



2JC'CB'C53'C38?? < : ? 48@EB!@1<9: 19@EB

Session 2019-2020

CLASS tX

SYLLABUS

SUBJECT INFORMATION TECHNOLOGY (402)

PERIODIC ASSESSMENT I

Part A (Employability Skills)

Unit 1 t Communication Skills

Unit 2 t Self management Skills

Part B

Unit 1 t Web Application (Basics)

PERIODIC ASSESSMENT II

Part A (Employability Skills)

Unit 3 t Basic ICT skills

Unit 4- Entrepreneurial Skills

Part B

Unit 2t Word Processing (Intermediate)

Unit 3 t Spreadsheet (Intermediate)

Revision Chapters

Part A (Employability Skills)

Unit 1 t Communication Skills

Part B

Unit 1 t Web Application (Basics)

PERIODIC ASSESSMENT III

Part A (Employability Skills)

Unit 5 - Green Skills

Part B

Unit 4 - Digital Presentation (Intermediate)

Unit 5 - Email Messaging (Intermediate)

Unit 6 t Database Development (Basic)

Revision Chapters

Part A (Employability Skills)

Unit 3 t Basic ICT skills

Part B

Unit 3 t Spreadsheet (Intermediate)



PRE BOARD EXAMINATION

Part A (Employability Skills)

- Unit 1 – Communication Skills
- Unit 2 – Self management Skills
- Unit 3 – Basic ICT skills
- Unit 4- Entrepreneurial Skills
- Unit 5 - Green Skills

Part B

- Unit 1 – Web Application (Basics)
- Unit 2– Word Processing (Intermediate)
- Unit 3 – Spreadsheet (Intermediate)
- Unit 4 - Digital Presentation (Intermediate)
- Unit 5 - Email Messaging (Intermediate)
- Unit 6 – Database Development (Basic)