

**P M English Medium School, Dhinoj**  
**Yearly Plan For Academic Session 2024-2025**

**Grade:IX**

**Subject: Vocational IT (402)**

Month	No. of Teaching Days DCS	No. of Teaching Days DCIS	Assessment	Chapter No.	Chapter details	Activity Details	Learning Objectives
April	21	21		Part B (Unit III) Part A (Unit II)	Digital Documentation (Ch 4 to 6 ) Self Managament Skills (Ch 5 to 6)	Proper Documentation with Editing and Formatting Features	To create a document in a well structured format by applying different formatting features of Digital Documentation. To develop Self Management Skill, Setting Goals with the use of SMART and SWOT techniques
June	16	16		Part B (Unit III) Part A (Unit I)	Digital Documentation (Ch 7 to 9) Communication Skills (Ch 1 to 4)	Mail Merge and Developing Communication Skills	Using Mail-Merge feature of Digital Documentation. To understand and enhance communication Skill like its methods,cycle, perspective and basic writing skills.
July	24	24		Part-A (Unit-III) Part B (Unit II)	ICT (Ch 7 to 9) Data Entry and Keyboard Skills (Ch 2 & 3)	Rapid Typing <b>Term I Practical File</b>	To understand role and importance of ICT, Use of various ICT tools. To enhance typing skills with the use of Touch typing application.
August	19	19		Part-A (Unit-III) Part B (Unit I)	ICT (Ch 10 to 14 ) Application of IT in iTes (Ch 1)	PPT on ICT	To understand basic computer operation, OS, Internet, E-Mail and Social Media and also to discuss applications of IT in ITes Industry.
Sept	10	10	<b>Term I - Part A and B (Unit I to III)</b>	Revision and Practical Exam			
Oct	18	18		Part-B (Unit-IV)	Electronic Spreadsheets( Ch 10-14)	Managing Excel Sheets	To understand creating, editing, formatting data in a spreadsheet, To understand cell referencing and introduce the different types of charts and its creation.
Nov	17	17		Part-A (Unit-IV)	Entrepreneurial Skills (Ch 15 &16)	Banner/Brochure Designing <b>Term II Practical File</b>	To introduce Entrepreneure and Entrepreneurial skill, its characteristics and the types of Business Activities.
Dec	10	10		Part-B(Unit-V)	Digital Presentation (Ch 15&16)	Presentation Skills	To improve presentation skills with Open Office Impress by using its advance features
Jan	22	22		Part-B(Unit-V)	Digital Presentation (Chp- 17-21)		
Feb	18	18		Part-A (Unit-V)	Green Skills (Ch 17 & 18) Group Activity <b>Revision and Practical Exam</b>		To discuss and understand the need for Sustainable development and being apart of it. Working for green economic future .
Total	175	175					