

**OPG WORLD SCHOOL (2021-22)**  
**CLASS X**  
**SYLLABUS BREAK-UP**



**ENGLISH**

*FF- First Flight, FWF- Footprints Without Feet
<b>April &amp; May</b>
<b>Literature</b> <ul style="list-style-type: none"><li>● A Triumph of surgery</li><li>● The Thief's story</li><li>● A Letter to God</li><li>● Dust of Snow</li><li>● Fire and Ice</li><li>● Two Stories about Flying</li><li>● A Question of Trust</li><li>● The Making of a Scientist</li><li>● The Ball Poem</li><li>● The Necklace</li><li>● Bholi</li><li>● Amanda!</li></ul>
<b>Writing</b> <ul style="list-style-type: none"><li>● Formal letters (Enquiry, Editor, Complaint, placing an order)</li><li>● Analytical Paragraph Writing</li></ul>
<b>July</b>
<b>Literature</b> <ul style="list-style-type: none"><li>● Footprints without Feet</li><li>● The Hack Driver</li><li>● How to Tell Wild Animals</li><li>● Mijbil the Otter</li><li>● From the diary of Anne Frank</li><li>● A Tiger in the Zoo</li></ul>
<b>Writing</b> <ul style="list-style-type: none"><li>● Formal Letters (asking for/giving information, Principal)</li></ul>
<b>Grammar</b> <ul style="list-style-type: none"><li>● Sentence Transformation</li><li>● Integrated Grammar</li></ul>
<b>August</b>
<b>Literature</b> <ul style="list-style-type: none"><li>● The Hundred Dresses I &amp; II</li><li>● Animals</li></ul>

- The Proposal
- The Midnight Visitor
- Fog

**Grammar**

- Integrated Grammar

**Writing**

- Formal Letters
- Unseen Comprehension

**September**

**Literature**

- The Book that saved the Earth
- Nelson Mandela: Long Walk to Freedom

**October**

**Literature**

- Glimpses of India- I, II, III
- The Trees
- Madam Rides the Bus
- The Tale of Custard the Dragon
- The Sermon at Benaras
- For Anne Gregory

**November**

- Revision

**December**

- Revision

**January & February**

- Revision

**HINDI**

Month	Syllabus
April - May	<p>साहित्य : - ( गद्य )</p> <p>पाठ - बड़े भाई साहब</p> <p>ततॉरा - वामीरो कथा</p> <p>पाठ संबधित गद्यांश</p> <p>( पद्य )</p> <p>पाठ - साखी</p> <p>पाठ संबधित काव्यांश</p> <p>व्याकरण : -</p> <p>शब्द तथा पद</p> <p>पद परिचय</p> <p>अलंकार परिचय</p> <p>शब्द भंडार:-</p> <p>विलोम, पर्यायवाची, लिंग / वचन, संधि / संधि विच्छेद , उपसर्ग, प्रत्यय</p> <p>( पाठ्य पुस्तक तथा पूर्व ज्ञान पर आधारित )</p> <p>लेखन :</p> <p>विज्ञापन लेखन, कथा लेखन, अपठित गद्यांश</p>

July

साहित्य : - ( गद्य )

पाठ - डायरी का एक पन्ना

संचयन

पाठ - हरिहर काका

पाठ संबन्धित गद्यांश

( पद्य )

पाठ - बिहारी के पद

पाठ -मीरा के पद

पाठ संबन्धित काव्यांश

व्याकरण : -

शब्द तथा पद

पद परिचय

पदबंध

वाक्य ( अर्थ के आधार पर ) पुनरावृत्ति रूप में

अलंकार

शब्द भंडार

विलोम, पर्यायवाची, लिंग / वचन, संधि / संधि विच्छेद , उपसर्ग, प्रत्यय (

पाठ्य पुस्तक तथा पूर्व ज्ञान पर आधारित )

	<p>लेखन :</p> <p>सूचना लेखन,अनुच्छेद लेखन,पत्र लेखन, कथा लेखन, अपठित गद्यांश</p>
<p><b>August</b></p>	<p>साहित्य : - ( गद्य )</p> <p>पाठ - तीसरी कसम के शिल्पकार</p> <p>पाठ - अब कहाँ दूसरों के दुख से दुखी होने वाले</p> <p>संचयन</p> <p>पाठ - सपनों के से दिन</p> <p>पाठ संबधित गद्यांश</p> <p>( पद्य )</p> <p>पाठ - मनुष्यता</p> <p>पाठ संबधित काव्यांश</p> <p>व्याकरण : -</p> <p>पदबंध</p> <p>समास</p> <p>मुहावरे</p> <p>वाक्य ( रचना के आधार पर)</p> <p>अलंकार</p> <p>शब्द भंडार</p>

