

# ANNUAL CURRICULUM PLAN 2020 - 2021

## INFORMATION TECHNOLOGY CLASS X (Code No. 402)

### Vision

- *To develop employability and vocational competencies of students of Class X opting for vocational subject along with general education subjects.*
- *To enable students to apply effective oral and written communication skills to interact with people and customers;*
- *To enable them to identify the principal components of a computer system and demonstrate the basic skills of using computer*
- *Demonstrate self-management skills, the ability to provide a self-analysis in context of entrepreneurial skills and abilities, the knowledge of the importance of green skills in meeting the challenges of sustainable development and environment protection.*
- *To provide an in-depth training in use of data entry, internet and internet tools.*
- *To develop practical knowledge of digital documentation, spreadsheets and presentation.*
- *To enable the students to understand database management system and have updated knowledge about digital record keeping.*

### TERM PERIOD – APRIL TO SEPTEMBER

EMPLOYABILITY SKILLS	Transactional Strategies/ Innovative Pedagogy	Learning Outcomes	Skill Development
<p><b><i>Communication Skills-II</i></b></p> <ul style="list-style-type: none"> <li>• Methods of communication – Verbal, Non-verbal, Visual</li> <li>• Communication cycle - Importance of feedback, types - Descriptive, feedback, written comments or conversations, Specific and nonspecific.</li> <li>• Barriers to effective communication – types and factors, measures to overcome barriers in effective communication. Principles of effective Communication, Cs of effective communication.</li> </ul>	<p>Activation and use of prior knowledge</p> <p>Reading and explaining text structures</p> <p>Personal response to text</p> <p>Summarization</p> <p>Context-based</p> <p>Virtual Classrooms through online teaching</p>	<p>Knowledge of various methods of communication</p> <p>Provide descriptive and specific feedback</p> <p>Apply measures to overcome barriers in communication</p> <p>Apply principles of Communication</p> <p>Demonstrate basic writing skills</p>	<p><u>Core Skills</u> - Enhancement of communication/language skills</p> <p><u>Interdisciplinary Linkage</u> – English</p>

<p><b><i>Self-management Skills-II</i></b></p> <ul style="list-style-type: none"> <li>• Meaning and importance of stress management</li> <li>• Stress management techniques – physical exercise, yoga, meditation</li> <li>• Importance of the ability to work independently</li> <li>• Describe the types of self-awareness, meaning of self-motivation and self-regulation</li> </ul>	<p>Activation and use of prior knowledge</p> <p>Reading and explaining text structures</p> <p>Summarization</p> <p>Context-based</p> <p>Virtual Classrooms through online teaching</p>	<p>Apply stress management techniques</p> <p>Demonstrate the ability to work independently</p>	<p><u>Life Skills</u> – Stress management competence</p>
<p><b><i>Information and Communication Technology Skills-II</i></b></p> <ul style="list-style-type: none"> <li>• Classes of operating Systems</li> <li>• Menu, icons and taskbar</li> <li>• File concept, file operations, file organization, directory structures and filesystem</li> <li>• Care and maintenance – Cleaning components, maintenance schedule. Protecting computer against viruses, SPAM files</li> </ul>	<p>Activation and use of prior knowledge</p> <p>Reading and explaining text structures</p> <p>Summarization</p> <p>Virtual Classrooms through online teaching</p>	<p>Distinguish between different operating systems</p> <p>Apply basic skills for care and maintenance of computer</p>	<p><u>Core Skills</u> - Digital Literacy</p>
<p><b><i>Entrepreneurial Skills-II</i></b></p> <ul style="list-style-type: none"> <li>• Entrepreneurship and society</li> <li>• Qualities and functions of an entrepreneur</li> <li>• Role and importance of an entrepreneur</li> <li>• Myth about entrepreneurship</li> <li>• Entrepreneurship as a career option</li> </ul>	<p>Activation and use of prior knowledge</p> <p>Reading and explaining text structures</p> <p>Summarization</p> <p>Virtual Classrooms through online teaching</p>	<p>To understands the characteristics of successful entrepreneur.</p> <p>Demonstrate the knowledge of importance, problems and solutions related to sustainable development</p>	<p><u>Life Skills</u> - Entrepreneurial skills development</p>

