**D.A.V NANDRAJ PUBLIC SCHOOL**

Marwari Arogya Bhawan No- 3, Bariatu, Ranchi

SYLLABUS: 2024-25

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| Class | X | Subject | Information Technology (402) |
| Prescribed Books | **Information Technology (MICA EDUCO PUBLICATION)** | | |

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| Month | Days | Topic |
| April | **22** | **Part A- Employability Skills**  Unit 1: Communication Skills-II  Unit 2: Self-Management Skills-II |
| May | **20** | Unit 3: ICT Skills-II  **Part B-Subject Specific Skills**  Unit 1: Digital Documentation (Advanced) using LibreOffice Writer (Contd.) |
| June | **18** | **Part B-Subject Specific Skills**  Unit 1: Digital Documentation (Advanced) using LibreOffice Writer  Unit 2: Electronic Spreadsheet (Advanced) using LibreOffice Calc (contd.) |
| July | **27** | Unit 2: Electronic Spreadsheet (Advanced) using LibreOffice Calc  Unit 3: Database Management System using LibreOffice Base |
| August | **22** | **Part B-Subject Specific Skills**  Unit 4: Maintain Healthy, Safe and Secure Working Environment |
| September | **15** | **Revision & Half Year Exam** |
| October | **19** | **Part A- Employability Skills**  Unit 4: Entrepreneur Skills-II  Unit 5: Green Skills- II |

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| Portion for Examination | |
| Unit Test – I | **Part A-Employability Skills**  Unit 1: Communication Skills-I  Unit 2: Self-Management Skills-I  Unit 3: ICT Skills-I |
| Half Yearly Examination | **Part A-Employability Skills**  Unit 1: Communication Skills-I  Unit 2: Self-Management Skills-I  Unit 3: ICT Skills-I  **Part B-Subject Specific Skills**  Unit 1: Digital Documentation (Advanced) using LibreOffice Write  Unit 2: Electronic Spreadsheet (Advanced) using LibreOffice Calc |
| Unit Test – II | **Part B-Subject Specific Skills**  Unit 3: Database Management System using LibreOffice Base |
| Annual Examination | Whole Syallabus |