

**SUBJECT: HINDI (COURSE-A)**

| माह    | कार्य दिवस | विषय   | क्रियाकलाप  |
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| अप्रैल | 20         | सूरदास के पद, नेताजी का चश्मा, माता का अँचल<br>अपठित गद्यांश, अपठित पद्यांश, पत्र लेखन, अनुच्छेद लेखन                          | दसवीं कक्षा में पढ़ाये जाने वाले किन्हीं पाँच साहित्यकारों का जीवन एवं साहित्यिक परिचय देते हुए एक पोर्टफोलियो का निर्माण करें। |
| मई     | 18         | बालगोबिन भगत, राम-लक्ष्मण-परशुराम-संवाद<br>रचना के आधार पर वाक्य भेद, पद परिचय, विज्ञापन लेखन, सन्देश लेखन                     |   |
| जून    | 09         | लखनवी अंदाज, आत्मकथ्य वाच्य, अलंकार – उपमा, रूपक, उत्प्रेक्षा, अतिशयोक्ति, मानवीकरण ई-मेल लेखन                                 |   |
| जुलाई  | 24         | पुनरावृत्ति एवं प्रथम सावधिक परीक्षा (45% पाठ्यक्रम)   |   |
| अगस्त  | 20         | उत्साह, अट नहीं रही है, यह दन्तुरित मुस्कान, फसल साना-साना हाथ जोड़ी<br>अपठित गद्यांश, अपठित पद्यांश, पत्र लेखन, अनुच्छेद लेखन | 1930 के दसक के भारतीय ग्रामीण जीवन और वर्तमान के भारतीय ग्रामीण जीवन के ऊपर के पोर्टफोलियो बनाएँ।                               |

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| सितम्बर | 19 | एक कहानी यह भी, नौबत खाने में इबादत<br>रचनाके <b>आधार</b> पर वाक्य भेद, पद परिचय, विज्ञापन लेखन, सन्देश लेखन, वाच्य, अलंकार – उपमा, रूपक, उत्प्रेक्षा, <b>अतिशयोक्ति</b> , मानवीकरण, ई-मेल लेखन |  |
| अक्टूबर | 20 | पुनरावृत्ति एवं द्वितीय सावधिक परीक्षा<br><b>(45% + 40% पाठ्यक्रम)</b>  |  |
| नवम्बर  | 15 | संगतकार, मैं क्यों लिखता हूँ  |  |
| दिसम्बर | 19 | तृतीय सावधिक परीक्षा (15% पाठ्यक्रम)<br><b>पुनरावृत्ति एवं प्री-बोर्ड परीक्षा - I</b><br><b>(45% + 40% + 15% पाठ्यक्रम)</b>   |  |
| जनवरी   | 20 | <b>पुनरावृत्ति एवं प्री-बोर्ड परीक्षा - II</b><br><b>(45% + 40% + 15% पाठ्यक्रम)</b>  |  |
| फरवरी   | 21 | <b>बोर्ड परीक्षा</b>  |  |

## SUBJECT: SANSKRIT

| मासाः  | कार्य<br>दिवसाः | शेमुषी<br>द्वितीयोभागः                                    | अभ्यासवान् भव   | व्याकरणवीथिः / मणिका<br>संस्कृत व्याकरणम्  |
|--------|-----------------|---|---|--|
| अप्रैल | 20              | शुचिपर्यावरणम्<br>बुद्धिर्बलवतीसदा                        | अपठितअवबोधनम्<br>सन्धिः   | सन्धिः (व्यंजन -<br>प्रथवर्णस्यतृतीयवर्ण,<br>पंचमवर्ण च) (विसर्गः - उत्त्व,<br>रत्त्व, लोपः)   |
| मई     | 18              | शिशुलालनम्<br>जननीतुल्यवत्सला                             | सन्धिः<br>पत्र - लेखनम्<br>संस्कृतानुवादः<br>अनुच्छेदलेखनम्           | समासः (अव्ययीभावः -<br>अनु, उप, सह, निर्, प्रति,<br>यथा)<br>सन्धिः (विसर्गस्य स्थाने श्<br>ष् स), श्लोकान्वयः  |
| जून    | 09              | सुभाषितानि<br>सौहार्द्रप्रकृतेःशोभा                       | समासाः<br>मिश्रित - अभ्यास,<br>प्रश्ननिर्माणम्                        | समासाः (तत्पुरुषः -<br>विभक्तिः, बहुव्रीहि; द्वन्द्वः<br>- केवलम् इतरेतरः द्वन्द्वः)<br>अपठित-अवबोधनम्   |
| जुलाई  | 24              | पुनरावृत्तिः, प्रथम<br>आवधिक परीक्षा<br>(45% पाठ्यक्रमाः) | पुनरावृत्तिः  | पुनरावृत्तिः   |
| अगस्त  | 20              | विचित्रःसाक्षी<br>सूक्तयः                                 | चित्रवर्णनम्<br>मिश्रित अभ्यासः<br>अशुद्धिः संशोधनम्,<br>प्रत्ययाः च। | प्रत्ययाः (तद्धिताः - ठक्,<br>मतुप्, त्व, तल्) (स्त्रीप्रत्ययौ<br>- टॉप, डीप) वाक्यनिर्माणम्,<br>वाच्य-परिवर्तनम्<br>(केवललट्लकार - कर्तृ -<br>कर्म - क्रिया) संस्कृतानुवादः |