<p><b>Green Skills-II</b></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>Activation and use of prior knowledge</p> <p>Reading and explaining text structures</p> <p>Summarization</p> <p>Virtual Classrooms through online teaching</p>	<p>Demonstrate the knowledge of importance, problems and solutions related to sustainable development</p>	<p><u>Life Skills</u> - Being Eco-friendly</p>
SUBJECT SPECIFIC SKILLS	Transactional Strategies/ Innovative Pedagogy	Learning Outcomes	Skill Development
<p><b>Digital Documentation (Advanced)</b></p> <ul style="list-style-type: none"> <li>• Create and Apply Styles in the document</li> <li>• Insert and use images in document</li> <li>• Create and use template</li> <li>• Create and customize table of contents</li> <li>• Implement Mail Merge</li> </ul>	<p>Activation and use of prior knowledge</p> <p>Reading and explaining text structures</p> <p>Personal response to text</p> <p>Summarization</p> <p>Context-based</p> <p>Virtual Classrooms through online teaching</p>	<p>Ability to create, modify and apply Styles in the document.</p> <p>Inserting and using images in document</p> <p>Creating and using template</p> <p>Customizing table of contents and implementing Mail Merge</p>	<p><u>Core Skills</u> – Digital Literacy, computerized documentation skills.</p> <p><u>Art Integration</u> – Schools to invite parents for annual function, A Tech Magazine who wants to send flyers to its clients.</p>

**TERM PERIOD – OCTOBER TO DECEMBER**

SUBJECT SPECIFIC SKILLS	Transactional Strategies/ Innovative Pedagogy	Learning Outcomes	Skill Development
<p><b>Electronic Spreadsheet (Advanced)</b></p> <ul style="list-style-type: none"> <li>• Analyse data using scenarios and goal seek</li> <li>• Link Data and Spreadsheets</li> </ul>	<p>Activation and use of prior knowledge. Reading and explaining text structures.</p> <p>Demonstration through Screen share with students.</p>	<p>Students will be able to take critical decisions based on data.</p> <p>They will learn to analyze data using tools like what-if,</p>	<p><u>Core Skills</u> – Digital Literacy, computerized spreadsheet skills.</p> <p><u>Interdisciplinary Linkage</u> - Mathematics</p>

<ul style="list-style-type: none"> <li>• Share and review a spreadsheet</li> <li>• Create and use Macros in spreadsheet</li> </ul>	<p>Assessment of student's learning through real-time AV monitored Practicals based on the Unit.</p>	<p>scenario and goal seek.</p> <p>They will learn to handle repetitive tasks using macros.</p>	
<b><i>Relational DBMS (Advanced)</i></b>			
<ul style="list-style-type: none"> <li>• Concept of Database Management System</li> </ul>	<p>Activation and use of prior knowledge</p>	<p>They will learn to use GUI database.</p>	<p><u>Core Skills</u> – Digital Literacy, computerized database management skills.</p>
<ul style="list-style-type: none"> <li>• Create and Edit Tables using Wizard and SQL Commands</li> </ul>	<p>Reading and explaining text structures</p>	<p>They will get the knowledge of working on tables within a database and various operations of handling it.</p>	
<ul style="list-style-type: none"> <li>• Perform Operations on Table</li> </ul>	<p>Virtual Classrooms through online teaching</p>	<p>They will become familiar to the concept of defining queries in a database.</p>	
<ul style="list-style-type: none"> <li>• Retrieve Data Using Query</li> </ul>	<p>Demonstration through Screen share with students.</p>		
<ul style="list-style-type: none"> <li>• Create Forms and Reports Using Wizard</li> </ul>	<p>Assessment of student's learning through real-time AV monitored Practicals based on the Unit.</p>		
<b><i>Web Applications And Security</i></b>			
<ul style="list-style-type: none"> <li>• Working With Accessibility Options</li> </ul>	<p>Activation and use of prior knowledge</p>	<p>Students will get an insight into the various impairments that affects the working on a computer.</p>	<p><u>Core Skills</u> – Digital Literacy</p> <p><u>Art Integration</u> – Designing of a blog on the favorite 'Sport' topic.</p>
<ul style="list-style-type: none"> <li>• Networking Fundamentals</li> </ul>	<p>Reading and explaining text structures</p>	<p>They will get familiarized with networking basics.</p>	
<ul style="list-style-type: none"> <li>• Introduction To Instant Messaging, Chatting With A Contact – Google Talk</li> </ul>	<p>Summarization</p>	<p>They will learn about instant messaging apps, blogs, common transaction forms.</p>	<p><u>Life Skills</u> – Internet etiquettes, workplace safety measures and preventive skills.</p>
<ul style="list-style-type: none"> <li>• Creating And Publishing Web Pages – Blog, Using Offline Blog Editors</li> </ul>	<p>Context-based learning</p>		
<ul style="list-style-type: none"> <li>• Online Transactions</li> </ul>	<p>Virtual Classrooms through online teaching</p>		
<ul style="list-style-type: none"> <li>• Internet Security</li> </ul>			
<ul style="list-style-type: none"> <li>• Maintain Workplace Safety - Prevent Accidents And Emergencies, Protect Health And Safety At Work</li> </ul>		<p>They will have a learning about the security threats and concerns while working on the Internet.</p>	