



# SANT NANDLAL SMRITI VIDYA MANDIR, GHATSILA

## YEARLY SYLLABUS OF **INFORMATION TECHNOLOGY (402)**

SESSION – **2026-27**

**STD – X**



MONTH	NO OF PERIODS	TOPIC TO BE TAUGHT	ACTIVITIES	LEARNING OUTCOME	VALUES & SKILLS IMPARTED	ASSESSMENT
APRIL	21	<b>Communication Skills – II</b> ❖ <b>Methods of Communication</b> ❖ <b>Communication Cycle</b> ❖ <b>Communication Barriers</b> ❖ <b>Effective Communication</b> ❖ <b>Basic Writing Skills</b>	<ul style="list-style-type: none"> <li>• Methods of communication</li> <li>• Communication cycle and importance of feedback</li> <li>• Meaning and importance of feedback.</li> <li>• Descriptive feedback - written comments or conversations</li> <li>• Specific and non-specific feedback.</li> <li>• Barriers to effective communication – types and factors</li> <li>• Measures to overcome barriers in effective communication</li> <li>• Principles of effective communication</li> <li>• Cs of effective communication</li> <li>• Writing skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate knowledge of various methods of communication.</li> <li>• Provide descriptive and specific feedback.</li> <li>• Apply measures to overcome barriers in communication.</li> <li>• Apply principles of communication.</li> <li>• Demonstrate basic writing skills.</li> </ul>	<b>Values imparted:</b> Respect for others, Honesty and transparency  <b>Skills imparted:</b> Active listening, Written communication	<ul style="list-style-type: none"> <li>• Writing pros and cons of written, verbal and non-verbal communication.</li> <li>• Listing do's and don'ts for voiding common body language mistakes.</li> </ul>
MAY	09	<b>SELF MANAGEMENT SKILLS</b> ❖ <b>Stress Management and its Techniques</b> ❖ <b>Ability to work Independently</b>	<ul style="list-style-type: none"> <li>• Exercises on stress management techniques – yoga, meditation, physical exercises.</li> <li>• Preparing a write-up on an essay on experiences during a holiday trip.</li> <li>• Demonstration on working independently goals.</li> <li>• Planning of an activity Executing tasks in a specific period, with no help or directives.</li> <li>• Demonstration on the qualities required for Working independently.</li> </ul>	<ul style="list-style-type: none"> <li>• Apply stress management techniques.</li> <li>• Demonstrate the ability to work independently.</li> </ul>	<b>Values imparted:</b> Self-discipline, Responsibility.  <b>Skills imparted:</b> Time Management, Goal Setting.	<ul style="list-style-type: none"> <li>• Identification of self-management skills.</li> <li>• Strength and weakness analysis</li> </ul>
JUNE	11	<b>INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS</b>  ❖ <b>Operating System</b> ❖ <b>Managing files and folders</b> ❖ <b>Care and Maintenance of a Computer</b>	<ul style="list-style-type: none"> <li>• Identification of task bar, icons, menu, etc.</li> <li>• 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.</li> <li>• Demonstration of the procedures to be followed for cleaning, care and maintenance of hardware and software.</li> </ul>	<ul style="list-style-type: none"> <li>• Distinguish between different operating systems.</li> <li>• Apply basic skills for care and maintenance of computer.</li> </ul>	<b>Value:</b> Innovation  <b>Skill:</b> 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	<b>DIGITAL DOCUMENTATION</b> ❖ 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.	<ul style="list-style-type: none"> <li>• Create and Apply Styles in the document.</li> <li>• Insert and use images in document.</li> <li>• Create and use template.</li> <li>• Create and customize table of contents.</li> </ul>	<b>Values:</b> Accuracy, Organization  <b>Skills:</b> 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	<b>ELECTRONIC SPREADSHEET</b> ❖ Analyzing data in a Spreadsheet ❖ Linking Data and Spreadsheets ❖ Sharing & Reviewing a Spreadsheet ❖ Using Macros in a Spreadsheet	<ul style="list-style-type: none"> <li>Use consolidating data Create subtotals.</li> <li>Use “what if” scenarios Use “what if” tools.</li> <li>Use goal seek and solver.</li> <li>Setup multiple sheets by inserting new sheets.</li> <li>Create reference to other sheets by using keyboard and mouse.</li> <li>Create references to other documents by using keyboard and mouse.</li> <li>Create, Edit and Remove hyperlinks to the sheet.</li> <li>Link to external data.</li> <li>Link to registered data source.</li> <li>Set up a spreadsheet for sharing.</li> <li>Open and save a shared spreadsheet.</li> <li>Record changes.</li> <li>Add, Edit and Format the comments.</li> <li>Review changes – view, accept or reject changes.</li> <li>Merge and compare sheets.</li> <li>Demonstrate the use of a macro recorder.</li> <li>Create a simple macro.</li> <li>Use a macro</li> <li>Access cells directly</li> <li>Using a macro.</li> <li>Sort the columns using macro.</li> </ul>	<ul style="list-style-type: none"> <li>Analyze data using scenarios and goal seek.</li> <li>Link data and spreadsheets.</li> <li>Share and review a spreadsheet.</li> <li>Create and Use Macros in spreadsheet.</li> </ul>	<b>Value:</b> Accuracy  <b>Skill:</b> 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	<b>ENTREPRENEURIAL SKILLS</b> ❖ Entrepreneur and Entrepreneurship.	<ul style="list-style-type: none"> <li>Writing a note on entrepreneurship as career option.</li> <li>Collecting success stories of first generation and local entrepreneurs.</li> <li>Listing the entrepreneurial qualities analysis of strength and weaknesses.</li> <li>Group discussion of self- qualities that students feel are needed to become successful entrepreneur.</li> <li>Collect information and related data for a business.</li> <li>Make a plan in team for setting up a business.</li> </ul>	List the characteristics of successful entrepreneur	<b>Value:</b> Creativity  <b>Skill:</b> Business Planning	<ul style="list-style-type: none"> <li>Discuss the various types of activities, generally adopted by small businesses in a local community.</li> <li>Best out of waste.</li> <li>Identify core skills of successful entrepreneur.</li> </ul>



