ASSAM RIFLES PUBLIC SCHOOL PALLEL 26 SECT ASSAM RIFLES

**PLITUP SYLLABUS SESSION 2023-24**

**CLASS- X**

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| **LESSON** | **TOPIC NAME** | **CONCEPTS** | **LEARING OUT COMES** | **PRACTICAL** |
| **April** | **PART- I**  **Unit -1**  **Unit – II** | **Communication**  **Skill – II**  **Self- management skills – II** | **Demonstrate knowledge of various methods of communication**  **Provide descriptive and specific feedback**  **Apply measures to overcome barriers in communication**  **Apply principles of communication**  **Demonstrate basic writing skills**  **Apply stress management techniques**  **Demonstrate the ability to work independently** |  |
| **June & July** | **Part- B**  **Unit-I**  **Part-A**  **Unit- III** | **Digital documentation(Advanced)**  **Information and communication Technology Skills-II** | **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**  **Distinguish between different operating systems**  **Apply basic skills for care and maintenance of computer** | **Create and Apply styles in the document**  **Insert and use images in document**  **Create and use template**  **Create and customize table of contents** |
| August | **Part-B**  **Unit-II** | **Electronic spreadsheet(Advanced)** | **Analyses data using scenarios and goal seek**  **Link data and spreadsheets**  **Share and review a spreadsheet**  **Create and uses macro in spreadsheet** | **Analyses data using scenarios and goal seek**  **Link data and spreadsheets**  **Share and review a spreadsheet**  **Create and uses macro in spreadsheet** |
| Sept | **Part-B**  **Unit-III** | **Database Management system** | **Appreciate t he concept of data base**  **Create and edit tables using wizard tables using wizard and SQL commands**  **Perform operations on table**  **Retrieve data using query**  **Create forms and reports using wizard** | **Appreciate t he concept of data base**  **Create and edit tables using wizard tables using wizard and SQL commands**  **Perform operations on table**  **Retrieve data using query**  **Create forms and reports using wizard** |
| **Oct. & Nov.** | **Part-B**  **Unit-IV** | **Web applications and security** | **Working with accessibility options**  **Understand networking fundamentals**  **Introduction to instant messaging**  **Chatting with a contact-Google talk**  **Using offline Blog**  **Internet security**  **Protect health and safety at work** | **Working with accessibility options**  **Understand networking fundamentals**  **Introduction to instant messaging**  **Chatting with a contact-Google talk**  **Using offline** |
| **Dec. & Jan.** | **Part-A**  **Unit –iv**  **Unit-v** | **Entrepreneurial skills-II**  **Green skills-ii** | **List the characteristics of successful entrepreneur**  **Demonstrate the knowledge of importance, problems and solutions relat4ed to sustainable development.** |  |
| **Feb** |  | **REVESION** |  |  |