	<p>विलोम, पर्यायवाची, लिंग / वचन, संधि / संधि विच्छेद , उपसर्ग, प्रत्यय ( पाठ्य पुस्तक तथा पूर्व ज्ञान पर आधारित )</p> <p>लेखन :</p> <p>सूचना लेखन, विज्ञापन लेखन,अनुच्छेद लेखन,पत्र लेखन, कथा लेखन, अपठित गद्यांश</p>
<p><b>September</b></p>	<p>पुनरावृत्ति अभ्यास हेतु</p> <p>व्याकरण : -</p> <p>पदबंध</p> <p>समास</p> <p>मुहावरे</p> <p>वाक्य ( रचना के आधार पर)</p> <p>अलंकार</p> <p>शब्द भंडार</p> <p>विलोम, पर्यायवाची, लिंग / वचन, संधि / संधि विच्छेद , उपसर्ग, प्रत्यय ( पाठ्य पुस्तक तथा पूर्व ज्ञान पर आधारित )</p> <p>लेखन :</p> <p>सूचना लेखन, विज्ञापन लेखन,अनुच्छेद लेखन,पत्र लेखन, कथा लेखन, अपठित गद्यांश</p>

October

साहित्य : - ( गद्य )

पाठ -गिन्नी का सोना / झेन की देन

पाठ संबंधित गद्यांश

( पद्य )

पाठ - पर्वत प्रदेश में पावस

पाठ - तोप

पाठ संबंधित काव्यांश

व्याकरण : -

पदबंध

समास

मुहावरे

वाक्य ( रचना के आधार पर)

अलंकार

शब्द भंडार

विलोम, पर्यायवाची, लिंग / वचन, संधि / संधि विच्छेद , उपसर्ग, प्रत्यय

( पाठ्य पुस्तक तथा पूर्व ज्ञान पर आधारित )

लेखन :

सूचना लेखन, विज्ञापन लेखन,अनुच्छेद लेखन,पत्र लेखन, कथा लेखन,

अपठित गद्यांश

November

साहित्य : - ( गद्य )

पाठ - कारतुस

पाठ संबंधित गद्यांश

संचयन : -

पाठ - टोपी शुक्ला

( पद्य )

पाठ - कर चले हम फ़िदा

पाठ - आत्मत्राण

पाठ संबंधित काव्यांश

व्याकरण : -

पदबंध

समास

मुहावरे

वाक्य ( रचना के आधार पर)

अलंकार

शब्द भंडार

विलोम, पर्यायवाची, लिंग / वचन, संधि / संधि विच्छेद , उपसर्ग, प्रत्यय

( पाठ्य पुस्तक तथा पूर्व ज्ञान पर आधारित )



	<p>लेखन :</p> <p>सूचना लेखन, विज्ञापन लेखन, अनुच्छेद लेखन, पत्र लेखन, कथा लेखन, अपठित गद्यांश</p>
<b>December</b>	<p>साहित्य : - ( गद्य )</p> <p>पुनरावृत्ति अभ्यास</p> <p>व्याकरण : -</p> <p>पदबंध</p> <p>समास</p> <p>मुहावरे</p> <p>वाक्य ( रचना के आधार पर)</p> <p>अलंकार</p> <p>शब्द भंडार</p> <p>विलोम, पर्यायवाची, लिंग / वचन, संधि / संधि विच्छेद , उपसर्ग, प्रत्यय ( पाठ्य पुस्तक तथा पूर्व ज्ञान पर आधारित )</p> <p>लेखन :</p> <p>सूचना लेखन, विज्ञापन लेखन, अनुच्छेद लेखन, पत्र लेखन, कथा लेखन, अपठित गद्यांश</p>

