

*This syllabus belongs to*

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**Of**

**Class- X**

**Session: 2024-25**

**ST. XAVIER'S HIGH SCHOOL, BILASPUR ZONE**

**SPLIT SYLLABUS, SESSION: 2024 - 25**

**CLASS: X SUBJECT: ENGLISH LANGUAGE & LITERATURE (184)**

MONTH	TEACHING DAYS	BOOK DETAILS	CHAPTER NO	CHAPTER NAME	ACTIVITY/ ASSIGNMENT	EXAM SYLLABUS
APR - 24	24	NCERT	<b>First Flight Unit -1</b>  Foot prints Without Feet(1) Writing  Grammar	A Letter to God Dust Of Snow (P) Fire and Ice(P) A Triumph of Surgery Letter to the Editor Determiners	1. Write about the poetic devices used in both the poems  2. Practice letter	WEEKLY TEST Chapters – A Letter to God, Fire and Ice, A Triumph of Surgery
JUNE- 24	11	NCERT	First Flight Unit-2  Footprints Without Feet(2) Grammar	Nelson Mandela A Tiger in the zoo(p) The Thief's Story  Tenses	Write a paragraph on 'Education is the key to Success' (100 to 120 words)	WEEKLY TEST Chapters – Nelson Mandela, A Tiger in the Zoo, The Thief's Story, Tenses
JULY- 24	25	NCERT	First Flight Unit-3  Footprints Without Feet(3,4)  Writing	Two Stories About Flying How to Tell Wild Animals (P) The Ball Poem(P)  The Midnight Visitor A Question of Trust Enquiry And Complaint Letter	1. Paste picture and write about any two endangered wild animals  2. Practice letters	Periodic Test – 1 Chapters – A Letter to God, Dust of Snow, Fire and Ice, Nelson Mandela, A Tiger in the Zoo, A Triumph of Surgery, The Thief's Story, GRAMMAR Determiners, Tenses. WRITING Letter to the Editor

AUG-24	23	NCERT	<p>First Flight Unit-4</p> <p>Footprints Without Feet(5,6)</p> <p>Grammar</p>	<p>From the Diary of Anne Frank Amanda(P)</p> <p>Footprints Without Feet The Making of a Scientist</p> <p>Modals, Subject -Verb Concord</p>	<p>1. Write a book review on The Diary of a Young Girl</p> <p>2. Debate on the complicated relationship between parents and children in adolescent period</p>	<p>WEEKLY TEST Chapters- From the Diary of Anne Frank, Footprints Without Feet, Subject – Verb Concord</p>
SEP-24	22	NCERT	<p>First Flight Unit-7</p> <p>Footprints Without Feet(8,9) Writing</p>	<p>Glimpses of India The Trees(P)</p> <p>The Necklace Bholi Placing order, Analytical paragraph</p>	<p>1. Speech on ‘ Greediness is the root of all evil’</p> <p>2. Write a paragraph on ‘ Necessity of Girl Education in India’</p> <p>3. ASL</p>	<p>Half Yearly Exam</p> <p>First Flight – unit 1,2,3,4,7</p> <p>Footprints Without Feet Ch- 1,2,3,4,5,6</p> <p>Writing- Letter to the Editor, Enquiry letter, Analytical Paragraph</p> <p>Grammar- Determiners, Tenses, Modals, Subject- Verb Concord</p>
OCT - 24	16	NCERT	<p>First Flight Unit-8,9</p> <p>Grammar</p>	<p>Mijbil the Otter Fog(P)</p> <p>Madam Rides the Bus The Tale of Custard the Dragon(P)</p> <p>Reported Speech</p>	<p>1. Write a diary entry on your most memorable journey</p> <p>2. Art Integrated Project Subject Enrichment Activity</p>	<p>WEEKLY TEST – Chapters – Madam Rides the Bus, Fog, The Tale of Custard the Dragon,</p>