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OCTOBER	18	GREEN SKILLS	<ul style="list-style-type: none"> <li>SUSTAINABLE DEVELOPMENT</li> </ul>	<ul style="list-style-type: none"> <li>Describe the importance of green economy and green skills.</li> </ul>	<p><b>Value:</b> Environmental Consciousness</p> <p><b>Skill:</b> Sustainable Development</p>	<ul style="list-style-type: none"> <li>Discussion on the benefits of green skills and importance of green economy.</li> </ul>
NOVEMBER	23	DATABASE MANAGEMENT SYSTEM	<ul style="list-style-type: none"> <li>Concepts of DBMS.</li> <li>Create and using tables.</li> <li>Performing operations on tables.</li> <li>Working with forms and reports.</li> </ul>	<ul style="list-style-type: none"> <li>Students will learn how to create a database with the help of performing operation on tables.</li> <li>They will able to work with forms and reports.</li> </ul>	<p><b>Value:</b> Organization</p> <p><b>Skill:</b> Data Analysis:</p>	<ul style="list-style-type: none"> <li>Create a table employee using with design view and also suggest to fill the appropriate details.</li> </ul>
DECEMBER	19	Maintain Health, Safe, and Secure Working Environment	<ul style="list-style-type: none"> <li>Working with accessibility options.</li> <li>Health, Safety and Security at Workplace.</li> <li>Workplace Quality Measures.</li> <li>Prevent Accidents and Emergencies</li> </ul>	<ul style="list-style-type: none"> <li>Students will get to know what measures should be taken to prevent its recurrence.</li> <li>Students will able to learn safety measures and prevention.</li> </ul>	<p><b>Value:</b> Cybersecurity Awareness</p> <p><b>Skill:</b> Web Development</p>	<ul style="list-style-type: none"> <li>Prepare a worksheet on healthy food that should be eaten at workplace, including their nutritional value.</li> <li>What are the advantages of offline blogging?</li> </ul>

Subject Teachers'

- Saikat Kumar Roy
- Bidyut Baran Chandra

Principal