

LOVE DALE RESIDENTIAL SCHOOL (SENIOR SECONDARY)

SUBJECT: INFORMATION TECHNOLOGY

SUBJECT CODE:IX -402-

YEAR PLAN (2024-25)

S.No	TERM	MONTH	TOPIC	SUBJECT ENRICHMENT
1.	<u>PRE MID TERM</u>			
	<u>PERIOD - (JUNE)</u>	JUNE Working Days -23	PARTA EMPLOYABLE SKILLS 1.COMMUNICATION SKILLS PARTB SUBJECT SPECIFIC SKILLS Introduction to IT-ITeS industry	Research about bpoindustry and find a. Major countries who outsource work b. Major BPO countries
	<u>ASSESSMENT 1)</u>	JULY Working Days -25	PARTA EMPLOYABLE 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.	<u>MID TERM</u>	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 EMPLOYABLE 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	<u>POST MID TERM</u>	NOVEMBER Working Days -25	PARTA EMPLOYABLE SKILLS ENTREPRENEURAL SKILLS PARTB SUBJECT SPECIFIC SKILLS DIGITAL PRESENTATION	Create a powerpoint presentation on “ skills needed to become an successful entrepreneur”
			PARTA EMPLOYABLE SKILLS GREEN SKILLS PARTB SUBJECT SPECIFIC SKILLS	Create a video on how to keep environment green

			DIGITAL PRESENTATION(CONTINUATION)	
		DECEMBER Working Days -18	REVISION	
5.	Term End Assessment (100 % of annual syllabus) <u>REVISION –</u> <u>ASSESSMENT</u>	JANUARY Working Days -	REVISION	