<p><b>January</b></p>	<p>साहित्य : - ( गद्य )</p> <p>पुनरावृत्ति अभ्यास</p> <p>व्याकरण : -</p> <p>पदबंध</p> <p>समास</p> <p>मुहावरे</p> <p>वाक्य ( रचना के आधार पर)</p> <p>अलंकार</p> <p>शब्द भंडार</p> <p>विलोम, पर्यायवाची, लिंग / वचन, संधि / संधि विच्छेद , उपसर्ग, प्रत्यय ( पाठ्य पुस्तक तथा पूर्व ज्ञान पर आधारित )</p> <p>लेखन :</p> <p>सूचना लेखन, विज्ञापन लेखन, अनुच्छेद लेखन, पत्र लेखन, कथा लेखन, अपठित गद्यांश</p>
<p><b>February - March</b></p>	<p>साहित्य : - ( गद्य )</p> <p>पुनरावृत्ति अभ्यास</p> <p>व्याकरण : -</p> <p>पदबंध</p> <p>समास</p>

	<p>मुहावरे</p> <p>वाक्य ( रचना के आधार पर)</p> <p>अलंकार</p> <p>शब्द भंडार</p> <p>विलोम, पर्यायवाची, लिंग / वचन, संधि / संधि विच्छेद , उपसर्ग, प्रत्यय ( पाठ्य पुस्तक तथा पूर्व ज्ञान पर आधारित )</p> <p>लेखन :</p> <p>सूचना लेखन, विज्ञापन लेखन,अनुच्छेद लेखन,पत्र लेखन, कथा लेखन, अपठित गद्यांश</p>
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## FRENCH

Month	Topic
April	<p><b>Culture and Civilisation</b></p> <ul style="list-style-type: none"> <li>● Leçon 1:Retrouvons nos amis</li> <li>● Leçon 2: Après le bac</li> </ul> <p><b>Grammar</b></p> <ul style="list-style-type: none"> <li>● Recapitulation of articles (Definite ,indefinite, contracted and partitive)</li> <li>● Tenses-Present, past , imparfait</li> <li>● Question formation</li> <li>● Tense-Simple future</li> <li>● Tense-Future anterieur</li> <li>● Formation of nouns</li> <li>● Imperatives</li> <li>● Recapitulation of negative expressions</li> </ul> <p><b>Vocabulary</b></p> <ul style="list-style-type: none"> <li>● Proverbs</li> <li>● Festivals of France</li> <li>● Geographical aspects of France</li> <li>● Education system of France</li> </ul>

	<ul style="list-style-type: none"> <li>● CROUS</li> </ul> <p><b>Creative Writing</b></p> <ul style="list-style-type: none"> <li>● Informal letter</li> <li>● Completing a text with given clues</li> <li>● Re-arranging a dialogue in logical sequence</li> </ul> <p><b>Comprehension-</b> Unseen prose passages</p>
<b>May</b>	<p><b>Culture and Civilisation</b></p> <ul style="list-style-type: none"> <li>● Leçon 3: Chercher du travail</li> <li>● Leçon 4: Le plaisir de lire</li> </ul> <p><b>Grammar</b></p> <ul style="list-style-type: none"> <li>● Relative pronouns-simple and composite</li> <li>● Prepositions</li> <li>● Interrogative adjectives and interrogative pronouns</li> <li>● Tense-Plus –que-parfait</li> </ul> <p><b>Vocabulary</b></p> <ul style="list-style-type: none"> <li>● Curriculum vitae</li> <li>● L’ANPE</li> <li>● Types of reading material in the Library and how to become a member of the library</li> <li>● Extracts from the texts</li> <li>● To tell a story</li> <li>● Famous Authors and their famous books</li> </ul> <p><b>Creative Writing</b></p> <ul style="list-style-type: none"> <li>● Informal letter</li> <li>● Completing a text with given clues</li> <li>● Re-arranging a dialogue in logical sequence</li> </ul> <p><b>Comprehension-</b> Unseen prose passages</p>
<b>July</b>	<p><b>Culture and Civilisation</b></p> <ul style="list-style-type: none"> <li>● Leçon 5: Les médias</li> <li>● Leçon 6-Chacun ses goûts</li> </ul> <p><b>Grammar</b></p> <ul style="list-style-type: none"> <li>● Noun formation</li> <li>● Recapitulation of Personal Pronouns (COD/COI/y/en/tonique)</li> <li>● Demonstrative adjectives</li> <li>● Demonstrative pronouns</li> </ul> <p><b>Vocabulary</b></p> <ul style="list-style-type: none"> <li>● Modes of media in France and their examples</li> <li>● Describe a museum-Louvre</li> <li>● Theatre and Cinema</li> <li>● Resume of a film</li> </ul> <p><b>Creative Writing</b></p> <ul style="list-style-type: none"> <li>● Informal letter</li> </ul>

