

Month & No. of Teaching Days	Units	Sub-Units	Learning objectives	Activities Planned	Learning Outcomes	Assessment/Recap
<b>TERM – 1</b>						
April (17days)	<b>PART B (Subject specific skills)</b>  <b>UNIT-1</b>  <b>Chapter# 1 to 5</b>  Digital Documentation Advanced	<b>Ch-1</b> Applying Styles in a document <b>Ch-2</b> Adding Graphics in a document <b>Ch-3</b> Working with Templates <b>Ch-4</b> Using Table of contents <b>Ch-5</b> Using mail merge	To educate children on: - What styles are, how to apply and define them in a document - How to insert and modify images in document - Create, Edit & Modify Template - Create edit and modify Table of contents - How to print the address labels along with the letters	<b>Hands on practice for better concept clarity:</b> <ul style="list-style-type: none"> <li>• Writing article on given topic and applying various styles taught</li> <li>• Designing poster</li> <li>• Create a sample template on given topic</li> <li>• Write an article on the given topic and prepare table of contents</li> <li>• Use mail merge feature and print address labels</li> </ul> Application based questions discussions	The students will be able to <ul style="list-style-type: none"> <li>- Use styles in a document</li> <li>- Design poster using concepts taught</li> <li>- Write and merge letters, print labels and addresses</li> <li>- Prepare and customize table of contents</li> </ul>	<ul style="list-style-type: none"> <li>• Design poster as instructed</li> <li>• Create brochure as instructed</li> <li>• Use mail merge for invitation</li> </ul> MCQs, short notes and Question and answers along with textual exercises  <b>Slip Test 1</b>

<p><b>June</b> (20days)</p>	<p><b>PART B</b> <b>(Subject specific skills)</b></p> <p><b>UNIT-4</b></p> <p><b>Chapter# 15 to 25</b></p> <p>Web applications and security</p>	<p><b>Ch-15</b> Working with accessibility options</p> <p><b>Ch-16</b> Networking fundamentals</p> <p><b>Ch-17</b> Introduction to Instant Messaging</p> <p><b>Ch-18</b> Chatting using google hangouts</p> <p><b>Ch-19</b> Creating and publishing blogs</p> <p><b>Ch-20</b> Using offline blog editors</p> <p><b>Ch-21</b> Online transactions</p> <p><b>Ch-22</b> Internet security</p> <p><b>Ch-23</b> Importance of workplace safety</p> <p><b>Ch-24</b> Preventing Accidents &amp; Emergencies</p> <p><b>Ch-25</b> Protecting health and safety at work</p>	<ul style="list-style-type: none"> <li>- To create awareness on various special products for physically impaired people so that they are also able to use technology</li> <li>- Children will learn about computer networking</li> <li>- To gain introduction to instant messaging and blogs</li> <li>- To gain an insight on e-commerce</li> </ul> <p>Children will know about various cyber threats that can harm computer and what precautionary measure we can take to keep our data safe</p> <p>Insight on Protecting health and safety at workplace</p>	<p><b>Hands on practice for better concept clarity:</b></p> <ul style="list-style-type: none"> <li>• Writing blog and publishing it</li> <li>• Discussion on Cyber threat and solutions to protect data</li> <li>• Case studies on workplace safety</li> <li>• Using ecommerce sites</li> </ul> <p>Application based questions discussions</p>	<p>Students will be able to understand</p> <ul style="list-style-type: none"> <li>- Computer networking and data communication</li> <li>- Various Instant messaging services and how to use them</li> </ul> <p>Children will be able to write and edit their own blogs</p> <p>Children will get in depth knowledge on online transactions</p> <p>Children will learn about security threats and how to safeguard the data in computer</p>	<ul style="list-style-type: none"> <li>• Check different blogging sites and write and publish a blog</li> <li>• Create Presentation/video explaining the different types of networks</li> <li>• Using google hangout and other instant messaging services</li> <li>• Collect articles or newspaper stories about some accidents that happened at workplace and discuss how could they have been prevented</li> </ul> <p>MCQs, short notes and Question and answers</p> <p><b>Worksheet 1</b></p>
---------------------------------	---	---	---	--	---	--

<p><b>July</b> (24 days)</p>	<p><b>PART A (Employability skills)</b>  <b>UNIT-1</b>  <b>Chapter# 1 to 5</b>  Communication skills</p>	<p><b>Ch-1</b> Methods of communication <b>Ch-2</b> Communication style <b>Ch-3</b> Communication barriers <b>Ch-4</b> Effective communication <b>Ch-5</b> Basic writing skills</p>	<p>To educate children on</p> <ul style="list-style-type: none"> <li>- Different methods of communication, their functions, and their effective use in our daily life</li> <li>- Communication cycle and its importance</li> <li>- Effective communication</li> </ul> <p>Written communication</p>	<p><b>Hands on practice for better concept clarity:</b></p> <ul style="list-style-type: none"> <li>• Discussion on effects of negative feedback</li> <li>• Activity on effective communication</li> <li>• Sentence formation, parts of speech</li> <li>Paragraph writing</li> </ul>	<p>Students will learn:</p> <ul style="list-style-type: none"> <li>- Methods adopted to communicate any information, opinions, views, thoughts</li> <li>- Communication in professional career</li> <li>- Effective communication</li> </ul> <p>Children will learn effective Writing skills</p>	<ul style="list-style-type: none"> <li>• Activity on verbal and nonverbal communication</li> <li>• Activity on students view on effective speeches given by prominent personality</li> <li>• Presentation on effective communication/ verbal and nonverbal communication</li> </ul>
<p><b>August</b> (21 days)</p>	<p><b>PART A (Employability skills)</b>  <b>UNIT-2 &amp; 3</b> <b>Chapter# 6 to 10</b>  Self Management skills  Information &amp; communication technology skills</p>	<p><b>Ch-6</b> Stress management and its techniques <b>Ch-7</b> Ability to work independently <b>Ch-8</b> Operating system <b>Ch-9</b> Managing files and folders <b>Ch-10</b> Care and maintenance of computer</p>	<p>To make children understand</p> <ul style="list-style-type: none"> <li>- What causes stress and how to manage stress</li> <li>- To make children self-managed &amp; independent individual</li> <li>- To maintain files and folders</li> </ul> <p>To maintain computers properly on regular basis for a better life of computer</p>	<p><b>Hands on practice for better concept clarity:</b></p> <ul style="list-style-type: none"> <li>• Writing article on common stressors they face in daily life</li> <li>• Activity on self-awareness, self-motivation &amp; self-regulation</li> </ul>	<p>Students will learn and will be able to:</p> <ul style="list-style-type: none"> <li>- Understand causes of stress and how to handle stress</li> <li>- Pros and con of team work and working independently</li> <li>- Understand operating system and handle files and folders</li> <li>- Keep good maintenance of computer</li> </ul>	<ul style="list-style-type: none"> <li>• Role play or chart or presentation on qualities required to work independently</li> <li>• Writing pros and cons of working independently and team work</li> </ul> <p><b>Worksheet 2</b></p>

