



| S.No.                                  | Fortnight                                       | No. of days | Main Topic                                      | Sub Topic   | Pds.                | Total Pds. | Assign Date | UT Date/ Syllabus |
|--|---|-------------|---|---|---------------------|------------|-------------|-------------------|
| 3                                      | 16 <sup>th</sup> April - 27 <sup>th</sup> April | 11          | <b>UNIT II:</b><br>Information Processing Tools | <b>Chapter 7: Using List and Images in HTML</b><br>* <UL>Unordered List, <LI> List Item<br>* <OL> Ordered list<br>* Nested list<br>* Inserting Images<br>- Aligning Image, Centering Image<br>- Adding Border to an Image, Alternate Text<br>- Height & width for an Image, Space around<br><br><b>Practical</b><br>* Creating Web Pages using all attributes of BODY Tag, FONT, Heading, Basefont<br>- Creating webpage using <UL><OL> and <IMG>   | 1<br><br>1<br><br>2 | 4          |             |                   |
| 4                                      | 1 <sup>st</sup> May – 18 <sup>th</sup> May      | 14          | <b>UNIT II:</b><br>Information Processing Tools | <b>Chapter 8: Links, Anchors and Tables in HTML</b><br>* Anchor Element, HREF Attribute<br>* Internal Linking<br>- Section link, Name Attribute, Title Attribute<br>* External Linking<br>* Linking Images as a Hyperlink to Another Document<br>* Creating an E-Mail Link<br>* Tables in HTML, Attributes of Table Tag<br>- Bordercolor, Bgcolor, cellpadding, cellspacing<br>- Height and Width<br>* Attributes of <TR> <TD> and <TH> Tags<br>- Spanning COLSPAN, ROWSPAN<br><br><b>Practical</b><br>- Practice session of inserting images in a web page with border, alignment etc.<br>- HTML code for inserting links and tables | 1<br><br>1<br><br>4 | 6          |             |                   |
| <b>PTM on 12<sup>th</sup> MAY 2018</b> |   |             |   |   |                     |            |             |                   |

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| 5  | 21 <sup>st</sup> May – 25 <sup>th</sup> May | 5           | <b>BLOCK TEACHING</b>                              |   |                                       |            |             |                   |  |
| <b>Completion of Syllabus by 25<sup>th</sup>May 2018</b><br><b>Summer Vacation from 26<sup>th</sup> May to 28<sup>th</sup> June 2018</b><br><b>Pre Mid Term exams-29<sup>th</sup> June-9<sup>th</sup> July 2018</b><br><b>PTM on 28<sup>th</sup> July 2018</b> |   |             |  |   |                                       |            |             |                   |  |
| 6  | 10th July – 31 <sup>st</sup> July           | 16          | <b>UNIT II:</b><br>Information Processing Tools    | <b>Chapter 9: XML</b><br>* Data Separation<br>* Difference Between HTML and XML<br>* Data Sharing, Document Structure<br>* Prolog, Root Element, Tags, Nesting of Elements<br>* XML Attributes, Elements<br>* Comments in XML, White -Space, New Line<br>* Well Formed XML Document, XML Document Validation<br>* XML Parser, Viewing XML Document in Web Browser<br><br><b>Practical</b><br>* Webpages using all Tags and Attributes of HTML   | 1<br><br>1<br><br>1<br><br>3          | 6          |             |                   |  |
| 7  | 1 <sup>st</sup> August-18th August          | 13          | <b>UNIT I:</b><br>Basics of Information Technology | <b>Chapter- 1: Internet</b><br>* Network, Internet, History of Internet<br>* How Does Internet Work?, How governs it?<br>* How does a computer connect to the Internet?<br>* Techniques to Connect with Internet<br>* Users of Internet, Disadvantages of Internet<br>* World Wide Web and its Features<br>* HTTP, Web Server, Web Browser<br>* Windows Internet Explorer<br>* Main Components of the MSIE Window<br>* New Browsing Features of Internet Explorer-<br>* Web Terminology, Types of Network | 1<br><br>1<br><br>1<br><br>1<br><br>1 | 5          |             |                   |  |

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| 8   | 20 <sup>th</sup> August – 4 <sup>th</sup> September | 10          | <b>UNIT I:</b><br>Basics of Information Technology | <b>Chapter-2: Internet Services</b><br>* Services Available on Internet<br>* Information Retrieval<br>* Search Engine, Searching Using Boolean Operators<br>* Protocols and Their Need<br>* Downloading and Uploading Files<br>* Electronic Mail, Other Services   | 1<br>1<br>1<br>1 | 4          |             |                   |
| <b>Completion of Syllabus 4<sup>th</sup> Sept 2018</b><br><b>Revision 6<sup>th</sup> Sept-11<sup>th</sup> Sep 2018</b><br><b>Mid Term Exam from 12<sup>th</sup> Sept to 22<sup>nd</sup> Sept 2018</b><br><b>PTM on 13<sup>th</sup> Oct 2018</b> |   |             |  |  |                  |            |             |                   |
| 8   | 24 <sup>th</sup> Sept – 17 <sup>th</sup> Oct        | 17          | <b>UNIT II:</b><br>Information Processing Tools    | <b>Chapter-3: Open Office.org Base</b><br>* Database Management System<br>* Advantages of a DBMS,<br>* Components of Database<br>* Base-DBMS of OpenOffice.org<br>* Types of Databases<br>* Designing a database<br><br><b>Practical</b><br>* Open Office Interface  | 1<br>1<br>1<br>3 | 6          |             |                   |
| 10  | 22 <sup>nd</sup> Oct – 3rd Nov                      | 10          | <b>UNIT II:</b><br>Information Processing Tools    | <b>Chapter 4: Working with Tables</b><br>* Starting OOo BASE<br>* Creating a Database Using Templates, Blank database, Changing Views<br>* Rules for Naming a Field<br>* Data Types, Setting the Data Types for a field, Field Size<br>* Saving and Closing a Database, Exiting<br>* To set Field Properties, Field Properties<br>- Format, Text & Memo Format, Date/Time<br>- Default Value, Validation Rules, Validation Text, | 1                | 4          |             |                   |



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| <b>Completion of Syllabus by 15th Dec 2018</b><br><b>Revision : 17<sup>th</sup> Dec - 19<sup>th</sup> December 2018</b><br><b>Pre Board Exam from 20<sup>th</sup> Dec - 14<sup>th</sup> Jan 2019</b><br><b>Winter Break : 31st Dec 2018 - 9th Jan 2019</b><br><b>PTM on 28th Jan 2019</b> |  |             |            |                    |      |            |             |                   |
| 13  | 15 <sup>th</sup> Jan-31 <sup>st</sup> Jan 2019 | 12          |            | CBSE Sample papers |      |            |             |                   |
| 14  | 1 <sup>st</sup> Feb-15 <sup>th</sup> Feb       | 11          |            | Revision           |      |            |             |                   |