

St.Vincent Pallotti School

Subject: Information Technology (2026-27)

Std – X

Month	Days	UNIT	Activities & Worksheets	Exam
April	21	Unit 1: Communication Skills(Emp. Skills)	Make the poster on ‘7 C’s of communication’.	
June	10	Unit-II Self-management Skills (Emp. Skills)	Group discussion on the topic ‘Pros and Cons of Self-Awareness’.	
July	19	Unit-I Digital Documentation(Advanced) (Subject Skill)	Write a story using all formatting option.	Periodic Test – I
August	19	Unit-IV Database Management System (Subject Skill) Unit-III ICT Skills (Emp. Skills)	Create database of the class Worksheet on ICT Skills	
September	13	Unit-II Electronic Spreadsheet(Advanced) (Subject Skill)	Create worksheet using all mathematical options.	Periodic Test- II
October	20	Unit-IV : Maintain Health, Safety and Secure Working Environment (Subject Skill)	Make a PPT on ‘Types of Accidents that occur at the workplace’.	Periodic Test- III
November	14	Unit- IV Entrepreneurial Skills (Emp. Skills)	Write an article on Entrepreneurship as a career option.	
December	15	Unit- V Green Skills (Emp. Skills)		Pre- Board - I Full portion
January	18	Revision & Post- Mid Term exam		Pre- Board - II Full portion