

KIDS WORLD SCHOOL, NAGPUR
SESSION – 2026-27
CLASS -X
SUBJECT – INFORMATION TECHNOLOGY (402)

| UNIT No. | UNIT Name | Topic | Sub-Topic | Month | | Suggested Ice-Breaking Activity | Teaching Pedagogy | Curricular Goals | Competency | Expected Learning Outcome | Assessment |
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| | | | | Starting | Closing | | | | | | |
| Unit 6 | Digital Documentation (Advanced) | 1. Introduction to Styles 2. Working with Images 3. Advanced Features of Writer | | April | June | Open your textbook open content table from there go to page no 78. | Explanation with help of Textbook and I-board. | 1. Introduction to Styles ❖ Understand the concept and utility of styles in document design. ❖ Apply, modify, and create new styles to ensure consistent formatting. ❖ Use fill formatting tools to apply styles efficiently. 2. Working with Images ❖ Learn to insert and manage images and drawing objects in a document. ❖ Modify images and control their position relative to the text for better document layout and visual impact 3. Advanced Features of Writer ❖ Gain the ability to create and manage Tables of Content (ToC). ❖ Customize headings and ToC hierarchy for document navigation. ❖ Use templates to create standardized documents. ❖ Understand and apply track change features for document editing and collaboration. | Proficiently create, format, and manage professional documents using LibreOffice Writer by applying and customizing styles, effectively handling images and drawing objects, organizing content using advanced features like Table of Contents, headings, and templates, and utilizing collaborative tools such as Track Changes to support efficient and structured documentation practices. | 1. Styles & Formatting Apply built-in, custom, and newly created styles to text and paragraphs using tools like Fill Format to ensure consistent and professional document formatting. 2. Image Handling Insert and accurately position images and drawing objects within documents by modifying their size, placement, and text wrapping to enhance overall layout and presentation. 3. Advanced Writer Features Create and maintain a structured document by applying hierarchical headings, generating and customizing a dynamic Table of Contents, using templates for consistency, and utilizing Track Changes to effectively monitor and manage document revisions. | |
| Unit 1 | Communication Skill II | 1. Various Methods of Communication 2. Communication Cycle and Importance of Feedback | | June (6 DAYS) | June | | Explanation with the help of textbook. | 1. Various Methods of Communication ❖ Learn the different forms of communication: verbal, non-verbal, and visual. ❖ Recognize the role each method plays in effective interaction. | Demonstrate the ability to communicate effectively using appropriate verbal, non-verbal, and visual methods, apply the principles of effective communication, give and respond to constructive feedback, overcome communication barriers, and write clearly structured texts using proper grammar, sentence | 1. Various Methods of Communication Identify and apply appropriate methods of communication in various contexts including verbal, visual, and non-verbal. 2. Communication Cycle and Importance of Feedback Understand the communication cycle and the importance of | |