	<ul style="list-style-type: none"> <li>● Message</li> <li>● Completing a text with given clues</li> <li>● Re-arranging a dialogue in logical sequence</li> </ul> <p><b>Comprehension-</b> Unseen prose passages</p>
<b>August</b>	<p><b>Culture and Civilisation</b></p> <ul style="list-style-type: none"> <li>● Leçon 7-En Pleine forme</li> <li>● Leçon 8-L’environnement</li> </ul> <p><b>Grammar</b></p> <ul style="list-style-type: none"> <li>● Question Formation</li> <li>● Possessive Adjectives</li> <li>● Possessive pronouns</li> <li>● Expressions with “avoir”</li> <li>● Tense-Subjonctif</li> <li>● Use of “Il faut que”</li> <li>● Use of “Il est nécessaire que”</li> </ul> <p><b>Vocabulary</b></p> <ul style="list-style-type: none"> <li>● Ways to be healthy and fit</li> <li>● Social security</li> <li>● Protection of environment</li> </ul> <p><b>Creative Writing</b></p> <ul style="list-style-type: none"> <li>● Informal letter</li> <li>● Message</li> <li>● Completing a text with given clues</li> <li>● Re-arranging a dialogue in logical sequence</li> </ul> <p><b>Comprehension-</b> Unseen prose passages</p>
<b>September</b>	<p><b>Culture and Civilisation</b></p> <ul style="list-style-type: none"> <li>● Leçon 9-Métro-Boulot-Dodo</li> <li>● Leçon 10-Vive la République</li> </ul> <p><b>Grammar</b></p> <ul style="list-style-type: none"> <li>● Present Tense-Conditional</li> <li>● Past Tense-Conditional</li> <li>● Reported Speech</li> </ul> <p><b>Vocabulary</b></p> <ul style="list-style-type: none"> <li>● Modes of transport in France</li> <li>● Agencies of transport in France</li> </ul> <p><b>Creative Writing</b></p> <ul style="list-style-type: none"> <li>● Informal letter</li> <li>● Message</li> <li>● Completing a text with given clues</li> <li>● Re-arranging a dialogue in logical sequence</li> </ul> <p><b>Comprehension-</b> Unseen prose passages</p>

<b>October</b>	<p><b>Culture and Civilisation</b></p> <ul style="list-style-type: none"> <li>● Leçon 11-C'est bon le progrès</li> <li>● Leçon 12-Vers un monde interculturel</li> </ul> <p><b>Grammar</b></p> <ul style="list-style-type: none"> <li>● Tense-Participle Present</li> <li>● Tense-Gérondif</li> <li>● Revision of all the grammar topics done</li> </ul> <p><b>Vocabulary</b></p> <ul style="list-style-type: none"> <li>● Political System of France and India</li> <li>● Expressions to call someone</li> <li>● Internet-pros and cons</li> <li>● Use of technology and Social media</li> <li>● Parts of a computer with their description</li> <li>● Cultural Diversity and its significance</li> <li>● Ways to celebrate cultural diversity</li> <li>● Discover about other cultures</li> </ul> <p><b>Creative Writing</b></p> <ul style="list-style-type: none"> <li>● Informal letter</li> <li>● E-mail writing</li> <li>● Message</li> <li>● Completing a text with given clues</li> <li>● Re-arranging a dialogue in logical sequence</li> </ul> <p><b>Comprehension-</b> Unseen prose passage</p>
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## MATHEMATICS

<b>Month</b>	<b>Topic</b>
<b>April</b>	<ul style="list-style-type: none"> <li>● Chapter 15: Probability</li> <li>● Chapter 2: Polynomials</li> <li>● Chapter 3: Pair of Linear Equations in Two Variables</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>● Chapter 1: Real Numbers</li> <li>● Chapter 5: Arithmetic Progressions</li> <li>● Chapter 8: Introduction to Trigonometry</li> </ul>