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| सितम्बर | 19 | अन्योक्तयः  | समयलेखनम्<br>वाच्य, अव्ययाः च।              | पत्रलेखनम्, वाच्यपरिवर्तनम्<br>(केवलंलट्लकारे - कर्तृ -<br>कर्म - क्रिया) अव्ययपदानि,<br>श्लोकान्वयः |
| अक्टूबर | 20 | पुनरावृत्तिः<br>द्वितीय आवधिक<br>परीक्षा (45% +<br>40% पाठ्यक्रमाः)   | पुनरावृत्तिः                                | पुनरावृत्तिः   |
| नवम्बर  | 15 | पुनरावृत्तिः,<br>आदर्श प्रश्न -<br>पत्राभ्यासः  | पत्रलेखनम्<br>चित्रवर्णनम्<br>अपठितअवबोधनम् | अशुद्धिःसंशोधनम्,<br>संस्कृतानुवादः<br>आदर्श प्रश्न - पत्राभ्यासः                                    |
| दिसम्बर | 19 | तृतीय आवधिक<br>परीक्षा (15%<br>पाठ्यक्रमाः)<br>पुनरावृत्तिः एवं<br>प्री-बोर्ड परीक्षा-I<br>(45% + 40% +<br>15% पाठ्यक्रमाः) | श्लोकान्वयः                                 | श्लोकान्वयः  |
| जनवरी   | 20 | पुनरावृत्तिः एवं<br>प्री-बोर्ड परीक्षा-II<br>(45% + 40% +<br>15% पाठ्यक्रमाः)   | पुनरावृत्तिः                                | पुनरावृत्तिः   |
| फरवरी   | 21 | बोर्ड परीक्षा   |   |  |

## SUBJECT: MATHEMATICS

| MONTH | WORKING DAYS | TOPICS   | ACTIVITY   |
|-------|--------------|--|--|
| APRIL | 20           | <p><b>UNIT- I: NUMBER SYSTEMS</b></p> <p><b>1. REAL NUMBER</b></p> <p>Fundamental Theorem of Arithmetic - statements after reviewing work done earlier and after illustrating and motivating through examples, proofs of irrationality of <math>\sqrt{2}</math>, <math>\sqrt{3}</math>, <math>\sqrt{5}</math>.</p> <p><b>UNIT- II: ALGEBRA</b></p> <p><b>1. POLYNOMIALS</b></p> <p>Zeros of a polynomial. Relationship between zeros and coefficients of quadratic polynomials.</p> <p><b>2. PAIR OF LINEAR EQUATIONS IN TWO VARIABLES</b></p> <p>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.</p> | <p>1. To verify the condition of consistency of system of linear equation of two variable.</p> |
| MAY   | 18           | <p><b>3. QUADRATIC EQUATIONS</b></p> <p>Standard form of a quadratic equation <math>ax^2 + bx + c = 0</math>, (<math>a \neq 0</math>)</p> <p>Solutions of quadratic equations (only real roots) by factorization, and by using quadratic formula. Relationship between discriminant and nature of roots.</p> <p>Situational problems based on quadratic equations related to day to day activities to be incorporated.</p>   | <p>2. To find the formula of nth term of an AP.</p>  |

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|      |    | <p><b>4. ARITHMETIC PROGRESSIONS</b><br/> Motivation for studying Arithmetic Progression Derivation of the nth term and sum of the first n terms of A.P. and their application in solving daily life problems.</p>   |                                  |
| JUNE | 09 | <p><b>UNIT III: GEOMETRY</b><br/> <b>1. TRIANGLE</b><br/> Definitions, examples, counter examples of similar triangles.</p> <p>a) <b>Prove:</b> 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.</p> <p>b) <b>Motivate:</b> If a line divides two sides of a triangle in the same ratio, the line is parallel to the third side.</p> <p>c) <b>Motivate:</b> If in two triangles, the corresponding angles are equal, their corresponding sides are proportional and the triangles are similar.</p> <p>d) <b>Motivate:</b> If the corresponding sides of two triangles are proportional, their corresponding angles are equal and the two triangles are similar.</p> <p>e) <b>Motivate:</b> 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.</p> | 3. Basic proportionality Theorem |
| JULY | 24 | <p><b>Revision &amp; First Terminal Examination (45% Syllabus)</b></p>   |                                  |

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| AUG | 20 | <p><b>2. CIRCLES</b><br/>Tangent to a circle at, point of contact<br/>a) <b>Prove:</b> The tangent at any point of a circle is perpendicular to the radius through the point of contact.<br/>b) <b>Prove:</b> The lengths of tangents drawn from an external point to a circle are equal.</p> <p><b>UNIT- IV: COORDINATE GEOMETRY</b><br/><b>Review:</b> Concepts of coordinate geometry, graphs of linear equations. Distance formula. Section formula (internal division).</p> <p><b>UNIT- V: TRIGONOMETRY</b><br/><b>1. INTRODUCTION TO TRIGONOMETRY</b> Trigonometric ratios of an acute angle of a right-angled triangle. Proof of their existence (well defined); motivate the ratios whichever are defined at <math>0^\circ</math> and <math>90^\circ</math> .<br/>Values of the trigonometric ratios of <math>30^\circ</math>, <math>45^\circ</math> and <math>60^\circ</math>. Relationships between the ratios.</p> | 4. Angle subtended by an arc of a circle at the centre and at any point on remaining part of the circle. |
| SEP | 19 | <p><b>2. TRIGONOMETRIC IDENTITIES</b><br/>Proof and applications of the identity <math>\sin^2 A + \cos^2 A = 1</math>. Only simple identities to be given.</p> <p><b>3. HEIGHTS AND DISTANCES</b><br/>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 <math>30^\circ</math>, <math>45^\circ</math>, and <math>60^\circ</math>.</p>  | 5. Surface area of a right circular cylinder.  |

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|     |    | <p><b>UNIT- VI: MENSURATION</b></p> <p><b>4. AREAS RELATED TO CIRCLES</b><br/>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 <math>60^\circ</math>, <math>90^\circ</math> and <math>120^\circ</math> only.</p> <p><b>5. SURFACE AREAS AND VOLUMES</b><br/>Surface areas and volumes of combinations of any two of the following: cubes, cuboids, spheres, hemispheres and right circular cylinders/cones.</p> |  |
| OCT | 20 | <p><b>Revision &amp; Second Terminal Examination (45% + 40% Syllabus)</b></p>   |  |
| NOV | 15 | <p><b>UNIT- VII: STATISTICS AND PROBABILITY</b></p> <p><b>1. STATISTICS</b><br/>Mean, median and mode of grouped data (bimodal situation to be avoided).</p> <p><b>2. PROBABILITY</b><br/>Classical definition of probability. Simple problems on finding the probability of an event.</p>  | <p>6. To find the probability of different sums obtained on number on two dies, when they rolled once.</p> |
| DEC | 19 | <p><b>Third Terminal Examination (15% Syllabus)</b><br/><b>Revision &amp; Pre-Board Examination-I (45% + 40% + 15% Syllabus)</b></p>  |  |
| JAN | 20 | <p><b>Revision &amp; Pre-Board Examination-II (45% + 40% + 15% Syllabus)</b></p>  |  |
| FEB | 21 | <p><b>Board Examination</b></p>   |  |