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| | | <p>3. Barriers to Effective Communication - Type and Factors</p> <p>4. Principles of Effective Communication</p> <p>5. Basic Writing Skills</p> | | | | | <p>2. Communication Cycle and Importance of Feedback</p> <ul style="list-style-type: none"> ❖ Understand the stages of the communication cycle and the critical role of feedback. ❖ Differentiate between descriptive, specific, and non-specific feedback. <p>3. Barriers to Effective Communication- Type and Factors</p> <ul style="list-style-type: none"> ❖ Identify various types and factors that cause communication barriers. ❖ Learn strategies to overcome these barriers for more effective interaction. <p>4. Principles of Effective Communication</p> <ul style="list-style-type: none"> ❖ Explore the goals and elements of effective communication. ❖ Study the 7Cs and understand factors that enhance communication quality. <p>5. Basic Writing Skills</p> <ul style="list-style-type: none"> ❖ Develop core writing skills including sentence construction, use of articles, parts of speech, and paragraph development. | <p>construction, and paragraph organization.</p> | <p>feedback, distinguishing between specific and non-specific responses.</p> <p>3. Barriers to Effective Communication- Type and Factors</p> <p>Recognize and address common barriers to communication by implementing effective strategies.</p> <p>4. Principles of Effective Communication</p> <p>Apply the principles and goals of effective communication including the 7Cs, and understand the advantages of clear and purposeful communication</p> <p>.</p> <p>5. Basic Writing Skills</p> <p>Demonstrate foundational writing skills by constructing grammatically correct sentences and paragraphs, using articles, phrases, and appropriate parts of speech.</p> | |
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| Unit 7 | Electronic Spreadsheet (Advanced) | <p>1. Analyze Data Using Scenario and Goal Seek</p> <p>2. Using Macros in Spreadsheet</p> <p>3. Linking Spreadsheet Data</p> <p>4. Share and Review a Spreadsheet</p> | | July (12 DAYS) | July | Name Game Randomly one student will call one student name and that student will stand and will call other student name. | Explanation with the help of textbook and Iboard. | <p>1. Analyze Data Using Scenario and Goal Seek</p> <ul style="list-style-type: none"> ❖ Understand and use "What-if" analysis tools including scenarios and Goal Seek. ❖ Consolidate data and apply grouping and sub-totals for summarizing complex datasets. <p>2. Using Macros in Spreadsheet</p> <ul style="list-style-type: none"> ❖ Learn to record, run, organize, and apply macros for task automation. ❖ Use macros as functions to streamline repetitive tasks in spreadsheets. <p>3. Linking Spreadsheet Data</p> <ul style="list-style-type: none"> ❖ Set up multiple sheets and create references across sheets and external documents. ❖ Utilize hyperlinks and link to registered data sources for real-time data access. <p>4. Share and Review a Spreadsheet</p> <ul style="list-style-type: none"> ❖ Share spreadsheets for collaborative editing. ❖ Record, review, and compare changes made by different users. | Efficiently analyze and manipulate data using advanced tools like scenarios, Goal Seek, and grouping features; automate spreadsheet processes through macros; link and reference data across sheets and external sources; and collaborate effectively by sharing, reviewing, and managing changes in shared spreadsheets. | <p>1. Analyze Data Using Scenario and Goal Seek Perform advanced data analysis using tools such as "What-if" scenarios, Goal Seek, data consolidation, and group/subtotal features.</p> <p>2. Using Macros in Spreadsheet Record, execute, and manage macros to automate spreadsheet tasks and improve efficiency.</p> <p>3. Linking Spreadsheet Data Link data within and between spreadsheets, use hyperlinks, and access registered data sources to create dynamic and connected data systems.</p> <p>4. Share and Review a Spreadsheet Share spreadsheets with others, track and compare changes, and manage shared documents for smooth and effective collaboration.</p> | ASSESSMENT AS LEARNING |
| Unit 2 | Self-Management Skill II | <p>1. Stress Management Techniques</p> <p>2. Ability to Work Independently</p> | | August (6 DAYS) | August | Will make students stand and will instruct to raise your hand and do actions given by teachers. | Explanation with the help of Textbook. | <p>1. Stress Management Techniques</p> <ul style="list-style-type: none"> ❖ Understand the meaning and importance of stress management. ❖ Learn and apply practical techniques such as physical exercise, yoga, meditation, vacations, and time spent in nature. ❖ Develop habits for maintaining emotional balance and mental well-being. <p>2. Ability to Work Independently</p> <ul style="list-style-type: none"> ❖ Understand the significance of being self-reliant and working without constant supervision. | Manage stress using healthy and sustainable techniques and demonstrate the ability to work independently by applying self-reliance, motivation, and organizational skills to personal and professional tasks. | <p>1. Stress Management Techniques Explain the importance of stress management and apply methods such as yoga, exercise, meditation, nature walks, and leisure activities to reduce stress and recognize the value of independence and self-reliance in various life situations.</p> <p>2. Ability to Work Independently Apply strategies to become self-reliant and develop skills necessary for independent work such as goal setting, time management, and self-discipline.</p> | |

