

MONTH	UNIT / CHAPTER / TOPIC		
APRIL	PART A UNIT 3 CHAPTER7- INTRODUCTION TO ICT CHAPTER 8: COMPONENTS OF COMPUTER SYSTEM		
JUNE – JULY	PART A UNIT 3 CHAPTER 9: PERIPHERAL DEVICES CHAPTER 10: BASIC COMPUTER OPERATIONS CHAPTER 11:OPERATING SYSTEMS PART B UNIT 3 CHAPTER 1: APPLICATIONS OF IT IN ITES INDUSTRY CHAPTER2: USING DATA ENTRY TOOLS CHAPTER3: GETTING STARTED WITH TYPING SOFTWARE		
AUGUST	PART A UNIT 3 CHAPTER 12: INTRODUCTION TO INTERNET CHAPTER 13: INTRODUCTION TO EMAIL CHAPTER 14: INTRODUCTION TO SOCIAL MEDIA PART B UNIT 3 CHAPTER 4: CREATING A DOCUMENT USING WORD PROCESSOR CHAPTER 5: EDITING TEXT IN WRITER CHAPTER 6:FORMATTING A DOCUMENT CHAPTER 7:CREATING AND USING TABLES CHAPTER 8:PRINTING A DOCUMENT CHAPTER 9: MAIL MERGE IN WRITER		
PT I	PART A UNIT 3 : CHAPTERS 7,8,9,10,11,12,13,14 PART B UNIT 3 : CHAPTERS : 4,5,6,		
SEPTEMBER - OCTOBER	PART B UNIT 4: ELECTRONIC SPREADSHEET CHAPTER 10 : CREATING A SPREADSHEET CHAPTER 11: EDITING DATA IN A SPREADSHEET CHAPTER 12: FORMATTING DATA IN A SPREADSHEET CHAPTER 13: CELL REFERENCING CHAPTER 14 INTRODUCTION TO CHARTS		
NOVEMBER	PART B UNIT 5: DIGITAL PRESENTATION CHAPTER 15: CHARACTERISTICS OF A GOOD PRESENTATION CHAPTER 16: GETTING STARTED WITH OPEN OFFICE IMPRESS CHAPTER 17: WORKING WITH SLIDES CHAPTER 18: FORMATTING TEXT AND APPLYING ANIMATION CHAPTER 19: WORKING WITH TABLES CHAPTER 20: INSERTING AND FORMATTING IMAGE IN A PRESENTATION CHAPTER 21: WORKING WITH SLIDE MASTER		
HALF YEARLY EXAM PORTION PART A UNIT 3 : CHAPTERS 7,8,9,10,11,12,13,14 PART B UNIT 3 , UNIT 4			
DECEMBER – JANUARY	PART A UNIT 1 METHODS OF COMMUNICATION CHAPTER 1: Methods of communication CHAPTER 2 : COMMUNICATION CYCLE		

	<p>CHAPTER 3: PERSPECTIVES IN COMMUNICATION CHAPTER 4: BASIC WRITING SKILLS</p> <p>PART A UNIT 2 SELF MANAGEMENT SKILLS CHAPTER 5: IMPORTANCE OF SELF MANAGEMENT CHAPTER 6: BUILDING SELF CONFIDENCE</p> <p>PART A UNIT 4 ENTREPRENEURIAL SKILLS CHAPTER 15: TYPES OF BUSINESS ACTIVITIES CHAPTER 16: CHARACTERISTICS OF ENTREPRENEURSHIP</p> <p>PART A UNIT 5 GREEN SKILLS CHAPTER 17: ENVIRONMENT PROTECTION AND CONSERVATION CHAPTER 18: IMPORTANCE OF GREEN ECONOMY</p>		
	<p>PT3 PORTION PART A UNIT 1, UNIT 2, UNIT 3 PART B UNIT 1, UNIT2, UNIT 3</p> <p>FINAL EXAM PORTION PART A UNIT 1, UNIT 2, UNIT 3 PART B UNIT 1, UNIT2, UNIT 3 , UNIT 4, UNIT 5</p>		