NOV-24	23	NCERT	First Flight Unit-10,11  Footprints Without Feet(10)	The Sermon at Benares For Anne Gregory(P) The Proposal  The Book That Saved the Earth	1. Speech on ' Listening to sermons increases confidence and mental strength'  2. Write about your favourite book	Periodic Test - 2 Chapters : Glimpses of India, The Necklace, Bholi, Reported Speech
DEC-24	19	NCERT		Revision	Practice question papers from sample papers	Pre Board Exam – 1 Complete syllabus
JAN-25	24	NCERT		Revision	Practice question papers from sample papers	Pre Board Exam – 2 Complete syllabus
FEB-25	23	NCERT				Board Exam
MAR-25		NCERT				Board Exam

### SUBJECT हिन्दी

### Class - दसवीं

MONTH	TEACHING DAYS	BOOK DETAILS	CHAPTER NO	CHAPTER NAME	ACTIVITY/ ASSIGNMENT GIVEN	EXAM SYLLABUS
APR	23	क्षितिज पद्य क्षितिज गद्य	पाठ-1 पाठ-7	पाठ- 1 सूरदास पाठ-7 नेताजी का चश्मा	एकल क्रियाकलाप- नेताजी सुभाष चंद्र बोस की जीवनी तैयार करिए।	बहुविकल्पीय प्रश्न परिक्षण
JUNE	11	क्षितिज गद्य कृतिका व्याकरण	पाठ-8 पाठ- 1 व्याकरण	पाठ-8 बालगोविन भगत पाठ-1 माता का अंचल पद-परिचय	अपनी माता के ऊपर एक सुंदर कविता लिखिए।	श्रवण कौशल परीक्षण

JULY	25	क्षितिज व्याकरण	पाठ- 2 गद्य व्याकरण	*राम लक्ष्मण परशुराम संवाद *वाच्य, रचना के आधार पर वाक्य के भेद अपठित गद्य, पद्य, स्ववृत लेखन		P.T..-1 (परीक्षा भाग)  *पाठ -1सूरदास *पाठ -7 नेताजी का चश्मा *पद परिचय
AUG	23	क्षितिज पद्य व्याकरण	पाठ-3 पाठ-4 व्याकरण	*पाठ-3 आत्मकथ्य पाठ-4 उत्साह, अट नहीं रही पाठ- 9 लखनवी अंदाज *अलंकार	अलंकार का एक फ्लो चार्ट तैयार करें।	बहुविकल्पीय प्रश्न परिक्षण अलंकार
SEP	22	व्याकरण कृतिका	पाठ -2	*पत्र लेखन *अनुच्छेद-लेखन *विज्ञापन-लेखन *संदेश-लेखन, ई-मेल लेखन *पाठ-10 एक कहानी यह भी	किसी एक विषय पर चार्ट पेपर में सुंदर विज्ञापन लेखन तैयार करें।	लेखन कौशल परीक्षण(रचना- त्मक लेखन )
OCT	16	क्षितिज पद्य  कृतिका गद्य	पाठ-5  पाठ - 2	*पाठ 5 यह दंतुरित मुस्कान, फसल पाठ-2 साना- साना हाथ जोड़ि	आर्ट इंटीग्रेट एक्टिविटी -----	अर्धवार्षिक परीक्षा क्षितिज पद्य भाग -1,2, 3,4 क्षितिज गद्य भाग- 7,8,9,10 कृतिका - माता का अंचल व्याकरण - अलंकार, विज्ञापन- लेखन, संदेश लेखन, रचना के आधार पर वाक्य के भेद, वाच्य, पत्र लेखन, अनुच्छेद-लेखन। स्ववृत लेखन, ई-मेल लेखन, पद परिचय