## SUBJECT: SCIENCE (PHYSICS)

| MONTH | WORKING DAYS | TOPICS   | ACTIVITY   |
|-------|--------------|--|--|
| APRIL | 20           | <b>Reflection of light:</b><br>Reflection of light by curved surfaces;<br>Images formed by spherical mirrors, centre of curvature, principal axis, principal focus, focal length, mirror formula (derivation not required), magnification. | Determination of the focal length of:<br>i) Concave mirror<br>ii) Convex lens<br>by obtaining the image of a distant object.   |
| MAY   | 18           | <b>Refraction of light:</b><br>Refraction; Laws of refraction, refractive index, refraction of light by spherical lens, Image formed by spherical lenses.<br>Lens formula (derivation not required), Magnification, Power of a lens.       | Tracing the path of a ray of light passing through a rectangular glass slab for different angles of incidence. Measure the angle of incidence, angle of refraction, angle of emergence and interpret the result. |
| JUNE  | 09           | <b>Human eye &amp; the colourful world:</b><br>Functioning of a lens in human eye, defects of vision and their corrections, applications of spherical mirrors and lenses.<br>Refraction of light through a prism.                          | Tracing the path of the rays of light through a glass prism.   |
| JULY  | 24           | <b>Revision &amp; First Terminal Examination (45% Syllabus)</b>  |  |

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| AUG | 20 | <p><b>Human eye &amp; the colourful world (Contd.):</b><br/>Dispersion of light, scattering of light, applications in daily life. (excluding colour of the sun at sunrise and sunset).</p> <p><b>Effects of current-</b><br/>Electric current, potential difference and electric current, Ohm's law; Resistance, Resistivity, Factors on which the resistance of a conductor depends.</p> | Studying the dependence of potential difference (V) across a resistor on the current (I) passing through it and determine its resistance. Also plotting a graph between V and I. |
| SEP | 19 | <p><b>Effects of current (Contd.)-</b><br/>Series combination of resistors, parallel combination of resistors and its applications in daily life. Heating effect of electric current and its applications in daily life. Electric power, Interrelation between P, V, I and R.</p>   |  |
| OCT | 20 | <p><b>Revision &amp; Second Terminal Examination (45% + 40% Syllabus)</b></p>   |  |
| NOV | 15 | <p><b>Magnetic effects of current:</b><br/>Magnetic field, field lines, field due to a current carrying conductor, field due to current carrying coil or solenoid; Force on current carrying conductor, Fleming's Left Hand Rule, Direct current.<br/>Alternating current: frequency of AC.<br/>Advantage of AC over DC. Domestic electric circuits.</p>                                  | Determination of the equivalent resistance of two resistors when connected in series and parallel.   |

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| DEC | 19 | <b>Third Terminal Examination (15% Syllabus)</b><br><b>Revision &amp; Pre-Board Examination-I</b><br><b>(45% + 40% + 15% Syllabus)</b> |  |
| JAN | 20 | <b>Revision &amp; Pre-Board Examination-II</b><br><b>(45% + 40% + 15% Syllabus)</b>  |  |
| FEB | 21 | <b>Board Examination</b>   |  |

## SUBJECT: SCIENCE (CHEMISTRY)

| MONTH | WORKING DAYS | TOPICS   | ACTIVITY   |
|-------|--------------|--|--|
| APRIL | 20           | <b>Chapter- 1: Chemical reactions and equations:</b> Chemical equation, Balanced chemical equation, implications of a balanced chemical equation, types of chemical reactions: combination, decomposition, displacement.   | 1. Finding the pH of the following samples by using pH paper / universal indicator:<br><br>(i) Dilute Hydrochloric Acid<br>(ii) Dilute NaOH solution<br>(iii) Dilute Ethanoic Acid solution<br>(iv) Lemon juice<br>(v) Water<br>(vi) Dilute Hydrogen<br>(vii) Carbonate solution |
| MAY   | 18           | <b>Chapter- 1: Chemical reactions and equations (Contd.):</b> Double displacement, precipitation, endothermic exothermic reactions, oxidation and reduction.<br><br><b>Chapter- 2: Acids, bases and salts:</b> Their definitions in terms of furnishing of $H^+$ and $OH^-$ ions, General properties, examples and uses. | 2. Studying the properties of acids and bases ( $HCl$ & $NaOH$ ) on the basis of their reaction with:<br><br>a) Litmus solution (Blue/Red)<br>b) Zinc metal<br>c) Solid sodium carbonate   |
| JUNE  | 09           | <b>Chapter- 2: Acids, bases and salts:(Contd.)</b> Neutralization, concept of pH scale (Definition relating to logarithm not required), importance of pH in everyday life.   | 3. Performing and observing the following reactions and classifying them into:<br>A. Combination reaction<br>B. Decomposition reaction<br>C. Displacement reaction   |