September (12 days)	Revision Term 1					
<b>TERM – 2</b>						
October (11 days)	<b>PART B (Subject specific skills)</b>  <b>UNIT-2</b>  <b>Chapter# 6 to 9</b>  <b>Electronic spreadsheet-advanced</b>	<b>Ch-6</b> Analysing data in spreadsheet <b>Ch-7</b> Linking data and spreadsheet <b>Ch-8</b> Sharing and reviewing spreadsheet <b>Ch-9</b> Using macros in spreadsheet	Children will learn about: <ul style="list-style-type: none"> <li>- Different advanced features of Excel</li> <li>- Various ways to link spreadsheet data</li> <li>- Share edit review merge and compare spreadsheet</li> </ul> Children will further enhance the knowledge and skills on <ul style="list-style-type: none"> <li>- Create record and run a macro</li> </ul>	<b>Hands on practice for better concept clarity:</b> <ul style="list-style-type: none"> <li>• Data consolidation</li> <li>• Creating subtotals</li> <li>• Inserting hyperlink</li> <li>• Linking external data</li> <li>• Tracking changes &amp; making corrections in Excel</li> <li>• Create modify and run macros</li> </ul>	Students will be able: <ul style="list-style-type: none"> <li>- To use advance features of spreadsheet</li> <li>- To create references to other worksheets</li> <li>- Track changes and review worksheet</li> <li>- Create Run and modify macros</li> </ul>	<b>Practice :</b> <ul style="list-style-type: none"> <li>• Analysing data using advance features of Excel</li> <li>• Linking worksheets to analyse data</li> <li>• Examples on macros</li> </ul> <b>Worksheet 3</b>
November (19 days)	<b>PART B UNIT-3</b>  <b>Chapter# 10 to 12</b>  <b>Database Management System</b>	<b>Ch-10</b> Concept of DBMS <b>Ch-11</b> Creating & using tables <b>Ch-12</b> Performing operations on tables	DBMS - Database management systems RDBMS - Relational database management systems	<b>Hands on practice for better concept clarity:</b> <ul style="list-style-type: none"> <li>• Understanding DBMS and RDBMS</li> <li>• Concepts Creating modifying database</li> </ul>	Students will be able: <ul style="list-style-type: none"> <li>- Creating and manipulating data on academic database.</li> <li>- Creating and manipulating data on customer database</li> </ul>	<b>Practice on concepts learnt:</b> <ul style="list-style-type: none"> <li>• Creating and manipulating data on railways database</li> <li>• Creating and manipulating data on sales database</li> </ul>

	<b>PART B (Subject specific skills)</b>  <b>UNIT-3</b>  <b>Chapter# 13 &amp; 14</b>  Database Management system	<b>Ch-13</b> Retrieving data using queries <b>Ch-14</b> Working with forms and reports	Children will further enhance the knowledge and skills on Advanced features on DBMS & RDBMS	<b>Hands on practice for better concept clarity:</b> <ul style="list-style-type: none"> <li>• Queries in database</li> <li>• SQL commands</li> <li>• DML &amp; DDL commands</li> <li>• Working with forms and reports</li> </ul>	Students will be able: <ul style="list-style-type: none"> <li>- To work on queries forms and reports in detail</li> </ul>	<b>Practice :</b>  Creating a client database and working on queries forms and reports <ul style="list-style-type: none"> <li>• <b>Worksheet 4</b></li> </ul>
<b>December</b>  (23 days)  <b>(10 days only)</b>	<b>PART A (Employability skills)</b>  <b>UNIT-4 &amp; 5</b> <b>Chapter# 11 &amp; 12</b>  Entrepreneurial skills  Green Skills	<b>Ch-11</b> Entrepreneur and Entrepreneurship  <b>Ch-12</b> Sustainable Development	Children will learn: <ul style="list-style-type: none"> <li>- Role and importance of entrepreneurship</li> <li>- About sustainable development - definition, principles and objectives</li> </ul>	Brainstorming on different business ventures (ola/uber, flipkart, amazon, Paytm...)	Students will be able: <ul style="list-style-type: none"> <li>- Know qualities of a successful entrepreneur</li> <li>- Importance of sustainable development</li> </ul>	Writing an article on entrepreneurship as a career option  Writing /presentation on how your city or community can become sustainable
<b>January</b>  (17 days)	Pre board-1					
<b>February</b>  (16 days)	Revision					

<b>March</b> (2 days)	
--------------------------	--