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| |  |  |  | | --- | --- | --- | | CLASS-X | INTERNAL ASSESSMENT | MARKS | | | | | | | | | | | |
| MONTH | CHAPTER | P  E  R  I  O  D | ACTIVITY TOPICS | P.T | INTERNAL ASSESSMENT | SUBJECT  ENRICHMENT | H.Y | M.D | | YEARLY |
| July | Chapter1:  Communication  Skills-II | 11 | Method of communication  Provide Descriptive and Specific Feedback  Apply measure to overcome barrier of communication  Principles of communication skills  Writing skills, Sentence and phrase Basics writing skills |  | Neat and clean note-copy, Homework and classwork  Related to Activity topics. | Enhance the communication skills and writing skills. | 10 |  | | 5 |
|  | Chapter2:  Self-Management-II |  | Stress Management  Self-awareness Strength and Weakness Analysis  Self-motivation  Self-regulation Goal Setting  Self-regulation Time Management |  |  | It helps to manage the stress and demonstrate how to work independently. | 15 |  | | 10 |
|  | Chapter3:  Basic ICT Skills-II. |  | Basic Computer Operations  Performing Basic File Operations  Computer Care and Maintenance  Computer Security and Privacy |  |  | Its helps to know about how to care and maintain our computer | 15  15  15 | 20 | | 10  10  5  10 |
| August | Chapter4:  Entrepreneurial  Skill II.  Chapter5:  Green Skills-II  Chapter6:  Digital Documentation (Advance | 13 | Entrepreneurship and Society  Qualities and Functions of an Entrepreneur  Myths about Entrepreneurship  Entrepreneurship as a Career Option  Sustainable Development  Our Role in Sustainable Development  Create and Apply Styles in the document  Insert and use images in document  Create and use template  Create and customize table of contents  Implement Mail Merge |  | Neat and clean note-copy, Homework  and classwork  Related to Activity topics. | How to become a successful entrepreneur and what characteristics are needs to becoming a successful entrepreneur?  Identify the problem related to the sustainable development of the community  It enhances the knowledge about how to create and apply style in the document. |
| September | Chapter7:  Electronic Spreadsheet (Advanced) | 11 | Analyze data using scenarios and goal seek.  Link data and spreadsheets  Share and review a spreadsheet  Create and Use Macros in spreadsheet |  | Neat and clean note-copy, Homework and classwork  Related to Activity topics. | It help to know the spreadsheet and how to link data, share data use macros spreadsheet |  | | 20 | 10 |
| October | Chapter8: Database management system | 9 | Appreciate the concept of Database Management System  Create and edit tables using wizard and SQL commands |  | Neat and clean note-copy, Homework and classwork  Related to Activity topics. | It enhance the knowledge about how to use database and sql query by creating db and sql query to store , retrieve , delete and update data in database. |  | | 10 | 15 |
| November | Chapter8: Database management system | 12 | Perform operations on table  Retrieve data using query  Create Forms and Reports using wizard |  | Neat and clean note-copy, Homework and classwork  Related to Activity topics. |  |  | |  |  |
| December | Chapter9:  Web Application and security |  | Working with Accessibility Options  Understand Networking Fundamentals  Introduction to Instant Messaging  Chatting with a Contact – Google Talk  Creating and Publishing Web Pages – Blog |  | Neat and clean note-copy, Homework and classwork  Related to Activity topics. | It increase the understanding on web application and security |  | |  | 20 |
| January | Chapter9:  Web Application and security | 22 | Using Offline Blog Editors  Online Transaction  Internet Security  Maintain workplace safety  Prevent Accidents and Emergencies  Protect Health and Safety at work |  | Neat and clean note-copy, Homework and classwork  Related to Activity topics. |  |  | |  |  |
| February and March | Revision/Final Term Exam |  |  |  |  |  |

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| Monday Test | Unit Test |  | First term | CH-1,2,3,4 |
| M.T-1 CH-1,2 | U.T-1 CH-1,2 |
| M.T-2 CH-3,4,5 | U.T-2 CH-3,4,5 | Mid term | CH-4,5,6,7,8 |
| M.T-3 CH-6,7 | U.T-2 CH-6,7 |
| M.T-4 CH-8,9 | U.T-2 CH-8,9 | Final term | CH-3,4,6,7,8,9 |
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