

# CMI EDUCATION BOARD

## WEEKLY LESSON PLAN FOR ACADEMIC YEAR 2024-2025

CLASS- X

SUBJECT-INFORMATION TECHNOLOGY(402)

MONTH	WEEK	DATE	CH	TOPIC
APRIL	1	3,4,5,6	UNIT-I 1	Create and apply styles in a document
	2	8,12,13	1	Create and apply styles in a document
	3	15,16,18,19,20	2	Inserting and using images in a document
	4	22,23,24,25,27		<b>CLASS TEST</b>
JUNE	5	26,27,28,29	3	Create and use templates
JULY	6	1,2,3,4,5,6	4	Create and customize table of contents
	7	8,9,10,11,12,13	5	Implementing mail merge
	8	15,16,18,19,20	UNIT-II 6	Analysing data using excel
		22,23,24,25,26,27		<b>PRE MID TERM EXAM</b>
JULY &AUGUST		29,30,31,1,2,3		<b>PRE MID TERM EXAM</b>
	9	5,6,7,8,9,10	UNIT-II 7	Linking data
	10	12,13,14,16,17	8	Share and Review a spreadsheet
	11	20,21,22,23,24	9	Macros in Excel Spreadsheets
	12	27,28,29,30,31	UNIT-III 10	Concept of Database Management System
SEPTEMBER	13	2,3,4,5,6,7	11	Creating tables
	14	9,10,11,12,13,14	12	Operations on Tables
	15	17,18,19,20,21	13	Queries in a database
		23,24,25,26,27,28		<b>MID TERM EXAM</b>
SEPTEMBER& OCTOBER		30,1,3,4,5		<b>MID TERM EXAM</b>
	16	7,8,9,10	14	Creating Forms and reports
	17	14,15,16,18,19	15	Working with accessibility options

	18	21,22,23,24,25,26	16	Networking fundamentals
	19	28	17	Introduction to instant Messaging
NOVEMBER	20	4,5,6,7,8,9	UNIT-IV 18 19	Creating with a contact on instant messaging Creating and publishing web pages
	21	11,12,13,14,16	20	Using offline blog editors
	22	18,19,20,21,22,23	21 22	Online transactions Internet security
	23	25,26,27,28,29,30	23 24	Maintain workplace safety Prevent Accidents and Emergencies
DECEMBER	24	2,3,4,5,6,7	25	Protect health and safety at work
		9,10,11,12,13,14		<b>POST MID TERM EXAM</b>
		16,17,18,19,20,21		<b>POST MID TERM EXAM</b>
	25	23	1	Communication Skills
JANUARY	26	2,3,4	2	Self-Management skills
	27	6,7,8,9,10,11	3	Information and Communication Technology skills
	28	13,14,15,16,17,18	4 5	Entrepreneurship Skills Green Skills(ASSIGNMENT)
		20,21,22,23,24,25		<b>FIRST PRE BOARD EXAM</b>
		27,28,29,30,31		<b>FIRST PRE BOARD EXAM</b>

**PRE MID TERM EXAM SYLLABUS- (PART B)**  
**UNIT 1 DIGITAL DOCUMENTATION(Advanced)**

**MID TERM EXAM SYLLABUS- (PART B)**  
 UNIT 1: DIGITAL DOCUMENTATION(Advanced)  
 UNIT 2: ELECTRONIC SPREADSHEET (Advanced)

**POST MID TERM EXAM SYLLABUS- (PART B)**  
 UNIT 1: DIGITAL DOCUMENTATION(Advanced)  
 UNIT 2: ELECTRONIC SPREADSHEET (Advanced)  
 UNIT 3: DATABASE MANAGEMENT SYSTEM  
 UNIT 4: WEB APPLICATIONS AND SECURITY

**FIRST PRE BOARD EXAM SYLLABUS-FULL SYLLABUS (PART A & PART B)**

SIGNATURE:-