NOV	23	क्षितिज पद्य क्षितिज गद्य कृतिका	पाठ -6  पाठ-11  पाठ-3	पाठ - 6 संगतकार  पाठ -11 नौबतखाने में इबादत  पाठ-3 मैं क्यों लिखता हूं?	भारतीय संस्कृति पर विस्तृत नोट लिखिए।	PT – 2 क्षितिज – पाठ 5 और 6 कृतिका – पाठ – 1 व्याकरण – वाक्य
DEC	19	क्षितिज गद्य व्याकरण	पाठ-12	पाठ-12 संस्कृति	एकल क्रियाकलाप - स्वयं का स्ववृत्त लेखन लिखे।	प्रथम बोर्ड पूर्व परीक्षा संपूर्ण पाठ्यक्रम
JAN	24	व्याकरण	पत्र लेखन	रचनात्मक लेखन औपचारिक पत्र अनौपचारिक पत्र पुनरावृत्ति	-----	द्वितीय बोर्ड पूर्व परीक्षा संपूर्ण पाठ्यक्रम
FEB	17	क्षितिज कृतिका व्याकरण	-----	वार्षिक परीक्षा पुनरावृत्ति	-----	-----
MAR	-----	-----	-----	वार्षिक परीक्षा	-----	-----

**CLASS: X      SUBJECT: MATHEMATICS (041/241)**

MONTH	TEACHING DAYS	BOOK DETAILS	CHAPTER NO	CHAPTER NAME	ACTIVITY/ ASSIGNMENT	EXAM SYLLABUS
APR - 24	24	NCERT	1 2	Real Numbers Polynomials	Verifications of Zeros of Polynomials by graphical method	Class Test, Chapter - 1
JUNE- 24	11	NCERT	4	Quadratic Equations		Class Test, Chapter - 2
JULY- 24	25	NCERT	11 6 7	Area related to circle Triangles Co-ordinate Geometry	Revision For periodic Test -1 Exam	<b>Periodic Test – 1</b> Chapters – 1, 2 & 4

AUG-24	23	NCERT	7 3 5 10	Co-ordinate Geometry (Continue) Pair of Linear Equations in two Variables Arithmetic Progressions Circles	consistency of pair of linear equation of two variables graphically and algebraically	Class Test Chapters - 7 & 11.
SEP-24	22	NCERT	8 9	Introduction to Trigonometry Some Applications of Trigonometry	Revision for Term – 1 Examination	<b>Term – 1</b> Chapters: 1, 2, 3, 4, 5, 6, 7 & 11.
OCT - 24	16	NCERT	9 13	some Applications of Trigonometry (Continue) Statistics	Art integrated Activity	Class Test Chapter - 8
NOV-24	23	NCERT	13 14 12	Statistics (Continue) Probability Surface areas and Volumes	Revision for Periodic Test -2 Verification of Basic Proportionality Theorem (Thales Theorem)	<b>Periodic Test - 2</b> Chapters: 8, 9 & 10.
DEC-24	19	NCERT	Revision	All	Revision & Sample Paper Solutions	<b>Pre Board Exam – 1</b> Chapters : 1 to 14
JAN-25	24	NCERT	Revision	All	Revision & Sample Paper Solutions	<b>Pre Board Exam – 2</b> Chapters : 1 to 14
FEB-25	23	NCERT	Revision	All	Sample Paper Solutions	<b>Board Exam</b> Chapters : 1 to 14
MAR-25		NCERT	Revision	All	Sample Paper Solutions	<b>Board Exam</b> Chapters : 1 to 14

**CLASS: X      SUBJECT: SCIENCE (043)**

Month	Teaching Days	Book Details	Chapter Name	Activity/Project	EXAM/SYLLABUS
April	14	NCERT	1. Chemical Reactions & Equations 5. Life Process 9. Light Reflection & Refractions	1. A. Finding the pH of the following samples by using pH paper/universal indicator: (i) Dilute Hydrochloric Acid (ii) Dilute NaOH solution (iii) Dilute Ethanoic Acid solution (iv) Lemon juice (v) Water (vi) Dilute Hydrogen Carbonate solution.	WEEKLY TEST Chem : 1 Bio : 5 Phy : 9
June	11	NCERT	1. Chemical Reactions & Equations (Continue) 2. Acid, Bases & Salts 5. Life Process (Continue) 9. Light Reflection & Refractions (Continue) 10. Human Eye & the Colourful World	B. Studying the properties of acids and bases (HCl & NaOH) on the basis of their reaction with: Unit-I a) Litmus solution (Blue/Red) b) Zinc metal c) Solid sodium carbonate.  7. Experimentally show that carbon dioxide is given out during respiration.  11. 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.	WEEKLY TEST Chem : 1,2 Bio : 5 Phy : 9,10

