**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
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| **July** | Information Technology | * Digital Documentation
 | * Create a letter and do mail merge
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| **August** | Information Technology | * Electronic Sheet
 | * Create a report card
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| **Sept.** | Information Technology | Term I Exam |
| **Oct.** | Information Technology | * Digital Presentation
 | * Make a Presentation
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| **Nov.** | Information Technology | * Digital Presentation
 | * Make a Presentation
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| **Dec.** | Information Technology | Revision | Practical & Revision |
| **Jan. & Feb.** | Information Technology | Revision | Practical & Revision |