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|      |    |   | <p>D. Double displacement reaction</p> <p>(i) Action of water on quicklime</p> <p>(ii) Action of heat on ferrous sulphate crystals</p> <p>(iii) Iron nails kept in copper sulphate solution</p> <p>(iv) Reaction between sodium sulphate and barium chloride solutions</p>  |
| JULY | 24 | <b>Revision &amp; First Terminal Examination (45% Syllabus)</b>   |   |
| AUG  | 20 | <p><b>Chapter- 2: Acids, bases and salts(Contd.):</b> Preparation and uses of Sodium Hydroxide, Bleaching powder, Baking soda, Washing soda and Plaster of Paris.</p> <p><b>Chapter- 3: Metals and Non-Metals:</b> Properties of metals and non-metals; Reactivity series; Formation and properties of ionic compounds.</p> | <p>4. Observing the action of Zn, Fe, Cu and Al metals on the following salt solutions:</p> <p>i) <math>\text{ZnSO}_4(\text{aq})</math></p> <p>ii) <math>\text{FeSO}_4(\text{aq})</math></p> <p>iii) <math>\text{CuSO}_4(\text{aq})</math></p> <p>iv) <math>\text{Al}_2(\text{SO}_4)_3(\text{aq})</math></p> <p>Arranging Zn, Fe, Cu and Al (metals) in the decreasing order of reactivity based on the above result.</p> |
| SEP  | 19 | <p><b>Chapter- 3: Metals and Non-Metals (Contd.):</b> Basic metallurgical processes; Corrosion and its prevention.</p> <p><b>Chapter- 4: Carbon and its</b></p>   | <p>5. Study of the following properties of acetic acid (ethanoic acid):</p> <p>i) Odour</p> <p>ii) solubility in water</p>  |

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|     |    | <p><b>compounds:</b> Covalent bonding in carbon compounds. Versatile nature of carbon. Homologous series. Nomenclature of carbon compounds containing functional groups (halogens, alcohol, ketones, aldehydes, alkanes and alkynes)</p>  | <p>iii) effect on litmus paper<br/>iv) reaction with Sodium Hydrogen Carbonate</p>               |
| OCT | 20 | <p><b>Chapter- 4: Carbon and its compounds (Contd.):</b><br/>Difference between saturated hydrocarbons and Unsaturated hydrocarbons. Chemical properties of carbon compounds (combustion, oxidation, addition and substitution reaction).</p> <p><b>Revision &amp; Second Terminal Examination</b><br/>(45% + 40% Syllabus)</p> | <p>6. Study of the comparative cleaning capacity of a sample of soap in soft and hard water.</p> |
| NOV | 15 | <p><b>Chapter- 4: Carbon and its compounds (Contd.):</b> Ethanol and Ethanoic acid (only properties and uses), soaps and detergents.</p>  |  |
| DEC | 19 | <p><b>Third Terminal Examination</b><br/>(15% Syllabus)<br/><b>Revision &amp; Pre-Board Examination-I</b><br/>(45% + 40% + 15% Syllabus)</p>  |  |
| JAN | 20 | <p><b>Revision &amp; Pre-Board Examination-II</b><br/>(45% + 40% + 15% Syllabus)</p>  |  |
| FEB | 21 | <p><b>Board Examination</b></p>   |  |

## SUBJECT: SCIENCE (BIOLOGY)

| MONTH | WORKING DAYS | TOPICS  | ACTIVITY   |
|-------|--------------|---|--|
| APRIL | 20           | <b>Chapter- 5: Life processes</b><br>Nutrition, types of nutrition, photosynthesis, nutrition in amoeba, human digestive system, dental caries, respiration, types of respiration human respiratory system. | Preparing a temporary mount of a leaf peel to show stomata.                              |
| MAY   | 18           | <b>Chapter- 5: Life processes (Contd.)</b><br>Transportation, the heart, blood pressure, blood vessels, lymph, transportation in plants.  | Experimentally show that carbon dioxide is given out during respiration.                 |
| JUNE  | 09           | <b>Chapter- 5: Life processes (Contd.)</b><br>Excretion, human excretory system, hemodialysis, excretion in plants.<br><b>Chapter- 7: Control and Coordination</b><br>Nervous system, reflex action.        |  |
| JULY  | 24           | <b>Revision &amp; First Terminal Examination</b><br><b>(45% Syllabus)</b>   |  |
| AUG   | 20           | <b>Chapter- 7: Control and Coordination (Contd.)</b><br>Human brain, coordination in plants, response to stimuli, movement due to growth, hormones in animals.  | Identification of different parts of an embryo of a dicot seed.                          |
| SEP   | 19           | <b>Chapter- 8: How do Organisms Reproduce?</b><br>Reproduction, variation, modes of reproduction; asexual and sexual reproduction, reproductive health.   | Studying binary fission in amoeba and budding in yeast with the help of prepared slides. |
| OCT   | 20           | <b>Revision &amp; Second Terminal Examination (45% + 40% Syllabus)</b>  |  |

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| NOV | 15 | <p><b>Chapter- 9: Heredity and Evolution</b><br/>Heredity, laws of Mendel, monohybrid and dihybrid cross, sex determination.</p> <p><b>Chapter- 15: Our Environment</b><br/>Biodegradable and non-biodegradable waste, ecosystem, food chain, food web, ozone, garbage management.</p> |  |
| DEC | 19 | <p><b>Third Terminal Examination (15% Syllabus)</b></p> <p><b>Revision &amp; Pre-Board Examination-I (45% + 40% + 15% Syllabus)</b></p>  |  |
| JAN | 20 | <p><b>Revision &amp; Pre-Board Examination-II (45% + 40% + 15% Syllabus)</b></p>   |  |
| FEB | 21 | <b>Board Examination</b>   |  |

