

**INFANT JESUS CONVENT SCHOOL**  
**ANNUAL PLAN**  
**Information Technology (402)**  
**CLASS: X**

<b>MONTH/NO OF DAYS</b>	<b>TOPIC: SUB TOPIC</b>	<b>OBJECTIVES</b>	<b>AIDS/ACTIVITIES</b>	<b>MULTIPLE INTELLIGENCE SKILLS</b>	<b>LEARNING OUTCOME</b>
<p style="text-align: center;">APRIL No of Days: 18</p>	<p><b>Employability Skills</b></p> <p>Unit 1 Communication Skills - II</p>	<p>Students will be able to:</p> <ul style="list-style-type: none"> <li>• Demonstrate knowledge of various methods of communication</li> <li>• Provide descriptive and specific feedback</li> <li>• Apply measures to overcome barriers in communication</li> <li>• Apply principles of communication</li> <li>• Demonstrate basic writing skills</li> </ul>	<p><b>KNOWLEDGE:</b></p> <ul style="list-style-type: none"> <li>• Methods of communication</li> </ul> <p>Brainstorming about communication.</p> <p><b>SKILLS:</b></p> <ul style="list-style-type: none"> <li>• Verbal Skills</li> <li>• Critical Thinking</li> <li>• Listening skills</li> </ul> <p><b>APPLICATION:</b></p> <ul style="list-style-type: none"> <li>• Model reading of the lesson.</li> <li>• Video based explanation</li> <li>• Analyzing the types of Communication</li> </ul> <p><b>UNDERSTANDING:</b></p> <ul style="list-style-type: none"> <li>• Identifying various components of communication</li> </ul>	<ul style="list-style-type: none"> <li>• Linguistic</li> <li>• Spatial</li> <li>• Intrapersonal</li> </ul>	<p>Students will be able to:</p> <ul style="list-style-type: none"> <li>• Understand and appreciate methods of communication</li> <li>• Understand the barriers in communication and basic writing skills</li> </ul>

<p>MAY No of Days: 18</p>	<p><b>Subject Specific Skills</b> Unit 1 Digital Documentation (Advanced)</p>	<p>Students will be able to:</p> <ul style="list-style-type: none"> <li>• Apply Styles in the document</li> <li>• Insert and use images in document</li> <li>• Create and use template</li> <li>• Create table of contents</li> </ul>	<p><b>KNOWLEDGE:</b></p> <ul style="list-style-type: none"> <li>• Using templates.</li> <li>• Customize a table of contents.</li> </ul> <p><b>SKILLS:</b></p> <ul style="list-style-type: none"> <li>• Verbal Skills</li> <li>• Analytical skill</li> <li>• Listening skills</li> </ul> <p><b>APPLICATION:</b></p> <ul style="list-style-type: none"> <li>• Model reading of the lesson.</li> <li>• Flow Chart based explanation</li> </ul> <p><b>UNDERSTANDING:</b></p> <ul style="list-style-type: none"> <li>• Applying styles.</li> <li>• Positioning image in the text.</li> <li>• Character styles.</li> </ul> <p>Maintaining a table of contents.</p>	<ul style="list-style-type: none"> <li>• Linguistic</li> <li>• Spatial</li> <li>• Intrapersonal</li> </ul>	<p>Students will be able to:</p> <p>They will be able to Create, edit, save and print documents with lists and tables.</p>
	<p><b>REVISION: PT-1</b></p>				
<p><b>CONDUCTION OF PT-1 ASSESSMENT(Third Week Of May)</b></p>					
<p>JULY No of Days: 27</p>	<p><b>Employability Skills</b> Unit 2: Self- Management Skills – II</p> <p><b>Subject Specific Skills</b> Unit 2: Electronic Spreadsheet (Advanced)</p>	<p>Students will be able to:</p> <ul style="list-style-type: none"> <li>• Meaning and importance of stress management</li> <li>• Stress management techniques</li> </ul>	<p><b>KNOWLEDGE:</b></p> <ul style="list-style-type: none"> <li>• Label the icons on desktop</li> <li>• Identify the taskbar and its items.</li> <li>• Brainstorming about the icons.</li> </ul>	<ul style="list-style-type: none"> <li>• Linguistic</li> <li>• Spatial</li> <li>• Intrapersonal</li> </ul>	<p>Students will be able to:</p> <ul style="list-style-type: none"> <li>• Use of “what if” scenarios. Using “what if” tools</li> <li>• Create references to other documents</li> </ul>

