



# SACRED HEART SCHOOL

(Affiliated to CBSE, New Delhi, up to +2 Level)

## Monthly Syllabus – Session – 2026-27

Class:- X

Subject:-ENGLISH

| Month            | Chapter  |
|------------------|--|
| <b>April</b>     | 1. A Letter to God<br>2. Dust of Snow<br>3. Fire and Ice<br>1. A Triumph of Surgery<br>Tenses, Determiners<br>1 Discursive passage/week  |
| <b>May</b>       | 4. Nelson Mandela<br>5. A Tiger in the Zoo<br>2. The Thief's Story<br>Modals, Subject-Verb Concord<br>1 Case-based passage/week  |
| <b>June</b>      | <b>Summer Break - Revise April-May + Practice 1 formal letter, 1 analytical paragraph</b>  |
| <b>July</b>      | 6. Two Stories about Flying<br>7. How to Tell Wild Animals<br>8. The Ball Poem<br>3. The Midnight Visitor<br>4. A Question of Trust Reported Speech, Gap Filling 2 passages/week |
| <b>August</b>    | 9. From the Diary of Anne Frank<br>10. Amanda!<br>5. Footprints without Feet<br>Editing, Transformation + Formal Letters<br>Unseen practice                                      |
| <b>September</b> | 11. Glimpses of India<br>12. The Trees<br>6. The Making of a Scientist<br>Analytical Paragraphs + Full Writing revision<br><b>*Term 1 Revision + Half Yearly*</b>                |

| Term 2: October 2026 - January 2027 |   | First Flight | Footprints Without Feet | Grammar + Writing |
|-------------------------------------|---|--------------|-------------------------|-------------------|
| Reading                             |   |              |                         |                   |
| <b>October</b>                      | 13. Mijbil the Otter<br>14. Fog7. The Necklace<br>Full Grammar revision<br>2 passages/week  |              |                         |                   |
| <b>November</b>                     | 15. Madam Rides the Bus<br>16. The Tale of Custard the Dragon<br>8. Bholi Letter + Paragraph timed tests Mock paper Section A   |              |                         |                   |
| <b>December</b>                     | 17. The Sermon at Benares<br>18. For Anne Gregory<br>19. The Proposal<br>9. The Book That Saved the Earth<br>Complete Section B mocks    Mock paper Section A+B                   |              |                         |                   |
| <b>January</b>                      | *Full Syllabus Revision*<br>2 RTCs per chapter + All poems theme practice<br><b>All chapters character + theme revision</b><br>3 full writing + grammar sets<br>1 full paper/week |              |                         |                   |
| <b>February</b>                     | <b>Pre-boards + CBSE Boards</b>   |              |                         |                   |



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## पाठ्यक्रम (2026-27)

विषय :- हिंदी

वर्ग :- दस

| महीना  | अध्याय                          | अधिगम परिणाम   | गतिविधि   |
|--------|---------------------------------|--|---|
| अप्रैल | 1.) सूरदास के पद                | छात्र भक्ति का महत्व समझेंगे।<br>ब्रजभाषा के समझ सकेंगे।<br>सगुण और निर्गुण में भेद जानेंगे।             | उद्धव- गोपी संवाद   |
|        | 2.) राम लक्ष्मण परशुराम संवाद   | बच्चे विनम्रता का महत्व समझेंगे। क्रोध से बचेंगे। भाई के प्रति त्याग और बलिदान के भाव को आत्मसात करेंगे। | बच्चों से पाठ का संवाद कराया जायेगा।                      |
|        | 3.) नेता जी का चश्मा            | देश प्रेम का भाव जागृत होगा। देशभक्ति प्रकट करने के विविध तरीकों के अवगत होंगे।                          | नेता जी की तस्वीर बनाकर उनके विषय ने एक अनुच्छेद लिखेंगे। |
| मई     | 1.) माता का अंचल                | ग्रामीण संस्कृति की झलक। जीवन में माता के स्नेह के महत्व को समझना। तब और अब में अंतर।                    | 1930 और वर्तमान गांव में अंतर लिखेंगे।                    |
|        | 2.) नौबतखाने में इबादत          | बनारस की संस्कृति से अवगत होंगे। हिन्दू मुस्लिम एकता को बढ़ावा। शहनाई की विरासत।                         | शहनाई पर अनुच्छेद   |
|        | 3.) अलंकार                      | भाषा प्रभावी होगी। परीक्षा में अधिक अंक प्राप्त होंगे।   |   |
| जून    | 1.) उत्साह                      | कवि निराला को जानेंगे। बादलों जे सामाजिक महत्व को समझेंगे।   | क्या होगा यदि बादल नहीं होंगे? पर छात्रों के विचार        |
|        | 2.) अट नहीं रही है              | फागुन के प्राकृतिक सौन्दर्य से रू-बरु होना।  |   |
|        | 3.) पद परिचय                    | व्याकरण पढ़ने से भाषा सबल होगी और परीक्षा में अधिक अंक मिलेंगे।  |   |
| जुलाई  | 1.) यह दंतुरित मुस्कान          | बच्चे की मुस्कान का जीवन पर प्रभाव। बच्चों के प्रति संवेदना जागृत।                                       |   |
|        | 2.) पत्र, सन्देश लेखन और वाच्य  | व्याकरण पढ़ने से भाषा सबल होगी और परीक्षा में अधिक अंक मिलेंगे।  |   |
| अगस्त  | 1.) बालगोबिन भगत                | सामाजिक कुरीतियों से लड़ने की प्रेरणा।   | सामाजिक बुराइयां और प्रभाव और छात्रों के विचार आमंत्रित।  |
|        | 2.) लखनवी अंदाज                 | लखनवी तहजीब की जानकारी।  | पाठ में निहित उर्दू शब्दों के अर्थ और वाक्य बनाना         |
|        | 3.) ई-मेल, विज्ञापन और अनुच्छेद | व्याकरण पढ़ने से भाषा सबल होगी और परीक्षा में अधिक   |   |

|                 |   |  |  |
|-----------------|---|--|--|
|                 |   | अंक मिलेंगे।   |  |
| सितंबर          |   | रिवीजन, पीटी टू (अर्धवार्षिक परीक्षा)  |  |
| अक्टूबर         | 1.) संगतकार   | अपने जीवन में सांगतकार की भूमिका को समझना।   |  |
|                 | 2.) एक कहानी यह भी  | घरेलू परिवेश का बच्चों पर प्रभाव। आजादी की लड़ाई में छात्रों की भूमिका।                    |  |
|                 | 3.) पत्र  | व्याकरण पढ़ने से भाषा सबल होगी और परीक्षा में अधिक अंक मिलेंगे।                            |  |
| नवम्बर          | 1 संस्कृति  | सभ्यता और संस्कृति में अंतर समझना।   |  |
|                 | 2 साना साना हाथ जोड़ें  | पहाड़ी इलाकों की प्राकृतिक सुंदरता, मजदूरों का सामाजिक महत्व, देश के लिए सैनिकों का त्याग। | बच्चे सैनिक और मजदूर के वेश में आएंगे। अपने सामाजिक महत्व के बारे में बताएँगे। |
|                 | 3 वाक्य और पद परिचय   | व्याकरण पढ़ने से भाषा सबल होगी और परीक्षा में अधिक अंक मिलेंगे।                            |  |
| दिसंबर          | 1 आत्मकथ  | अतीत की स्मृतियों का आकर्षण हमें ऊर्जावान बनाता है। दशरथ मांझी के जीवन का उदाहरण।          |  |
|                 | 2 विज्ञापन, स्ववृत लेखन, अपठित  | व्याकरण पढ़ने से भाषा सबल होगी और परीक्षा में अधिक अंक मिलेंगे।                            |  |
| जनवरी           | रिविजन, सैम्पल पेपर प्रैक्टिस, प्री बोर्ड (नोट: पूरा सिलेब्स)               |  |  |
| पीटी वन, 20 अंक | सूर के पद, नेताजी का चश्मा, माता का अंचल, अलंकार, वाक्य, वाच्य और पद परिचय। |  |  |



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## मासिक पाठ्यक्रम(२०२६-२७)

कक्षा :- दश

विषय: संस्कृत

| Month (मास)           | Chapters / Topics(पाठ्यक्रम)  | Learning Outcomes / Objectives (शिक्षण उद्देश्य)   |
|-----------------------|---|--|
| अप्रैल (April)        | शुचिपर्यावरणम्,<br>बुद्धिर्बलवती सदा  | पर्यावरण की शुद्धता, वृक्षारोपण का महत्त्व।<br>बुद्धि की श्रेष्ठता को दर्शाना।                           |
| मई (May)              | संधिः, संधि-विच्छेद,<br>वाच्य और समास                                       | शब्दों की विच्छेद एवं शब्दों को जोड़ना, कर्म की प्रधानता एवं भावना की प्रधानता।                          |
| जून (June)            | व्यायामः सर्वदा पथ्यः,<br>शिशुलालनम्, जननी तुल्यवत्सला                      | व्यायाम के महत्त्व समझाना, राज-धर्म और सामान्य धर्म में अंतर बताना / पृथ्वी की महत्ता बताना।             |
| जुलाई (July)          | पत्र, चित्रवर्णनम्  | संस्कृत भाषा के उचित प्रयोग।<br>चित्र को देखकर कल्पना करना एवं सटीक शब्द का प्रयोग।                      |
| अगस्त (August)        | सुभाषितानि, सौहार्द प्रकृतेः शोभा,<br>विचित्रः साक्षी                       | नीति संबंधी ज्ञान विकसित करना। स्वार्थ से रहित होकर सबके सामान्य समझाना। न्यायाधीश के महत्त्व को समझाना। |
| सितंबर<br>(September) | <b>अभ्यास एवं अर्धवार्षिक परीक्षा(Revision and Half-Yearly Examination)</b> |  |
| अक्टूबर<br>(October)  | प्रत्यय, अव्यय, समय एवं वाक्य<br>संशोधन                                     | प्रत्यय द्वारा नए शब्दों का निर्माण, अशुद्धि का चयनित कर शुद्ध शब्द का प्रयोग।                           |
| नवंबर<br>(November)   | सूक्तयः, प्राणेभ्योऽपि प्रियः सुहृद्,<br>अन्योक्तयः                         | ज्ञान संबंधी बातों को बताना, नाटक के महत्त्व बताना एवं मित्रता को समझाना।                                |
| दिसंबर<br>(December)  | <b>अभ्यास (Revision)</b>  |  |
| जनवरी<br>(January)    | <b>मुख्य परीक्षा से पूर्व मूल्यांकन (Pre-Board / Final Evaluation)</b>      |  |



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## Monthly Syllabus – Session – 2026-27

Class: X

Subject: - MATHS

| Month     | Chapter   | Learning Outcomes   | Activities   |
|-----------|---|---|--|
| APRIL     | Real Numbers                                      | <ul style="list-style-type: none"><li>Find HCF &amp; LCM</li><li>Understand irrational numbers</li></ul>                              | <ul style="list-style-type: none"><li>Prime factorization activity</li><li>Worksheet practice</li></ul>      |
| MAY       | Polynomials                                       | <ul style="list-style-type: none"><li>Find zeros of polynomials</li><li>Relationship between zeros &amp; coefficients</li></ul>       | <ul style="list-style-type: none"><li>Graph plotting activity</li><li>Polynomial quiz</li></ul>              |
| JUNE      | Pair of Linear Equations in Two Variables         | <ul style="list-style-type: none"><li>Algebraic &amp; graphical solution</li><li>Application in daily life problems</li></ul>         | <ul style="list-style-type: none"><li>Graph paper activity</li><li>Problem-solving task</li></ul>            |
| JULY      | Quadratic Equations                               | <ul style="list-style-type: none"><li>Solve by factorization</li><li>Use quadratic formula</li></ul>                                  | <ul style="list-style-type: none"><li>MCQ competition</li><li>Practice worksheet</li></ul>                   |
| AUGUST    | Arithmetic Progressions                           | <ul style="list-style-type: none"><li>Find nth term &amp; sum</li><li>Recognize number patterns</li></ul>                             | <ul style="list-style-type: none"><li>Pattern finding activity</li><li>Real-life sequence examples</li></ul> |
| SEPTEMBER | Coordinate Geometry + Unit Test                   | <ul style="list-style-type: none"><li>Distance &amp; midpoint formula</li><li>Area of triangle</li></ul>                              | <ul style="list-style-type: none"><li>Map plotting activity</li><li>Unit Test</li></ul>                      |
| OCTOBER   | Triangles & Circles                               | <ul style="list-style-type: none"><li>Similarity theorem</li><li>Tangent properties</li></ul>   | <ul style="list-style-type: none"><li>Geometry model making</li><li>Theorem presentation</li></ul>           |
| NOVEMBER  | Trigonometry                                      | <ul style="list-style-type: none"><li>Trigonometric ratios &amp; identities</li><li>Heights &amp; distances</li></ul>                 | <ul style="list-style-type: none"><li>Shadow measurement activity</li><li>Practical observation</li></ul>    |
| DECEMBER  | Mensuration, Statistics & Probability             | <ul style="list-style-type: none"><li>Surface area &amp; volume</li><li>Data interpretation</li><li>Probability calculation</li></ul> | <ul style="list-style-type: none"><li>Survey project</li><li>Solid model activity</li></ul>                  |
| JANUARY   | <b>FINAL REVISION &amp; PRE-BOARD EXAMINATION</b> |   |  |