## SUBJECT: SOCIAL SCIENCE (HISTORY)

| MONTH | WORKING DAYS | TOPICS   | ACTIVITY  |
|-------|--------------|--|-----------|
| APRIL | 20           | <b>Section- I: Events and Processes</b><br><b>Chapter- 1: The Rise of Nationalism in Europe</b> <ul style="list-style-type: none"> <li>• The French Revolution and the Idea of the Nation</li> <li>• The Making of Nationalism in Europe</li> <li>• The Age of Revolutions: 1830-1848</li> </ul>   |           |
| MAY   | 18           | <b>Chapter- 1: The Rise of Nationalism in Europe (Contd.)</b> <ul style="list-style-type: none"> <li>• The Making of Germany and Italy</li> <li>• Visualising the Nation</li> <li>• Nationalism and Imperialism</li> </ul>   |           |
| JUNE  | 09           | <b>Chapter- 2: Nationalism in India</b> <ul style="list-style-type: none"> <li>• The First World War, Khilafat and Non-Cooperation</li> <li>• Differing Strands within the Movement</li> </ul>   | Map Skill |
| JULY  | 24           | <b>Revision &amp; First Terminal Examination (45% Syllabus)</b>  |           |
| AUG   | 20           | <b>Chapter- 2: Nationalism in India(Contd.)</b> <ul style="list-style-type: none"> <li>• Towards Civil Disobedience</li> <li>• The Sense of Collective Belonging</li> </ul> <b>Section- II: Livelihoods, Economies and Societies</b><br><b>Chapter- 3: The Making of a Global World</b> <ul style="list-style-type: none"> <li>• The Pre-modern World (<b>Subtopics: 1 to 1.3 is to be evaluated in the Board Examination</b>)</li> <li>• The Nineteenth Century (1815-1914)</li> <li>• The Inter-war Economy</li> <li>• Rebuilding a World Economy: The Post-war Era</li> </ul> | IDP       |

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|     |    | <b>(Subtopics: 2 to 4.4 is to be assessed in the Inter Disciplinary Project)</b>  |  |
| SEP | 19 | <b>Section- III: Everyday Life, Culture and Politics</b><br><b>Chapter- 5: Print Culture and the Modern World</b> <ul style="list-style-type: none"> <li>• The First Printed Books</li> <li>• Print Comes to Europe</li> <li>• The Print Revolution and Its Impact</li> <li>• The Reading Mania</li> <li>• The Nineteenth Century</li> <li>• India and the World of Print</li> </ul>  |  |
| OCT | 20 | <b>Revision &amp; Second Terminal Examination (45% + 40% Syllabus)</b>  |  |
| NOV | 15 | <b>Chapter- 5: Print Culture and the Modern World (Contd.)</b> <ul style="list-style-type: none"> <li>• Religious Reform and Public Debates</li> <li>• New Forms of Publication</li> <li>• Print and Censorship</li> </ul> <b>Chapter- 4: The Age of Industrialisation (To be assessed in Periodic Assessment only)</b> <ul style="list-style-type: none"> <li>• Before the Industrial Revolution</li> <li>• Hand Labour and Steam Power</li> <li>• Industrialisation in the Colonies</li> <li>• Factories Come Up</li> <li>• The Peculiarities of Industrial Growth</li> <li>• Market for Goods</li> </ul> |  |
| DEC | 19 | <b>Third Terminal Examination (15% Syllabus)</b><br><b>Revision &amp; Pre-Board Examination-I (45% + 40% + 15% Syllabus)</b>  |  |
| JAN | 20 | <b>Revision &amp; Pre-Board Examination-II (45% + 40% + 15% Syllabus)</b>   |  |
| FEB | 21 | <b>Board Examination</b>  |  |

## SUBJECT: SOCIAL SCIENCE (POLITICAL SCIENCE)

| MONTH | WORKING DAYS | TOPICS   |
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| APRIL | 20           | <b>Chapter- 1: Power sharing</b> <ul style="list-style-type: none"><li>• Belgium and Sri Lanka</li><li>• Majoritarianism in Sri Lanka</li><li>• Accommodation in Belgium</li></ul>   |
| MAY   | 18           | <b>Chapter- 1: Power sharing(Contd.)</b> <ul style="list-style-type: none"><li>• Why power sharing is desirable?</li><li>• Forms of power-sharing</li></ul> <b>Chapter- 2: Federalism</b> <ul style="list-style-type: none"><li>• What is federalism?</li></ul>  |
| JUNE  | 09           | <b>Chapter- 2: Federalism (Contd.)</b> <ul style="list-style-type: none"><li>• What makes India a federal country?</li><li>• How is federalism practised?</li><li>• Decentralisation in India</li></ul>  |
| JULY  | 24           | <b>Revision &amp; First Terminal Examination<br/>(45% Syllabus)</b>  |
| AUG   | 20           | <b>Chapter- 4: Gender, Religion and Caste</b> <ul style="list-style-type: none"><li>• Gender and politics - Public/private division, Women's political representation</li><li>• Religion, communalism and politics -Communalism, Secular state</li><li>• Caste and politics – Caste inequalities, Caste in politics, Politics in caste</li></ul> |
| SEP   | 19           | <b>Chapter- 6: Political Parties</b> <ul style="list-style-type: none"><li>• Why do we need political parties?<br/>Meaning, Functions and Necessity</li><li>• How many parties should we have?</li><li>• National parties</li><li>• State parties</li></ul>  |
| OCT   | 20           | <b>Revision &amp; Second Terminal Examination<br/>(45% + 40% Syllabus)</b>   |

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| NOV | 15 | <p><b>Chapter- 6: Political Parties (Contd.)</b></p> <ul style="list-style-type: none"> <li>• Challenges to political parties</li> <li>• How can parties be reformed?</li> </ul> <p><b>Chapter- 7: Outcomes of Democracy</b></p> <ul style="list-style-type: none"> <li>• How do we assess democracy's outcomes?</li> <li>• Accountable, responsive and legitimate government</li> <li>• Economic growth and development</li> <li>• Reduction of inequality and poverty</li> <li>• Accommodation of social diversity</li> <li>• Dignity and freedom of the citizens</li> </ul> |
| DEC | 19 | <p><b>Third Terminal Examination<br/>(15% Syllabus)</b></p> <p><b>Revision &amp; Pre-Board Examination-I<br/>(45% + 40% + 15% Syllabus)</b></p>  |
| JAN | 20 | <p><b>Revision &amp; Pre-Board Examination-II<br/>(45% + 40% + 15% Syllabus)</b></p>   |
| FEB | 21 | <p><b>Board Examination</b></p>  |