		<ul style="list-style-type: none"> <li>• Importance of the ability to work independently</li> <li>• Describe the types of self-awareness</li> <li>• Describe the meaning of self-motivation and self-regulation</li> <li>• Analyse data using scenarios and goal seek.</li> <li>• Link spreadsheets data</li> <li>• Share and review a spreadsheet</li> <li>• Use Macros in spreadsheet</li> </ul>	<p><b>SKILLS:</b></p> <ul style="list-style-type: none"> <li>• Writing Skills</li> <li>• Analytical skill</li> <li>• Listening skills</li> </ul> <p><b>APPLICATION:</b></p> <ul style="list-style-type: none"> <li>• Model reading of the lesson.</li> <li>• Practical Based explanation</li> <li>• Analyzing the various icons.</li> </ul> <p><b>UNDERSTANDING:</b></p> <ul style="list-style-type: none"> <li>• Use of “what if” scenarios. Using “what if” tools</li> <li>• Create references to other documents by using keyboard and mouse.</li> <li>• Merge and compare sheets</li> <li>• Sort the columns using macro.</li> </ul>		<p>by using keyboard and mouse.</p> <ul style="list-style-type: none"> <li>• Merge and compare sheets</li> <li>• Sort the columns using macro</li> </ul>
<p>AUGUST No of Days: 23</p>	<p><b>Subject Specific Skills</b> Unit 3: Database Management System</p>	<p>Students will be able to:</p> <ul style="list-style-type: none"> <li>• Appreciate the concept of Database Management System</li> <li>• Create and edit tables</li> </ul>	<p><b>KNOWLEDGE:</b></p> <ul style="list-style-type: none"> <li>• Forms in BASE. Database query</li> </ul> <p><b>SKILLS:</b></p> <ul style="list-style-type: none"> <li>• Listening Skills</li> <li>• Critical skill</li> <li>• Observation skills</li> </ul> <p><b>APPLICATION:</b></p>	<ul style="list-style-type: none"> <li>• Linguistic</li> <li>• Spatial</li> <li>• Logical</li> </ul>	<p>Students will be able to:</p> <ul style="list-style-type: none"> <li>• Demonstrate various examples of Report</li> <li>• Create and edit relationships - one to one, one</li> </ul>

		using wizard and SQL commands <ul style="list-style-type: none"> <li>• Perform operations on table</li> <li>• Retrieve data using query</li> <li>• Create Forms and Reports using wizard</li> </ul>	<ul style="list-style-type: none"> <li>• Practical Based explanation introduction to Database Management System</li> <li>• Introduction to LibreOffice Base</li> <li>• Inserting data in the table</li> <li>• Forms in BASE</li> </ul> <b>UNDERSTANDING:</b> <ul style="list-style-type: none"> <li>• Steps to create a Report using Wizard.</li> <li>• Forms in BASE.</li> </ul>		to many, many to many, <ul style="list-style-type: none"> <li>• Enter various field properties.</li> </ul>
SEPTEMBER No of Days: 05	<b>Employability Skills</b> Unit 3: Information and communication Technology Skills	Students will be able to: <ul style="list-style-type: none"> <li>• Classes of operating systems</li> <li>• Menu, icons and task bar on the desktop</li> <li>• File concept, file operations, file organization, directory structures, and file-system structures</li> <li>• Creating and managing</li> </ul>	<b>KNOWLEDGE:</b> <ul style="list-style-type: none"> <li>• Recall the software use to paint and draw</li> <li>• List few tools in Ms Paint</li> <li>• Enhance the use of Ms Paint</li> </ul> <b>SKILLS:</b> <ul style="list-style-type: none"> <li>• Listening Skills</li> <li>• Critical skill</li> <li>• Observation skills</li> </ul> <b>APPLICATION:</b> <ul style="list-style-type: none"> <li>• Practical Based explanation</li> <li>• Introduction to tools used in Tux paint</li> </ul>	<ul style="list-style-type: none"> <li>• Linguistic</li> <li>• Spatial</li> <li>• Logical Thinking</li> </ul>	Students will be able to: <ul style="list-style-type: none"> <li>• Classes of operating systems</li> <li>• Menu, icons and task bar on the desktop</li> <li>• File concept, file operations, file organization, directory structures, and file- system structures</li> <li>• Creating and managing</li> </ul>

		files and folders • Importance and need of care and maintenance of computer	• Relate the working of Tux paint • Explore more about tux paint using its utility tools <b>UNDERSTANDING:</b> • Usage of various tools of tux paint • Apply effects of each tool • Tell the method to quit tux paint.		
<b>REVISION:TERM-1</b>					

**CONDUCTION OF TERM-1 ASSESSMENT(Second Week of September)**

OCTOBER No of Days: 22	<b>Subject Specific Skills</b> Unit 3: Database Management System	Students will be able to: • Perform operations on table • Retrieve data using query • Create Forms and Reports using wizard	<b>KNOWLEDGE:</b> • Identify the icon of Ms word • Enhance the use of Ms word <b>SKILLS:</b> • Listening Skills • Critical skill • Observation skills <b>APPLICATION:</b> • Practical Based explanation • Introduction to commands in Ms word	• Linguistic • Spatial • Logical	Students will be able to: • Demonstrate various examples of Report • Create and edit relationships - one to one, one to many, many to many, • Enter various field properties.
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			<ul style="list-style-type: none"> <li>• Relate typing with writing</li> <li>• Explore more about Ms word using its utility commands</li> <li>• Categorize shortcuts to perform basic functions</li> </ul> <p><b>UNDERSTANDING:</b></p> <ul style="list-style-type: none"> <li>• Usage of shapes and drawing tools</li> <li>• Apply watermark</li> <li>• Tell the shortcuts of MS word commands</li> </ul>		
<p>NOVEMBER No of Days: 17</p>	<p><b>Employability Skills</b> Entrepreneurial Skills</p>	<p>Students will be able to:</p> <ul style="list-style-type: none"> <li>• List the characteristics of successful entrepreneur</li> <li>• Entrepreneurship and society</li> <li>• Qualities and functions of an entrepreneur</li> <li>• Role and importance of an entrepreneur</li> </ul>	<p><b>KNOWLEDGE:</b></p> <ul style="list-style-type: none"> <li>• Identify the Network and Internet.</li> <li>• Brainstorming about the Internet Terms.</li> </ul> <p><b>SKILLS:</b></p> <ul style="list-style-type: none"> <li>• Writing Skills</li> <li>• Analytical skill</li> <li>• Listening skills</li> </ul> <p><b>APPLICATION:</b></p> <ul style="list-style-type: none"> <li>• Model reading of the lesson.</li> <li>• Practical Based explanation</li> <li>• Analyzing the various terms.</li> </ul>	<ul style="list-style-type: none"> <li>• Linguistic</li> <li>• Spatial</li> <li>• Intrapersonal</li> </ul>	<p>Students will be able to:</p> <ul style="list-style-type: none"> <li>• List the characteristics of successful entrepreneur <ul style="list-style-type: none"> <li>• Entrepreneurship and society</li> <li>• Qualities and functions of an.</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>• Myth about entrepreneurship as a career option</li> </ul>	<p><b>UNDERSTANDING:</b></p> <ul style="list-style-type: none"> <li>• Identify basic requirements for an Internet Connection</li> <li>• Tell best practices related to online safety</li> <li>• Categorize Internet terms.</li> </ul>		
<b>REVISION: PT-2</b>					
<b>CONDUCTION OF PT-2</b>					
<p>DECEMBER No of Days: 17</p>	<p><b>Employability Skills</b> Unit 5: Green Skills</p>	<p>Students will be able to:</p> <ul style="list-style-type: none"> <li>• Definition of sustainable development</li> <li>Importance of sustainable development</li> <li>Problems related to sustainable development</li> </ul>	<p><b>KNOWLEDGE:</b></p> <ul style="list-style-type: none"> <li>• Various movements for supporting green environment will be learnt.</li> </ul> <p><b>SKILLS:</b></p> <ul style="list-style-type: none"> <li>• Listening Skills</li> <li>• Critical skill</li> <li>• Observation skills</li> </ul> <p><b>UNDERSTANDING:</b></p> <ul style="list-style-type: none"> <li>• Various green environment based movements will be learnt.</li> </ul>	<ul style="list-style-type: none"> <li>• Linguistic</li> <li>• Spatial</li> <li>• Logical Thinking</li> </ul>	<p>Students will be able to:</p> <ul style="list-style-type: none"> <li>• Definition of sustainable development</li> <li>Importance of sustainable development</li> <li>• Problems related to sustainable development.</li> </ul>
<p>JANUARY No of Days: 21</p>	<p><b>Subject Specific Skills</b></p> <ul style="list-style-type: none"> <li>• Managing health and safety</li> </ul>	<p>Students will be able to:</p>	<p><b>KNOWLEDGE:</b></p> <ul style="list-style-type: none"> <li>• Basic safety rules to follow at workplace</li> </ul>	<ul style="list-style-type: none"> <li>• Linguistic</li> <li>• Spatial</li> <li>• Logical</li> </ul>	<p>Students will be able to:</p>