<b>July</b>	<ul style="list-style-type: none"> <li>● Chapter 9: Application of Trigonometry</li> <li>● Chapter 6: Triangles</li> <li>● Chapter 14: Statistics</li> <li>● Chapter 4: Quadratic Equations</li> </ul>
<b>August</b>	<ul style="list-style-type: none"> <li>● Chapter 7: Coordinate Geometry</li> <li>● Chapter 10: Circles</li> <li>● Chapter 11: Constructions</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>● Revision</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>● Chapter 12: Area Related to Circles</li> <li>● Chapter 13: Surface Area and Volumes</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>● Revision</li> </ul>

## SOCIAL SCIENCE

<b>Month</b>	<b>Topic</b>
<b>April/May</b>	<p><b>History:</b></p> <ul style="list-style-type: none"> <li>● Ch-3: Nationalism in India</li> <li>● Ch-5: The age of Industrialization</li> </ul> <p><b>Political science:</b></p> <ul style="list-style-type: none"> <li>● Ch-1: Power Sharing</li> <li>● Ch-2: Federalism</li> </ul> <p><b>Geography</b></p> <ul style="list-style-type: none"> <li>● Ch-1 Resources and Development</li> <li>● Ch-2: Forest and Wildlife</li> <li>● Ch-3: Water Resources</li> </ul> <p><b>Economics:</b></p> <ul style="list-style-type: none"> <li>● Ch-1: Development</li> <li>● Ch-2: Sectors of the Indian Economy</li> </ul>

	<ul style="list-style-type: none"> <li>• Ch-.5: Consumer Rights (Project)</li> </ul>
<b>July</b>	<p><b>Geography:</b></p> <ul style="list-style-type: none"> <li>• Ch-4: Agriculture</li> <li>• Ch-5: Minerals and Energy Resources</li> </ul> <p><b>Political Science</b></p> <ul style="list-style-type: none"> <li>• Ch-3: Democracy and Diversity</li> <li>• Ch-4: Gender, Religion and Caste</li> </ul>
<b>August</b>	<p><b>History:</b></p> <ul style="list-style-type: none"> <li>• Ch-1: The rise of Nationalism in Europe</li> </ul> <p><b>Economics:</b></p> <ul style="list-style-type: none"> <li>• Ch-3: Money and Credit</li> <li>• Ch-4: Globalization and Indian Economy</li> </ul> <p><b>Political Science:</b></p> <ul style="list-style-type: none"> <li>• Ch-5: Popular Struggles and Movements</li> </ul>
<b>September</b>	<p><b>History</b></p> <ul style="list-style-type: none"> <li>• Ch-7: Print Culture and the Modern World</li> </ul>
<b>October</b>	<p><b>Geography</b></p> <ul style="list-style-type: none"> <li>• Ch-6: Manufacturing Industries</li> <li>• Ch-7: Life lines of National Economy</li> </ul> <p><b>Political Science:</b></p> <ul style="list-style-type: none"> <li>• Ch-6: Political Parties</li> <li>• Ch-7: Outcomes of Democracy</li> <li>• Ch-8: Challenges to Democracy</li> </ul>

## SCIENCE

Month	Topic
<b>April</b>	<ul style="list-style-type: none"> <li>• Ch1: Chemical Reactions and Equations</li> <li>• Ch15: Our Environment</li> <li>• Ch16: Sustainable Management of Natural Resources</li> <li>• Ch10: Light- Reflection and Refraction</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>• Ch 2: Acids, Bases and Salts</li> <li>• Ch15: Our Environment cont.....</li> <li>• Ch16: Sustainable Management of Natural Resources cont.....</li> <li>• Ch10: Light- Reflection and Refraction cont.....</li> </ul>



<b>July</b>	<ul style="list-style-type: none"> <li>● Ch11: Human Eye and Colorful World</li> <li>● Ch12: Electricity</li> <li>● Ch 6: Life Processes</li> <li>● Ch 2: Acids, bases and salts (conti)</li> </ul>
<b>August- September</b>	<ul style="list-style-type: none"> <li>● Ch 3: Metals and Non-Metals</li> <li>● Ch 5: Periodic Classification of Elements</li> <li>● Ch 7: Control and Coordination</li> <li>● Ch12: Electricity cont....</li> <li>● Ch14: Sources of Energy</li> <li>● Revision</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>● Ch 4: Carbon and its Compounds</li> <li>● Ch 8: How do Organisms Reproduce</li> <li>● Ch 9: Heredity and Evolution</li> <li>● Ch 13: Magnetic Effects of Electric Current</li> </ul>
<b>November- December</b>	<ul style="list-style-type: none"> <li>● Revision</li> </ul>