## SUBJECT: SOCIAL SCIENCE (GEOGRAPHY)

| MONTH | WORKING DAYS | TOPICS  | ACTIVITY                    |
|-------|--------------|---|-----------------------------|
| APRIL | 20           | <b>Chapter- 1: Resources and Development</b> <ul style="list-style-type: none"><li>• Development of Resources</li><li>• Resource Planning in India</li><li>• Conservation of Resources</li><li>• Land Resources</li><li>• Soil as a Resource</li><li>• Classification of Soils</li><li>• Soil Erosion and Soil Conservation</li></ul> | Map Skill                   |
| MAY   | 18           | <b>Chapter- 4: Agriculture</b> <ul style="list-style-type: none"><li>• Types of Farming</li><li>• Cropping Pattern</li><li>• Major Crops</li><li>• Technological and Institutional Reforms</li></ul>  | Map Skill                   |
| JUNE  | 09           | <b>Chapter- 2: Forest and Wildlife Resources</b> <ul style="list-style-type: none"><li>• Conservation of Forest and Wildlife in India</li><li>• Types and Distribution of Forests and Wildlife Resources</li><li>• Community and Conservation</li></ul>   |                             |
| JULY  | 24           | <b>Revision &amp; First Terminal Examination (45% Syllabus)</b>   |                             |
| AUG   | 20           | <b>Chapter- 3: Water Resources</b> <ul style="list-style-type: none"><li>• Water Scarcity and the Need for Water Conservation and Management</li><li>• Multi-Purpose River Projects and Integrated Water Resource Management</li><li>• Rainwater Harvesting</li></ul>   | Map Skill<br><br><b>IDP</b> |

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|     |    | <b>Chapter- 7: Lifelines of National Economy<br/>(To be assessed in the Inter Disciplinary Project)</b><br>Only map pointing to be evaluated in the Board Examination.   |           |
| SEP | 19 | <b>Chapter- 5: Minerals and Energy Resources</b> <ul style="list-style-type: none"> <li>• Mode of Occurrence of Minerals</li> <li>• Classification of Minerals</li> <li>• Conservation of Minerals</li> <li>• Energy Resources<br/>(Conventional and Non-Conventional Energy)</li> <li>• Conservation of Energy Resources</li> </ul> | Map Skill |
| OCT | 20 | <b>Revision &amp; Second Terminal Examination<br/>(45% + 40% Syllabus)</b>   |           |
| NOV | 15 | <b>Chapter- 6: Manufacturing Industries</b> <ul style="list-style-type: none"> <li>• Importance of Manufacturing</li> <li>• Classification of Industries</li> <li>• Mineral Based Industries (<b>Excluding Iron and Steel industry and Cement Industry</b>)</li> <li>• Industrial Pollution and Environmental Degradation</li> </ul> | Map Skill |
| DEC | 19 | <b>Third Terminal Examination<br/>(15% Syllabus)</b><br><br><b>Revision &amp; Pre-Board Examination-I<br/>(45% + 40% + 15% Syllabus)</b>   |           |
| JAN | 20 | <b>Revision &amp; Pre-Board Examination-II<br/>(45% + 40% + 15% Syllabus)</b>  |           |
| FEB | 21 | <b>Board Examination</b>   |           |

## SUBJECT: SOCIAL SCIENCE (ECONOMICS)

| MONTH | WORKING DAYS | TOPICS   | ACTIVITY |
|-------|--------------|--|----------|
| APRIL | 20           | <b>Chapter- 1: Development</b> <ul style="list-style-type: none"> <li>• What Development Promises – Different People Different Goals.</li> <li>• Income and Other Goals.</li> <li>• National Development.</li> <li>• How to Compare Different Countries or States?</li> <li>• Income and Other Criteria.</li> </ul>  |          |
| MAY   | 18           | <b>Chapter- 1: Development (Contd.)</b> <ul style="list-style-type: none"> <li>• Public Facilities.</li> <li>• Sustainability of Development.</li> </ul> <b>Chapter- 2: Sectors of the Indian Economy</b> <ul style="list-style-type: none"> <li>• Sectors of Economic Activities.</li> <li>• Comparing the Three Sectors.</li> <li>• Primary, Secondary and Tertiary Sectors in India.</li> </ul> |          |
| JUNE  | 09           | <b>Chapter- 2: Sectors of the Indian Economy (Contd.)</b> <ul style="list-style-type: none"> <li>• Division of Sectors as Organised and Unorganised.</li> <li>• Sectors in Terms of Ownership: Public and Private Sectors.</li> </ul>  |          |
| JULY  | 24           | <b>Revision &amp; First Terminal Examination (45% Syllabus)</b>  |          |
| AUG   | 20           | <b>Chapter- 4: Globalisation and the Indian Economy</b> <ul style="list-style-type: none"> <li>• What is Globalisation?</li> <li>• Factors that have Enabled Globalisation.</li> </ul>   | IDP      |
| SEPT  | 19           | <b>Chapter- 3: Money and Credit</b> <ul style="list-style-type: none"> <li>• Money as a Medium of Exchange.</li> <li>• Modern Forms of Money.</li> </ul>   |          |
| OCT   | 20           | <b>Revision &amp; Second Terminal Examination (45% + 40% Syllabus)</b>   |          |

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| NOV | 15 | <b>Chapter- 3: Money and Credit (Contd.)</b> <ul style="list-style-type: none"> <li>• Loan Activities of Banks.</li> <li>• Two Different Credit Situations.</li> <li>• Terms of Credit.</li> <li>• Formal Sector Credit in India.</li> <li>• Self Help Groups for the Poor.</li> </ul> | PROJECT<br>WORK<br>ON<br>CONSUMER<br>AWARENESS |
| DEC | 19 | <b>Third Terminal Examination<br/>(15% Syllabus)</b><br><br><b>Revision &amp; Pre-Board Examination-I<br/>(45% + 40% + 15% Syllabus)</b>   |  |
| JAN | 20 | <b>Revision &amp; Pre-Board<br/>Examination- II<br/>(45% + 40% + 15% Syllabus)</b>   |  |
| FEB | 21 | <b>Board Examination</b>   |  |

