

**P M English Medium School, Dhinoj**

**Yearly Plan For Academic Session 2024-2025**

**Grade: X**

**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 I) Part A (Unit II) Part B(Unit II)	Digital Documentation (Ch 1-5) Self Management Skills (Ch 6 & 7 - <b>Self Study</b> ) Electronic Spreadsheet (Ch 6)	Working with Styles, Working with advance features of Writer and Mail Merge, Exploring Features of advance Spreadsheet	To create well structured format document by applying different features of Digital Documentation like Styles, Graphics, templates, TOC and Mail Merge , Working in Spreadsheet and will also know the features of Stress, causes of it and how to handle it.
June	16	16		Part A (Unit I) Part B (Unit II) Part B(Unit III)	Communication Skills (Ch 1 to 5) Electronic Spreadsheet (Ch 7-9)	Working with Advance Features of Spreadsheet	To apply different features of Advance Excel as Consolidate, Subtotal, Scenario, Goal Seek, Solver and linking and hyperlinking to analyze data to make working easy in Spreadsheet.
July	24	24		Part B(Unit III) Part A (Unit III)	Database Management System (10-14) ICT (Ch 8 to 10)	Working with Macros and Sharing Work Books, Creating operations on tables, Performing Operations on Tables and Retrieving Data using queries	To use different features of Advance Excel as Share and Review and Macros to perform task by multiple users. To understand DBMS and RDBMS with its importance, objects to use in real life.
August	19	19		Part B(Unit IV)	Web Applications and Security (Ch 15 -19)	Learning about Accessibility Options and Networking	They will also understand how a person with disability can perform task on computer easily. To explore accessibility options and understand the networking concept.

Sept.	10	10	<b>Term I - Part A Unit I to III Part B Unit I to III</b>	Part B (Unit IV)	Web Applications and Security (Ch 19-22)	Working with Blogs	Creating blogs, Perform online transactions, Identifying rules to be followed while using Internet.
October	18	18		Part B (Unit IV) Part A (Unit IV) Part A (Unit V)	Web Applications and Security (Ch 23 to 25) Entrepreneurial Skills (Ch 11) Sustainable Development (Ch 12 - Self Study)	Identifying Safety and Security measures using internet, Importance of Workplace Safety <b>Term II Practical File &amp; Project Submission</b>	How to manage security and safety using Internet. Identifying 17 Goals of Sustainable Development, To discuss and understand the need for Sustainable development and being apart of it. Working for green economic future .
Nov	17	17		<b>Revision of Syllabus and Prelim I</b>			
Dec	10	10		<b>Prelim II</b>			
January	22	22		<b>Mock Practical, Revision and Sample Papers</b>			
Total	157	157					