

THE WISDOM GLOBAL SCHOOL								
SYLLABUS BIFURCATION								
GRADE 10								
SUBJECT:- Information Technology					SUBJECT TEACHER : Ms. Deepak Kashyap			
YEAR 2025-26								
NAME OF THE TEACHER:- Mr. Deepak Kashyap								
S.NO	BOOK NAME	MONTH	CHAPTER NUMBER		SUB-TOPICS	NO. OF DAYS REQUIRED	ACTIVITY	MATERIAL REQUIRED (IF ANY)
TERM I								
1	Information Technology	APRIL	1	Communication Skills-II	Methods of communication	2	Create powerpoint presentation on communication skills.	NO
					The Significance of feedback in communication cycle	1		NO
					Measures to overcome Barriers in communication	2		NO
					The Principles of Communication	2		NO
					Basic Writing Skills	1		NO
					EXERCISE	1		YES
2		May	2	Stress Management Skills-II	Stress Management Techniques	2	Create a document using MS-word on Stress management and format that document using different kind of styles.	NO
					The Importance of working Independently	2		NO
					EXERCISE	1		NO
3		MAY	3	ICT Skills-II	Operating System	2	Create PPT on different kind of operating system.	NO
					Caring for your Computer	2		NO
					EXERCISES	1		YES
4	Information Technology	MAY	4	Entrepreneurial Skills-II	Characterstics of a Successful Entrepreneur	2	Create power point presentation on How to become an Entrepreneur.	NO
					EXERCISES	1	NA	YES
5		JULY	5	Green Skills-II	Sustainable Development	2	NA	
					EXERCISES	1		YES
PART-B								
6		JULY	1	Digital Documentation (Advanced) using LibreOffice Writer	Styles	2	Prepare a certificate template in LibreOffice Writer	NO
					Working with Images	2		NO
					Advanced Features (ToC, Templates, Track Changes)	3		NO
					EXERCISES	2		YES
7	Information Technology	JULY/August	2	Electronic Spreadsheet (Advanced) using LibreOffice Calc	Scenario and Goal Seek	4	Prepare a calc sheet containing total marks of students in different tests through data consolidation find total marks of each student.	NO
					Using Macros	4		NO
					Linking Spreadsheet Data	2		NO
					Share and Review Spreadsheet	2		NO
					EXERCISES	2		YES
8		AUGUST	3	Database Management System using LibreOffice Base	Introduction to DBMS	2	Create a table student and insert data in it.	NO
					Starting with Base	2		NO
					Working with Multiple Tables	2		NO
					EXERCISES	2		YES
		AUGUST		REVISION	REVISION			
	Information Technology	SEPTEMBER			MID-TERM ASSESSMENTS	18		
TERM II								
9		OCTOBER	3	Database Management System using LibreOffice Base	Queries	2	Show all the data of students from student table using select command..	NO
					Forms and Reports	2		NO
					EXERCISES	2		
10	Information Technology	OCTOBER	4	Maintain Healthy, Safe and Secure Working Environment	Health, Safety, and Security at Workplace	2	NA	NO
					Workplace Quality Measures	2		NO
						2		
					EXERCISES	2		YES
11	Information Technology	NOVEMBER	4	Maintain Healthy, Safe and Secure Working Environment	Prevent Accidents and Emergencies	2	NA	NO
					EXERCISES	1		YES
				REVISION	REVISION	10		
FINAL TERM ASSESSMENTS								