JULY	25	NCERT	<p>2. Acid Bases &amp; Salts (continue)</p> <p>3. Metals &amp; Non Metals</p> <p>6. Control &amp; Coordination</p> <p>11. Current Electricity</p>	<p>6. Preparing a temporary mount of a leaf peel to show stomata.</p> <p>13. Tracing the path of the rays of light through a glass prism.</p> <p>2. Performing and observing the following reactions and classifying them into:</p> <p>A. Combination reaction</p> <p>B. Decomposition reaction</p> <p>C. Displacement reaction</p> <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>	<p><b>Periodic Test 1</b></p> <p><b>{Bio : Life Process</b></p> <p><b>Chem: Chemical Reactions &amp; Equations</b></p> <p><b>Phy : Light Reflections &amp; Refractions }</b></p>
August	23	NCERT	<p>3. Metals &amp; Non Metals (continue)</p> <p>11. Current Electricity</p> <p>6. Control &amp; Coordination</p> <p>7. How do organism Reproduce</p>	<p>10. Determination of the focal length of:</p> <p>i) Concave mirror</p> <p>ii) Convex lens by obtaining the image of a distant object.</p> <p>3. Observing the action of Zn, Fe, Cu and Al metals on the following salt solutions:</p>	<p>WEEKLY TEST</p> <p>Chem : 3</p> <p>Bio : 6,7</p> <p>Phy : 11</p>

				Unit-I i) $\text{ZnSO}_4(\text{aq})$ ii) $\text{FeSO}_4(\text{aq})$ iii) $\text{CuSO}_4(\text{aq})$ iv) $\text{Al}_2(\text{SO}_4)_3(\text{aq})$ Arranging Zn, Fe, Cu and Al (metals) in the decreasing order of reactivity based on the above result.	
September	21	NCERT	4. Carbon & Compounds (Half) 7. How do organism Reproduce 12. Magnetic Effect Of Electric Current	12. Studying (a) binary fission in Amoeba, and (b) budding in yeast and Hydra with the help of prepared slides.  5. Determination of Equivalent resistors of two resistors.  9. Study of the comparative cleaning capacity of a sample of soap in soft and hard water.	HALF YEARLY EXAMINATION {Chem : 1. Chemical Reactions & Equations 2. Acid, Bases & Salts Phy: 9. Light Reflections & Refractions 10. Human Eye & the Colourful World Bio : 5. Life Process 6. Control & Coordination}
October	16	NCERT	4. Carbon & Compounds (Half) 8. Heredity 12. Magnetic Effect Of Electric Current(continue) 13. Our Environment	14. Identification of the different parts of an embryo of a deoco seed (Pea, gram or red kidney bean).  4. 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.	Weekly test Chem : 4 Bio : 8 Phy : 12

				8. Study of the following properties of acetic acid (ethanoic acid): i) Odour ii) solubility in water iii) effect on litmus iv) reaction with Sodium Hydrogen Carbonate	
November	24	NCERT PYQ	Revision		PERIODIC TEST –II Chem-3,4 Phy-11,12 Bio-8,13
December	19	NCERT PYQ	Revision		PRE-BOARD-I
January	24	NCERT PYQ	Pre Board Examinations {Full Syllabus}		PRE-BOARD-II
February	23	NCERT PYQ	{Full Syllabus}		BOARD EXAM
March	00	NCERT PYQ	ALL		BOARD EXAM

**SUBJECT : SOCIAL SCIENCE (087) CLASS : X**

Month	Teaching Days	Book Details	Chapter No.	Chapter name	ACTIVITY/ ASSIGNMENT/ PRACTICAL	EXAM/ SYLLABUS
APRIL	23	NCERT	DP CH1 GEO CH1 ECO CH 1	Power Sharing Resource and development Development	Geo- Study on the resources found in Chhattisgarh. Map work on Soil Region.	Class Test DP CH1 GEO CH1 ECO CH 1
JUNE	11	NCERT	HIS CH 1 GEO CH2	The Rise of Nationalism in Europe Forest and Wildlife	Hist - Identifying elements of Frederich Sorrieu 's print. Geo - Map work on location of National parks and Reserved forests.	Class Test HIS CH1 GEO CH2