## ARTIFICIAL INTELLIGENCE

<b>Month</b>	<b>Topics</b>
<b>April &amp; May</b>	<b>Employability Skills</b> Unit 1: Communication Skills-II Unit 2: Self-Management Skills-II Unit 4: Entrepreneurial Skills-II
<b>July</b>	<b>Employability Skills</b> Unit 3: Information and Communication Technology Skills-II Unit 5: Green Skills-II  <b>Part B</b> <b>Introduction to AI</b> <ul style="list-style-type: none"> <li>● Foundational concepts of AI.</li> <li>● Basics of AI: Let's Get Started</li> </ul>
<b>August</b>	<b>AI Project Cycle</b> <ul style="list-style-type: none"> <li>● Introduction</li> <li>● Problem Scoping</li> <li>● Data Acquisition</li> <li>● Data Exploration</li> <li>● Modelling</li> <li>● Evaluation</li> </ul>

	<b>Advanced Python</b> <ul style="list-style-type: none"> <li>● <b>Recap</b></li> </ul>
<b>September</b>	<b>Data Science</b> <ul style="list-style-type: none"> <li>● Introduction</li> <li>● Concepts of Data Science</li> <li>● K- nearest neighbour model</li> </ul>
<b>October</b>	<b>Computer Vision</b> <ul style="list-style-type: none"> <li>● Introduction</li> <li>● Concepts of Computer Vision</li> <li>● OpenCV</li> <li>● Convolution Operator</li> <li>● Convolution Neural Network</li> </ul> <b>Natural Language Processing</b> <ul style="list-style-type: none"> <li>● Introduction</li> <li>● Chatbots</li> <li>● Language Differences</li> <li>● Concepts of NLP</li> </ul> <b>Evaluation</b> <ul style="list-style-type: none"> <li>● Introduction</li> <li>● Confusion Matrix</li> <li>● Evaluation Score Calculation</li> </ul>
<b>November</b>	Revision
<b>December</b>	Revision
<b>January &amp; February</b>	Revision

## INFORMATION TECHNOLOGY

<b>Month</b>	<b>Topics</b>
<b>April &amp; May</b>	<b>Employability Skills</b> Unit 1: Communication Skills-II Unit 2: Self-Management Skills-II Unit 4: Entrepreneurial Skills-II
<b>July</b>	<b>Employability Skills</b> <b>Unit 3:</b> Information and Communication Technology Skills-II <b>Unit 5:</b> Green Skills-II  <b>Part B</b> <b>Unit 4: Web Applications and Security</b> <ul style="list-style-type: none"> <li>● Working with Accessibility Options.</li> <li>● Understand Networking Fundamentals</li> <li>● Introduction to Instant Messaging</li> </ul>

	<ul style="list-style-type: none"> <li>● Chatting with a Contact – Google Talk</li> <li>● Creating and Publishing Web Pages – Blog</li> <li>● Using Offline Blog Editors</li> <li>● Online Transaction</li> <li>● Internet Security</li> <li>● Maintain workplace safety</li> <li>● Prevent Accidents and Emergencies</li> <li>● Protect Health and Safety at work</li> </ul>
<b>August</b>	<b>Unit 3: Database Management System</b> <ul style="list-style-type: none"> <li>● Appreciate the concept of Database Management System</li> <li>● Create and edit tables using wizard and SQL commands</li> <li>● Perform operations on table</li> <li>● Retrieve data using query</li> <li>● Create Forms and Reports using wizard</li> </ul>
<b>September</b>	<b>Unit 1: Digital Documentation (Advanced)</b> <ul style="list-style-type: none"> <li>● Create and Apply Styles in the document</li> <li>● Insert and use images in document</li> <li>● Create and use template</li> <li>● Create and customize table of contents</li> <li>● Implement Mail Merge</li> </ul>
<b>October</b>	<b>Unit 2: Electronic Spreadsheet (Advanced)</b> <ul style="list-style-type: none"> <li>● Analyze data using scenarios and goal seek.</li> <li>● Link data and spreadsheets</li> <li>● Share and review a spreadsheet</li> <li>● Create and Use Macros in spreadsheet</li> </ul>
<b>November</b>	Revision
<b>December</b>	Revision
<b>January &amp; February</b>	Revision

\* Syllabus may change.