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| | | | | | | | | ❖ Learn steps to become more independent in daily tasks and decision-making. Acquire and develop essential skills for working independently, including time management, self-motivation, and problem-solving. | | | |
| Unit 3 | Information and Communication Technology Skill II | 1. Operating System 2. Managing Files and Folders 3. Care and Maintenance of Computer | | August (10 DAYS) | August | <u>Silent Line-Up:</u> Challenge students to line up by height, birthday, or first name alphabetically without speaking, forcing them to use non-verbal communication. | Explanation with the help of Textbook. | 1. Operating System <ul style="list-style-type: none"> ❖ Understand the purpose and key functions of an operating system. ❖ Learn about various types of operating systems with a focus on Windows 10 and its new features. ❖ Explore desktop components and user interface navigation in Windows 10. 2. Managing Files and Folders <ul style="list-style-type: none"> ❖ Learn how to create, organize, and manage files and folders using File Explorer in Windows 10. ❖ Understand file systems, directory structures, and file organization techniques. 3. Care and Maintenance of Computer <ul style="list-style-type: none"> ❖ Identify common threats such as viruses and spam that can affect system performance. ❖ Learn to prepare a maintenance schedule and apply practices for software safety and computer care. ❖ Understand the role of antivirus software and the importance of deleting temporary and spam files. ❖ Practice cleaning computer components and keeping the system secure and optimized | Effectively operate a Windows-based computer system, manage files and folders efficiently, and apply best practices for maintaining system performance and security through regular care and threat management. | 1. Operating System Manage files and folders using File Explorer, apply directory structure knowledge, and organize data efficiently. 2. Managing Files and Folders Identify potential computer threats such as viruses and spam, and implement measures to protect the system using antivirus tools and regular maintenance. 3. Care and Maintenance of Computer Execute basic computer maintenance tasks including cleaning components, removing temporary files, and following a software safety schedule to ensure system longevity and security. | ASSESSMENT FOR LEARNING |
| Unit 9 | Maintain Healthy, Safe and secure Working Environment | 1. Health, Safety, and Security at Workplace 2. Workplace Quality Measures | | September (12 DAYS) | September | <u>Bucket List</u> Participants share items from their personal bucket lists—things they want to experience, achieve, or do in their lifetime. | Explanation with the help of Textbook. | 1. Health, Safety, and Security at Workplace <ul style="list-style-type: none"> ❖ Understand the significance of health, safety, and security policies in the workplace. ❖ Learn about standard workplace procedures, potential hazards, and the | Ensure a safe, healthy, and secure work environment by applying workplace policies, identifying and mitigating potential hazards, maintaining quality standards, and responding | 1. Health, Safety, and Security at Workplace Explain the importance of workplace health, safety, and security, and follow organizational policies and procedures to maintain a safe environment and identify common | ASSESSMENT OF LEARNING |

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| | | 3. Preventing Accidents and Emergencies | | | | Each person shares one item from their bucket list, briefly explaining its importance. | | <p>importance of safety checklists.</p> <ul style="list-style-type: none"> ❖ Recognize the need for proactive safety programs to ensure employee well-being. <p>2. Workplace Quality Measures</p> <ul style="list-style-type: none"> ❖ Explore methods of monitoring air and water quality and maintaining hygiene standards. ❖ Understand office ergonomics and their role in preventing musculoskeletal issues. ❖ Learn about health and safety requirements specific to computer-based workplaces and how to manage physical workspace hazards like cords and wires. <p>3. Preventing Accidents and Emergencies</p> <ul style="list-style-type: none"> ❖ Identify different types of accidents and emergencies that may occur at the workplace. ❖ Learn strategies to handle and respond to workplace emergencies including fire, electrical hazards, and other crises. <p>Gain knowledge of fire safety, proper use of fire extinguishers, and first-aid techniques for electrical injuries.</p> | appropriately to accidents and emergencies. | <p>workplace hazards and apply safety checklists to minimize risks.</p> <p>2. Workplace Quality Measures</p> <p>Monitor air and water quality, apply ergonomic practices, and maintain a hygienic and safe workspace, particularly in computer-based environments.</p> <p>3. Preventing Accidents and Emergencies</p> <p>Recognize and handle various workplace emergencies, including fire and electrical hazards, and administer basic first aid and rescue techniques when required</p> |
| Unit 4 | Entrepreneurial Skill II | 1. Entrepreneur and Entrepreneurship | | October (6 DAYS) | October | The Question Game Process: Each member of the group writes a question down on a piece of paper- the goofier the question the better. Everyone crumples up their paper and exchanges it with another person, then forms a circle. The first group member reads his/ her question aloud. The next person must answer that | Explanation with the help of Textbook. | <p>1. Entrepreneur and Entrepreneurship</p> <ul style="list-style-type: none"> ❖ Understand the definition and role of entrepreneurship in society. ❖ Explore the need for entrepreneurship and its importance in economic development. ❖ Learn about the key qualities and characteristics that define a successful entrepreneur. ❖ Understand the functions and responsibilities of an entrepreneur. ❖ Identify and dispel common myths associated with entrepreneurship. | Demonstrate an understanding of entrepreneurship, recognize the essential traits of a successful entrepreneur, and evaluate entrepreneurship as a potential career option by examining its societal relevance, key functions, and related misconceptions. | <p>1. Entrepreneur and Entrepreneurship</p> <p>Define entrepreneurship and explain its role and impact on society.</p> <p>Describe the need for entrepreneurship and its contribution to economic growth.</p> |