## SUBJECT: INFORMATION TECHNOLOGY

| MONTH | WORKING DAYS | TOPICS  | ACTIVITY   |
|-------|--------------|---|--|
| APRIL | 20           | <p><b>Communication Skills- II</b></p> <ul style="list-style-type: none"> <li>• Introduction to communication.</li> <li>• Types of communication</li> <li>• Communication Process/cycle</li> <li>• Importance of Feedback</li> <li>• Principles of Effective communication</li> <li>• Barriers in Effective communication</li> <li>• Basics writing Skills</li> <li>• Sentence</li> <li>• Paragraph</li> <li>• Phrases</li> </ul> <p><b>Self-Management Skills- II</b></p> <ul style="list-style-type: none"> <li>• Self –Management Skills</li> <li>• Stress</li> <li>• Stress Management</li> <li>• Stress Management Techniques</li> <li>• Importance of Stress Management</li> <li>• Strength And Weakness Analysis</li> <li>• Demonstrate the ability to work independently</li> </ul> |  |
| MAY   | 18           | <p><b>Basic Information and Communication Technology Skills- II</b></p> <ul style="list-style-type: none"> <li>• ICT Tools</li> <li>• Operating System</li> <li>• Window 10 Operating System</li> <li>• Computer Desktop</li> <li>• Working With Files And Folders</li> <li>• Cyber Security</li> </ul>   | <p>Identification of task bar, icons, menu, etc.<br/>           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</p> |

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|      |    | <ul style="list-style-type: none"> <li>• Care and Maintenance of computer</li> </ul> <p><b>Introduction To Entrepreneurship</b></p> <ul style="list-style-type: none"> <li>• Entrepreneurship and Society</li> <li>• Types of Entrepreneurship from a Societal Perspective</li> <li>• Qualities and function Of An Entrepreneur</li> <li>• Role of Entrepreneur in Economical Development</li> <li>• Myths Related to Entrepreneurship</li> <li>• Entrepreneurship as a Career</li> </ul> <p><b>Green Skills- II</b></p> <ul style="list-style-type: none"> <li>• Definition of sustainable development</li> <li>• Importance of sustainable development</li> <li>• Problems related to sustainable development</li> </ul>                      |  |
| JUNE | 09 | <p><b>Digital Documentation (Advanced)</b></p> <p><b>Apply Styles in the document</b></p> <ul style="list-style-type: none"> <li>• Styles/ categories in Writer</li> <li>• Styles and Formatting window</li> <li>• Using Fill Format.</li> <li>• Creating and updating new style from selection</li> <li>• Load style from template or another document.</li> <li>• Creating a new style using drag-and-drop.</li> <li>• Applying styles.</li> </ul> <p><b>Insert and use images in document</b></p> <ul style="list-style-type: none"> <li>• Options to insert image to document from various sources.</li> <li>• Options to modify, resize, crop and delete an image.</li> <li>• Creating drawing objects, setting or changing its</li> </ul> | <p>List style categories in Writer. 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</p> |

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|      |    | <p>properties. Resizing and grouping drawing objects.</p> <ul style="list-style-type: none"> <li>• Positioning image in the text.</li> </ul> <p><b>Create and use template</b></p> <ul style="list-style-type: none"> <li>• Templates in Writer.</li> <li>• Using predefined templates.</li> <li>• Creating a template.</li> <li>• Set up a custom template.</li> <li>• Using a template</li> <li>• Changing to a different template.</li> <li>• Updating a Document</li> </ul> <p><b>Create table of contents</b></p> <ul style="list-style-type: none"> <li>• Table of contents.</li> <li>• Hierarchy of headings. Customization of table of contents.</li> <li>• Character styles. Maintaining a table of contents.</li> </ul> | <p>properties of a drawing object</p> <p>Resize and group drawing objects</p> <p>Position the image in the text</p> <p>Create a template.</p> <p>Use predefined templates.</p> <p>Set up a custom default template.</p> <p>Update a document.</p> <p>Change to a different template.</p> <p>Use the Template.</p> <p>Update the document.</p> <p>Create a table of contents.</p> <p>Define a hierarchy of headings.</p> <p>Customize a table of contents.</p> <p>Apply character styles.</p> <p>Maintain a table of contents.</p> |
| JULY | 24 | <b>Revision &amp; First Terminal Examination (45% Syllabus)</b>   |   |
| AUG  | 20 | <p><b>Electronic Spreadsheet (Advanced)</b></p> <p><b>Analyse data using scenarios and goal seek.</b></p> <ul style="list-style-type: none"> <li>• Using consolidating data. Creating subtotals.</li> <li>• Using “what if” scenarios.</li> <li>• Using “what if” tools</li> <li>• Using goal seek and solve</li> </ul> <p><b>Link spreadsheets data</b></p> <ul style="list-style-type: none"> <li>• Setting up multiple sheets. Creating reference to other sheets by using keyboard and mouse.</li> <li>• Creating reference to other document by</li> </ul>   | <p>Use consolidating data</p> <p>Create subtotals</p> <p>Use “what if” scenarios</p> <p>Use “what if” tools</p> <p>Use goal seek and solver</p> <p>Setup multiple sheets by</p> <p>inserting new sheets.</p> <p>Create reference to other sheets by using keyboard and mouse.</p> <p>Create references to other documents by using keyboard and</p>   |