JULY	25	NCERT	HIS CH2  DP CH2  ECO CH 2.	Nationalism in India  Federalism  Sectors of Indian Economy	Hist - Identifying of evolution of swaraj flag.  Eco- Comparative study of primary, secondary & tertiary sectors.	Periodic test - I HIS CH-1 DP CH-1 GEO CH-1 ECO CH -1
AUGUST	23	NCERT	HIS CH3  DP CH 3.  GEO CH3 & 4	Making of Global world Gender Religion and Caste Water Resources,  Agriculture	DP -Identify the states facing the problem of Gender and Caste   Field Trip	Class Test DP CH-3 HIST: CH- 3 GEO CH- 3 & 4
SEPTEMBER	22	NCERT	HIS CH 4  ECO CH 3  ECO CH 4	Age of Industrialisation  Money and Credit Globalisation and Indian Economy( what is Globalisation & Factors that have enabled Globalisation ) <b>Revision for Half-Yearly</b>	ECO – Survey (Bank)  Interdisciplinary Project on Globalisation	Class Test HIS- CH 4 ECO-CH- 3 & 4
OCTOBER	16	NCERT	HIS CH 5  DP CH 4 GEO CH 5	Print Culture and The Modern World Political Parties Minerals and Energy Resources	Art Integrated Project	Half Yearly Portion HIS CH1,2,3 DP CH1,2,3 GEO CH1,2,3 ECO CH 1,2,3

NOVEMBER	23	NCERT	GEO CH-6 DP CH 5 GEO CH 7	Manufacturing Industries Outcomes of Democracy Lifelines of National Economy (Map Work Only)	Map work and work sheet  CBSE Project (Consumer Rights/ Social Issues / Sustainable Development)	Class Test GEO CH -6 DP CH -5 GEO CH -7
DECEMBER	19	NCERT + PYQs	WHOLE CHAPTER	REVISION	Revision	Pre Board I Portion Complete syllabus
JANUARY	24	NCERT +PYQs	WHOLE CHAPTER	REVISION	Test on the basis of PYQs +Sample paper	Pre Board II Portion Complete syllabus
FEBRUARY	23	NCERT +PYQs	WHOLE CHAPTER	REVISION	REVISION OF PRACTICALS	
MARCH	00	NCERT +PYQs	ALL		-	BOARD EXAM

**SUBJECT: INFORMATION TECHNOLOGY (402)**

**CLASS-X**

SL. NO	MONTH	CHAPTER NAME	PRACTICAL/ PROJECT	CLASS TEST/ PORTION
01	APRIL	<b>CHAPTER-1 : DIGITAL DOCUMENTATION</b>		
	<b>UNIT-1</b>	Styles/ categories in Writer <ul style="list-style-type: none"> <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> </ul>	List style categories in Writer. Select the style from the Styles and Formatting window. <ul style="list-style-type: none"> <li>• Use Fill Format to apply a style to many different areas quickly.</li> <li>• Create and update a new style from a selection.</li> <li>• Load a style from a template or another document.</li> <li>• Create a new style using drag-and drop</li> </ul>	Styles/ categories in Writer

