

Month / No of Working Days	Name of the Unit / Chapter/Topic	Learning Outcomes	Suggested Activities/ Projects under Internal Assessment/PRACTICALS	Assignment	Assessment
APRIL	Unit -1 Introduction to IT eS Industry	Students will be able to understand the importance of IT sector			MCQ based oral test/written test
JUNE	Unit -3 ICT Skills Unit – 3 Digital Documentation	Students will be able to understand the use of various ICT tools and skills, use of a word processing software.	P1 – Starting Libre office writer P2 – creating document P3 – Understanding parts of writer window.		MCQ based oral test/written test
JULY	Unit – 3 Digital Documentation(continued) PT -1 Unit -1 Introduction to IT ITeS Industry, Unit -3 ICT Skills		P1 – Using bullets and numbering P2 – Inserting images. P3 – Defining borders and backgrounds. P4 – Creating and managing tables.		
AUGUST	Unit – 2 Data Entry and keyboarding skills	Students will be able to understand the techniques of data entry and keyboard typing ergonomics	P1 – Typing practice following various typing techniques, rapid typing software, typing ergonomics		MCQ based oral test/written test
SEPTEMBER	Unit -4 Electronic Spreadsheet PT -2 (Term-1) Unit -1 Introduction to IT ITeS Industry, Unit -3 ICT Skills, Unit – 3 Digital Documentation, Unit – 2 Data Entry and keyboarding skills	Students will be able to use spreadsheet software, various formulas and functions of spreadsheet software.	P1 – Formatting the worksheet P2 – Working with inbuilt functions.		MCQ based oral test/written test
OCTOBER	Unit -5 Digital Presentation	Student will be able to create presentation using different features such as animation, transitions, shapes, text, images, sounds etc.	P1- PowerPoint Subject wise presentation.		MCQ based oral test/written test
NOVEMBER	Unit -4 Entrepreneur Skills Unit -2 Self-Management Skills	Students will be able to identify various types of business			MCQ based oral test/written test

		activities and knowledge of entrepreneurship and importance of self-management skills			
DECEMBER	Unit - 5 Green Skills PT – 3 Unit -5 Digital Presentation	Students will be able to understand the importance of green economy and green skills.			MCQ based oral test/written test
JANUARY	Unit -1 Communication Skills	Students will get the knowledge of various methods of communication and writing skills.			MCQ based oral test/written test
FEBRUARY	Final Exams				

NAME OF THE SUBJECT TEACHER: Anita Mandal

SIGNATURE OF THE SUBJECT COORDINATOR: