**Subject: Information Technology**

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| **Month** | **Book** | **Content** | **Activities** |
| **April** | Information Technology | Employability Skills   * Communication skills, * Self Management Skills * Information and Communication Technology Skills-II | Presentation Session  &Role Play Activities |
| **May** | Information Technology | * IT & ITES * Data Entry & Keyboarding Skills | * Create a report of IT & ITES * Do typing and increase the speed |
| **July** | Information Technology | * Digital Documentation | * Create a letter and do mail merge |
| **August** | Information Technology | * Electronic Sheet | * Create a report card |
| **Sept.** | Information Technology | Term I Exam | |
| **Oct.** | Information Technology | * Digital Presentation | * Make a Presentation |
| **Nov.** | Information Technology | * Digital Presentation | * Make a Presentation |
| **Dec.** | Information Technology | Revision | Practical & Revision |
| **Jan. & Feb.** | Information Technology | Revision | Practical & Revision |