

2. Detailed Unit-wise Allocation (Excel Format)

The total teaching hours (200) are distributed across the academic year (approximating 36-40 weeks). For planning, an **Estimated 35 Weeks** of teaching time is used.

Part	Unit No.	Unit Name	Syllabus Hours (Theory + Practical)	Max. Marks (Weight)	Recommended Weeks	Theory Periods (Per Week)	Practical Periods (Per Week)	Total Periods (Per Week)	Learning Objectives (LO)	Assessment Strategy
A	EMPLOYABILITY SKILLS (50 Hours, 10 Marks)				8					
	1	Communication Skills-II	10	2	2	1	4	5	Grasp basic communication cycle and methods.	Short Answer/Presentation
	2	Self-Management Skills-II	10	3	2	1	4	5	Develop stress management techniques and self-awareness.	Activity/Viva
	3	ICT Skills-II	10	1	2	1	4	5	Understand basic computer care and digital safety.	MCQ/Assignment
	4	Entrepreneurial Skills-II	15	3	2	2	5	7	Introduce the concept of entrepreneurship and role in	Group Discussion/Case Study



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									society.	
	5	Green Skills-II	05	1	1	1	4	5	Understand the importance of sustainable development.	Poster/Project
B	SUBJECT SPECIFIC SKILLS (150 Hours, 40 Marks)				25					
	1	Digital Documentation (Advanced) using LibreOffice Writer	30 (12T + 18P)	8	5	2	4	6	Master advanced formatting, mail merge, and templates.	Practical Test (Writer)
	2	Electronic Spreadsheet (Advanced) using LibreOffice Calc	38 (15T + 23P)	10	6	2	5	7	Master complex functions, charting, linking data.	Practical Test (Calc)
	3	Database Management System using LibreOffice Base	45 (18T + 27P)	12	7	2	5	7	Design databases, create tables, forms, queries, and reports.	Practical Test (Base)
	4	Maintenance	37 (15T + 22P)	10	7	2	5	7	Apply safe	Theory Test/Practical



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		Healthy, Safe and Secure Working Environment							working practices, security threats, and maintenance.	Practical Demonstration
C	PRACTICAL WORK (30 Marks)				2 (Dedicated Weeks)					
		Practical Examination (Writer, Calc, Base)	-	20					Apply all learned skills in an exam environment.	External/Internal Examiner Assessment
		Viva Voce	-	10					Assess conceptual clarity and verbal communication.	Viva Voce
D	PROJECT WORK/ FIELD VISIT & PORTFOLIO (20 Marks)				(Integrated throughout the year)					
		Project/Field Visit	-	10					Document real-world case study using software tools.	Project Report Evaluation
		Portfolio/Practic	-	10					Systematically	Portfolio



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		al File							document all practicals and exercises.	Evaluation
GRAND TOTAL			200 Hours	100 Marks	35 Weeks	14 Periods	45 Periods	59 Periods		

Annual Implementation Schedule (Timeline)

Term	Months	Units Covered (Primary Focus)	Key Assessment/Activity	Marks Weight
Term I	April - August	Part A: Employability Skills (All 5 Units)	Cycle Test 1 (Part A)	10
		Part B: Unit 1 (Writer) & Unit 2 (Calc - Half)	Mid-Term Practical Test (Writer)	(Internal)
Term II	September - January	Part B: Unit 2 (Calc - Rest) & Unit 3 (Base)	Cycle Test 2 (Part B Theory)	(Internal)
		Part B: Unit 4 (Safety)	Project Work (Part D) Submission	10
		Revision & Portfolio Finalization		10
Final	February - March	Full Syllabus Revision	Practical Examination (Part C)	20
			Theory Exam (Part B & A) & Viva Voce	50