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|     |    | <p>using keyboard and mouse.*</p> <ul style="list-style-type: none"> <li>• Relative and absolute hyperlinks</li> <li>• Hyperlinks to the sheet.</li> <li>• Linking to external data.</li> <li>• Linking to registered data sources.</li> </ul> <p><b>Share and review a spreadsheet</b></p> <ul style="list-style-type: none"> <li>• Setting up a spreadsheet for sharing.*</li> <li>• Opening and saving a shared spreadsheet.</li> <li>• Recording changes.</li> <li>• Add, Edit and Format the comments.</li> <li>• Reviewing changes–view, accept or reject changes.</li> </ul> <p><b>Use Macros in spreadsheet</b></p> <ul style="list-style-type: none"> <li>• Using the macro recorder.</li> <li>• Creating a simple macro.</li> <li>• Using a macro as a function.</li> <li>• Passing arguments to a macro.</li> <li>• Passing the arguments as values.</li> <li>• Macros to work like built- in functions.</li> <li>• Accessing cells directly.</li> <li>• Sorting the columns using macro.</li> </ul> | <p>mouse.</p> <p>Create, Edit and Remove hyperlinks to the sheet.</p> <p>Link to external data.</p> <p>Link to registered data source.</p> <p>Set up a spreadsheet for sharing.</p> <p>Open and save a shared spreadsheet.</p> <p>Record changes.</p> <p>Add, Edit and Format the comments.</p> <p>Review changes – view, accept or reject changes.</p> <p>Merge and compare sheets.</p> <p>Demonstrate the use of a macro recorder.</p> <p>Create a simple macro.</p> <p>Use a macro</p> <p>Pass arguments to a macro</p> <p>Pass the arguments as values</p> <p>Write the macros that act like built – in functions</p> <p>Access cells directly</p> <p>Sort the columns using macro.</p> |
| SEP | 19 | <p><b>Database Management System</b></p> <ul style="list-style-type: none"> <li>• Concept and examples of data and information,</li> <li>• Concept of database,</li> <li>• Advantages of database,</li> <li>• Features of database,</li> <li>• Concept and examples of Relational database,</li> <li>• Concept and examples of</li> </ul>   | <p>Identify the data and information,</p> <p>Identify the field, record, table in the database,</p> <p>Prepare the sample table with some standard fields.</p> <p>Assign the primary key</p>  |

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|  |  | <p>field, record, table, database,</p> <ul style="list-style-type: none"> <li>• Concept and examples of Primary key, composite primary key, foreign key,</li> <li>• Relational Database Management system (RDBMS) software.</li> <li>• Introduction to Libre Office Base</li> <li>• Database objects – tables, queries, forms, and reports of the database,</li> <li>• Terms in database – table, field, record,</li> <li>• Steps to create a table using table wizard</li> <li>• Data types in database.,</li> <li>• Option to set primary key Table Data View dialog box</li> <li>• Inserting data in the table,</li> <li>• Editing records in the table,</li> <li>• Deleting records from the table,</li> <li>• Sorting data in the table,</li> <li>• Referential integrity,</li> <li>• Creating and editing relationships – one to one, one to many, many to many</li> <li>• Field properties</li> <li>• Database query,</li> <li>• Defining query,</li> <li>• Query creation using wizard,</li> <li>• Creation of query using design view,</li> <li>• Editing a query,</li> <li>• Applying criteria in query – single field, multiple fields, using wildcard,</li> <li>• Performing calculations,</li> <li>• Grouping of data,</li> </ul> | <p>to the field,</p> <p>Identify the primary key, composite primary key, foreign key.</p> <p>Start the Libre Office Base and observe the parts of main window, Identify the data base objects</p> <p>Create the sample table in any category using wizard,</p> <p>Practice to create different tables from the available list and choosing fields from the available fields.</p> <p>Assign data types of fields, Set primary key, Edit the table in design view, Enter the data in the fields.</p> <p>Demonstrate to:</p> <p>Insert data in the table, Edit records in the table,</p> <p>Delete records from table,</p> <p>Sort data in the table, Create and edit relationships</p> <p>-one to one, one to many, many to many, Enter various field properties.</p> <p>Prepare a query for given criteria, Demonstrate to create query using wizard, and using design view, Edit a query, Demonstrate to apply</p> |
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|     |    | <ul style="list-style-type: none"> <li>• Structured Query Language (SQL).</li> <li>• Forms in BASE.</li> <li>• Creating form using wizard,</li> <li>• Steps to create form using Form Wizard,</li> <li>• Options to enter or remove data from forms</li> <li>• Modifying form,</li> <li>• Changing label, background,</li> <li>• Searching record using Form,</li> <li>• Inserting and deleting record using Form,</li> <li>• Concept of Report in Base,</li> <li>• Creating Report using wizard,</li> <li>• Steps to create a Report using Wizard.</li> </ul> | <p>various criteria in query – single field, multiple fields, using wild card, Performing calculations using query in Base, Demonstrate to group data, Use basic SQL commands, Illustrate the various steps to create Form using Form Wizard, Enter or remove data from Forms, Demonstrate to modify Forms, Demonstrate to change label, background, Search record using Form, Insert and delete record using Form View, Illustrate the various steps to create Report using Report Wizard, Demonstrate various examples of Report.</p> |
| OCT | 20 | <b>Revision &amp; Second Terminal Examination (45% + 40% Syllabus)</b>   |   |
| NOV | 15 | <b>Managing Health and Safety</b> <ul style="list-style-type: none"> <li>• Basic safety rules to follow at workplace – Fire safety,</li> <li>• Falls and slips, Electrical safety, Use of first aid.</li> <li>• Case Studies of hazardous situations.</li> <li>• Accidents and emergency,</li> <li>• Types of Accidents,</li> <li>• Handling Accidents</li> </ul>  | <p>Practice to follow basic safety rules at workplace to prevent accidents and protect workers – Fire safety, Falls and slips, Electrical safety, Use of first aid. Illustrate to handle</p>  |

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|     |    | <ul style="list-style-type: none"> <li>• Types of Emergencies.</li> <li>• Hazards and sources of hazards,</li> <li>• General evacuation procedures,</li> <li>• Healthy living.</li> </ul> | <p>accidents at workplace, Demonstrate to follow evacuation plan and procedure in case of an emergency.</p> <p>Identify hazards and sources of hazards, identify the problems at workplace that could cause accidents, Practice the general evacuation procedures in case of an emergency.</p> |
| DEC | 19 | <b>Third Terminal Examination (15% Syllabus)</b><br><b>Revision &amp; Pre-Board Examination- I</b><br><b>(45% + 40% + 15% Syllabus)</b>   |  |
| JAN | 20 | <b>Revision &amp; Pre-Board Examination- II</b><br><b>(45% + 40% + 15% Syllabus)</b>  |  |
| FEB | 21 | <b>Board Examination</b>  |  |