		<ul style="list-style-type: none"> <li>• Maintain workplace safety</li> <li>• Prevent Accidents and Emergencies</li> <li>• Protect Health and Safety at work</li> </ul>	<ul style="list-style-type: none"> <li>• Hazards and sources of hazards</li> </ul> <p><b>SKILLS:</b></p> <ul style="list-style-type: none"> <li>• Listening Skills</li> <li>• Critical skill</li> <li>• Observation skills</li> </ul> <p><b>APPLICATION:</b></p> <ul style="list-style-type: none"> <li>• Practice to follow basic safety rules at workplace to prevent accidents and protect workers – Fire safety,</li> <li>• Illustrate to handle accidents at workplace,</li> <li>• Practice the general evacuation procedures in case of an emergency</li> </ul> <p><b>UNDERSTANDING:</b></p> <ul style="list-style-type: none"> <li>• Handling Accidents</li> <li>• Healthy living.</li> </ul>		<ul style="list-style-type: none"> <li>• Maintain workplace safety</li> <li>• Prevent Accidents and Emergencies</li> <li>• Protect Health and Safety at work</li> </ul>
<p>FEBRUARY No of Days: 6</p>	<p><b>Cyber Safety</b></p> <ul style="list-style-type: none"> <li>• Network and Internet</li> <li>• Internet Terms</li> <li>• Basic requirements for an Internet Connection</li> <li>• Web Browser and its parts</li> </ul>	<p>Students will be able to:</p> <ul style="list-style-type: none"> <li>• Co-relate Best practices related to online safety</li> </ul>	<p><b>KNOWLEDGE:</b></p> <ul style="list-style-type: none"> <li>• Identify the Network and Internet.</li> <li>• Brainstorming about the Internet Terms.</li> </ul> <p><b>SKILLS:</b></p> <ul style="list-style-type: none"> <li>• Writing Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Linguistic</li> <li>• Spatial</li> <li>• Intrapersonal</li> </ul>	<p>Students will be able to:</p> <ul style="list-style-type: none"> <li>• Categorize terms related to Internet</li> <li>• List requirements for an Internet connection</li> </ul>



	<ul style="list-style-type: none"> <li>• Best practices related to online safety</li> </ul>	<p>with day to day life</p>	<ul style="list-style-type: none"> <li>• Analytical skill</li> <li>• Listening skills</li> </ul> <p><b>APPLICATION:</b></p> <ul style="list-style-type: none"> <li>• Model reading of the lesson.</li> <li>• Practical Based explanation</li> <li>• Analyzing the various terms.</li> </ul> <p><b>UNDERSTANDING:</b></p> <ul style="list-style-type: none"> <li>• Co-relate Best practices related to online safety with day to day life</li> <li>• Tell best practices related to online safety</li> <li>• Categorize Internet terms.</li> </ul>		<ul style="list-style-type: none"> <li>• Recall the best practices related to online safety.</li> </ul>
<b>REVISION:TERM-2</b>					
MARCH	<b>CONDUCTION OF TERM-2 ASSESSMENT</b>				