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| | | | | | | person's question with an answer to the question on their own piece of paper. The game continues around the circle, resulting in many nonsense answers to goofy questions. | | Explore entrepreneurship as a career path and understand its potential opportunities and challenges. | | | |
| Unit - 5 | Green Skills II | 1. Sustainable Development | | November (6 DAYS) | November | Name Aerobics Process: The group stands in a circle facing inward. The first person will think of an adjective that starts with the first letter of their first name. They will then think of an action that matches the adjective. Then the person will introduce themselves by performing the action while stating their adjective and name. For example, "Hi, my name is adorable Alisa!" As Alisa is saying this, she will put her fingers up to her face as dimples. The group will then say "Adorable Alisa" and conduct the movement. The icebreaker would continue to go around the circle until everyone has introduced themselves. | Explanation with the help of Textbook | 1. Sustainable Development ❖ Understand the meaning and historical evolution of sustainable development. ❖ Learn the core concept and significance of sustainable development in today's world. ❖ Explore the principles that guide sustainability efforts across different sectors. ❖ Identify common environmental, social, and economic ❖ problems hindering sustainability. ❖ Discover effective solutions and strategies to overcome sustainability challenges. Reflect on the future of sustainable development and individual responsibilities toward it. | Comprehend the concept and principles of sustainable development, analyze associated global challenges, and apply appropriate solutions to promote sustainability in personal and community practices. | 1. Sustainable Development Define sustainable development and explain its evolution and significance. Describe the core principles and importance of sustainability in economic, social, and environmental dimensions. | |
| Unit - 8 | Database Management System | 1. Introduction to Database Management System 2. Starting with LibreOffice Base | | December (12 DAYS) | December | Pick a Side (aka Ketchup and Mustard) Process: Participants will be instructed to choose a side. A number of statements will be read (i.e. Ketchup or Mustard) and if the participant | Explanation with the help of Textbook and Iboard | 1. Introduction to Database Management System ❖ Understand the difference between data and information. ❖ Learn about DBMS and the role of RDBMS. ❖ Explore data models and the relational database model and its objects. | Design and manage relational databases using LibreOffice Base by creating tables, maintaining data integrity, constructing queries, and generating forms and reports for effective data management and presentation. | 1. Introduction to Database Management System Understand data and information concepts, the advantages of databases, various data models and key terminology and objects of relational database systems | ASSESSMENT OF LEARNING |

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| | | <p>3. Working with Multiple Tables</p> <p>4. Queries in Base</p> <p>5. Forms and Reports</p> | | | | <p>prefers one object/thing over the other, they would move to the correct side.</p> <p>Remember, no one can be in the middle. Examples include: Play before you work or work before you play Design a car or build one Jeans or Khakis Be a bat or a baseball</p> | <p>2. Starting with LibreOffice Base</p> <ul style="list-style-type: none"> ❖ Understand the user interface and basic functionalities of LibreOffice Base. ❖ Learn to create and save tables, enter, edit, delete, and sort records in a database. <p>3. Working with Multiple Tables</p> <ul style="list-style-type: none"> ❖ Understand the concept of referential integrity and its importance in relational databases. ❖ Learn to manage relationships between multiple tables. <p>4. Queries in Base</p> <ul style="list-style-type: none"> ❖ Understand the purpose and structure of queries. ❖ Learn to create queries using both the wizard and design view. ❖ Edit queries and use them to manipulate and retrieve numerical data. <p>5. Forms and Reports</p> <ul style="list-style-type: none"> ❖ Create and modify forms for easier data entry and interaction. ❖ Use form control tools for customization. <p>Generate and format reports for data presentation and analysis.</p> | | <p>2. Starting with LibreOffice Base</p> <p>Learn to navigate LibreOffice Base, manage data types, create and save tables using various methods, set primary keys, and perform data entry, editing, sorting, and record deletion.</p> <p>3. Working with Multiple Tables</p> <p>Develop skills in editing and deleting tables, creating and managing table relationships, and ensuring referential integrity.</p> <p>4. Queries in Base</p> <p>Acquire skills in creating and editing queries using both wizards and design view, and working with numerical data in queries.</p> <p>5. Forms and Reports</p> <p>create and modify forms and reports in LibreOffice Base, use the Form Controls Toolbar, and insert additional controls, titles, headings, and date/time elements in reports.</p> | |
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