LOVE DALE RESIDENTIAL SCHOOL (SENIOR SECONDARY)

SUBJECT: INFORMATION TECHNOLOGY   SUBJECT CODE:X -402-

YEAR PLAN (2024-25)

S.No	TERM	MONTH	TOPIC	SUBJECT ENRICHMENT
1.	**PRE MID TERM** **PERIOD - (JUNE)** **ASSESSMENT 1)**	**JUNE** **Working Days -23**	PART-A -EMPOYABLE SKILLS 1.COMMUNICATION SKILLS PART-B -SUBJECT SPECIFIC SKILLS Introduction to IT-ITeS industry	**Research about bpoinsustry and find** **a. Major countries who outsource work** **b. Major BPO countries**
		JULY **Working Days -25**	PARTA EMPOYABLE SKILLS 2.SELF-MANAGEMENT SKILLS PARTB SUBJECT SPECIFIC SKILLS Data Entry & Keyboarding Skills	**Create a powerpoint presentation on areas of a person should work on for sharpening self-confidence.**
2.	**MID TERM**	**AUG** **Working Days -20**	PARTB SUBJECT SPECIFIC SKILLS DIGITAL DOCUMENTATION	**Using mail merge, create a letter of invitation inviting your friends for birthday party.**

		SEPTEMBER Working Days -18	PARTA EMPOYABLE SKILLS ICT SKILLS PARTB SUBJECT SPECIFIC SKILLS ELECTRONIC SPREADSHEET	**Create a pie chart for the given data**
		OCTOBER Working Days- 24	PARTB SUBJECT SPECIFIC SKILLS **ELECTRONIC SPREADSHEET(CONTINUATION)**	**Create an automatic attendance sheet for one month which calculates average and percentage automatically.**
3	**POST MID TERM**	NOVEMBER Working Days -25	PARTA EMPOYABLE SKILLS ENTREPRENEURAL SKILLS PARTB SUBJECT SPECIFIC SKILLS DIGITAL PRESENTATION	Create a powerpoint presentation on " skills needed to become an successful entrepreneur"
			PARTA EMPOYABLE SKILLS GREEN SKILLS PARTB SUBJECT SPECIFIC SKILLS DIGITAL PRESENTATION(CONTINUATION)	**Create a video on how to keep environment green**
		DECEMBER Working Days -18	**REVISION**	

5.	Term End Assessment (100 % of annual syllabus) REVISION – ASSESSMENT	JANUARY Working Days -	REVISION	