		<ul style="list-style-type: none"> <li>• Applying styles.</li> </ul>		
	<b>UNIT-2</b>	<p>Options to insert image to document from various sources.</p> <ul style="list-style-type: none"> <li>• Options to modify, resize, crop and delete an image.</li> <li>• Creating drawing objects, setting or changing its properties.</li> </ul> <p>Resizing and grouping drawing objects.</p> <ul style="list-style-type: none"> <li>• Positioning image in the text.</li> </ul>	<p>Insert an image to document from various sources.</p> <ul style="list-style-type: none"> <li>• Modify, resize, crop and delete an image.</li> <li>• Create drawing objects</li> <li>• Set or change the properties of a drawing object</li> <li>• Resize and group drawing objects</li> <li>• Position the image in the text</li> </ul>	Options to insert image to document from various sources
	<b>UNIT-3</b>	<p>Templates in Writer.</p> <ul style="list-style-type: none"> <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>Create a template.</p> <ul style="list-style-type: none"> <li>• Use predefined templates.</li> <li>• Set up a custom default template.</li> <li>• Update a document.</li> <li>• Change to a different template.</li> <li>• Use the Template.</li> <li>• Update the document.</li> </ul>	Templates
	<b>UNIT-4</b>	<p>Table of contents. Hierarchy of headings. Customization of table of contents. • Character styles. Maintaining a table of contents.</p>	<p>Create a table of contents. • Define a hierarchy of headings. • Customize a table of contents. • Apply character styles. • Maintain a table of contents.</p>	Table of contents
<b>02</b>	<b>JUNE</b>	<b>CHAPTER-1: COMMUNICATION SKILLS – II</b>	<p>Methods of communication - Verbal - Non-verbal – Visual</p> <ol style="list-style-type: none"> <li>1. Communication cycle and importance of feedback</li> <li>2. Meaning and importance of feedback</li> <li>3. Descriptive feedback - written comments or conversations</li> <li>4. Specific and non-specific feedback</li> </ol>	<p>Methods of communication 7 C</p> <p>Barriers to effective communication</p>

			<p>1. Barriers to effective communication – types and factors</p> <p>2. Measures to overcome barriers in effective communication</p> <p>Principles of effective communication</p> <p>2. 7 Cs of effective communication</p> <p>Writing skills to the following: - Sentence - Phrase - Kinds of Sentences - Parts of Sentence - Parts of Speech - Articles - Construction of a Paragraph</p>	
	<b>JUNE</b>	<b>CHAPTER-2: SELF- MANAGEMENT SKILLS – II</b>	<p>Meaning and importance of stress management</p> <p>2. Stress management techniques – physical exercise, yoga, meditation</p> <p>3. Enjoying, going to vacations and holidays with family and friends</p> <p>4. Taking nature walks</p> <p>Importance of the ability to work independently</p> <p>2. Describe the types of self-awareness</p> <p>3. Describe the meaning of self-motivation and self-regulation</p>	<p>Meaning and importance of stress management</p> <p>2. Stress management techniques</p>
<b>03</b>	<b>JULY</b>	<b>CHAPTER 2: ELECTRONIC SPREADSHEET (ADVANCED)</b>	<p>Using consolidating data.</p> <p>Creating subtotals.</p> <ul style="list-style-type: none"> <li>Using “what if” scenarios.</li> </ul> <p>Using “what if” tools</p> <ul style="list-style-type: none"> <li>Using goal seek and solver</li> </ul> <p>Setting up multiple sheets.</p> <p>Creating reference to other sheets by using keyboard and mouse.</p> <ul style="list-style-type: none"> <li>Creating reference to another document by using keyboard and mouse</li> </ul> <p>Relative and absolute hyperlinks</p>	<p>Creating subtotals</p> <p>Scenarios</p> <p>Creating reference</p> <p>Relative and absolute hyperlinks spreadsheet for sharing.</p> <p>Add, Edit and Format the comments.</p> <ul style="list-style-type: none"> <li>Reviewing</li> </ul>

			<ul style="list-style-type: none"> <li>• Hyperlinks to the sheet.</li> <li>• Linking to external data.</li> <li>• Linking to registered data sources</li> </ul> <p>Setting up a spreadsheet for sharing.</p> <ul style="list-style-type: none"> <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>Merging and comparing</p> <p>Using the macro recorder.</p> <ul style="list-style-type: none"> <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>changes</p> <p>Creating a simple macro</p>
<b>JULY</b>	<b>CHAPTER-3: DATABASE MANAGEMENT SYSTEM</b>	<p>Concept and examples of data and information,</p> <ul style="list-style-type: none"> <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 field, record, table, database,</li> <li>• Concept and examples of Primary key, composite primary key, foreign key,</li> <li>• Database management system (DBMS) software</li> <li>• Relational Data base management system (RDBMS) software</li> </ul>	<p>Concept and examples of data and information</p> <p>Advantages of database</p> <p>Primary key, composite primary key, foreign key,</p> <ul style="list-style-type: none"> <li>• Database management system (DBMS) software</li> <li>• Relational Data base</li> </ul>	

			<p>Introduction to LibreOffice Base</p> <ul style="list-style-type: none"> <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> </ul>	<p>management system (RDBMS) software</p>
04	AUGUST	<b>CHAPTER-3: DATABASE MANAGEMENT SYSTEM</b>	<ul style="list-style-type: none"> <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> </ul> <p>Database query,</p> <ul style="list-style-type: none"> <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> <li>• Structured Query Language (SQL).</li> </ul> <p>Forms in BASE.</p> <ul style="list-style-type: none"> <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> </ul>	<p>Database query Structured Query Language (SQL).</p>

			<ul style="list-style-type: none"> <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>	
	<b>AUGUST</b>	<b>CHAPTER-4: MANAGING HEALTH AND SAFETY</b>	<p>Basic safety rules to follow at workplace – Fire safety,</p> <ul style="list-style-type: none"> <li>• Falls and slips, Electrical safety, Use of first aid.</li> <li>• Case Studies of hazardous situations</li> </ul> <p>Accidents and emergency,</p> <ul style="list-style-type: none"> <li>• Types of Accidents,</li> <li>• Handling Accidents</li> <li>• Types of Emergencies.</li> </ul> <ul style="list-style-type: none"> <li>• Hazards and sources of hazards,</li> <li>• General evacuation procedures,</li> <li>• Healthy living.</li> </ul>	<p>Basic safety rules to follow at workplace</p> <p>Types of Accidents</p>
<b>05</b>	<b>SEPTEMBER</b>	<b>CHAPTER-3: INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS - II</b>	<p>Classes of operating systems 2. Menu, icons and task bar on the desktop 3. File concept, file operations, file organization, directory structures, and file-system structures 4. Creating and managing files and folders</p> <p>Importance and need of care and maintenance of computer - Cleaning computer components - Preparing maintenance schedule</p> <p>Protecting computer against viruses - Scanning and cleaning viruses and removing SPAM files, temporary files and folders</p>	<p>Classes of operating systems</p> <p>Importance and need of care and maintenance of computer</p> <p>Protecting computer against viruses</p>

	<b>SEPTEMBER</b>	<b>CHAPTER - 4:ENTREPRENEURIAL SKILLS - II</b>	<ul style="list-style-type: none"> <li>1. Entrepreneurship and society</li> <li>2. Qualities and functions of an entrepreneur</li> <li>3. Role and importance of an entrepreneur</li> <li>4. Myth about entrepreneurship</li> <li>5. Entrepreneurship as a career option</li> </ul>	Entrepreneurship and society
	<b>SEPTEMBER</b>	<b>GREEN SKILLS – II</b>	<ul style="list-style-type: none"> <li>1. Definition of sustainable development</li> <li>2. Importance of sustainable development</li> <li>3. Problems related to sustainable development</li> </ul>	Definition of sustainable development
<b>06</b>	<b>OCTOBER</b>	<b>SUBMISSION OF</b>	<b>PROJECT AND PRACTICAL</b>	
<b>07</b>	<b>NOVEMBER</b>	<b>REVISION</b>	<b>CHAPTER-1,2,3,4 (PART-B)</b>	
<b>08</b>	<b>DECEMBER</b>	<b>REVISION</b>	<b>CHAPTER-1,2,3,4,5, (PART-A)</b>	
<b>09</b>	<b>JANUARY</b>			
<b>SOFTWARE 1. Operating System Linux and Windows 2. Anti-Virus Latest version 3. Productivity Suite, Example – LibreOffice, etc.</b>				

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