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## Monthly Syllabus – Session – 2026-27

Class:- X

Subject:- PHYSICS

| Exam        | Month     | Theory Ch.                    | Practicals   | Learning Outcome   |
|-------------|-----------|-------------------------------|--|--|
| P.T.-1      | April     | Light                         | Verification of image formation by concave mirror        | To know properties of light, laws of reflection, image formation |
|             | May       | Human Eye and Colourful World |  |  |
| Half Yearly | June      | Current                       | Verification of Ohm's Law                                | Verification of Ohm's Law, factors on which resistance depends   |
|             | July      | Electricity                   |  |  |
|             | August    | Magnetic Effect of Current    | Magnetic Field Lines                                     | Magnetic effect of lines, Fleming left hand rule                 |
|             | September |                               |  |  |
|             | October   |                               |  |  |
|             | November  | Magnetic Effect of Current    | Series and Parallel Combination of Resistor Verification | Difference between AC and DC                                     |
|             | December  |                               |  |  |
|             | January   | Revision                      |  |  |



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## Monthly Syllabus – Session – 2026-27

Class:- X

Subject:- CHEMISTRY

| Exam        | Months      | Theory Chapters   | Practicals   | Learning Outcomes   |
|-------------|-------------|---|--|---|
| PT-1        | April – May | <b>1. Chemical Reactions and Equations</b> <ul style="list-style-type: none"><li>• Types of chemical reactions</li></ul>              | <ul style="list-style-type: none"><li>• Characteristics chemical change</li></ul>          | <ul style="list-style-type: none"><li>• To identifies the characteristics of chemical change</li></ul>    |
| Half Yearly | June        | <b>2.Acids, Bases and Salts</b> <ul style="list-style-type: none"><li>• Chemical and physical properties of acids and bases</li></ul> | 1. Combination reaction  | <ul style="list-style-type: none"><li>• To know the characteristics of acids and bases</li></ul>          |
|             | July        | <b>3. Metals and Non-metals</b> <ul style="list-style-type: none"><li>• Physical properties</li></ul>                                 | 2. Decomposition reaction  | <ul style="list-style-type: none"><li>• Reactions of acids and bases with metals and non-metals</li></ul> |
|             | August      |   | 3. Displacement reaction   |   |
|             | September   |   | 4. Double displacement reaction  |   |
|             |             | 5. To find pH of given solutions  |  |   |
|             | October     | <b>Metals and Non-metals</b> <ul style="list-style-type: none"><li>• Chemical properties</li></ul>                                    | <ul style="list-style-type: none"><li>• Soap and detergents</li></ul>                      | <ul style="list-style-type: none"><li>• Reactions of metals and non-metals</li></ul>                      |
|             | November    | <b>4. Carbon and its Compounds</b> <ul style="list-style-type: none"><li>• Some Important Organic Compounds</li></ul>                 | <ul style="list-style-type: none"><li>• To study the properties of ethanoic acid</li></ul> | <ul style="list-style-type: none"><li>• To determine the physical properties</li></ul>                    |
|             | December    |   | <ul style="list-style-type: none"><li>• To study the action of metals</li></ul>            | <ul style="list-style-type: none"><li>• Working of soaps and detergents</li></ul>                         |
| PT-2        | Dec – Jan   | <b>Revision</b>   | <b>Practical Practice</b>  | —   |



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## Monthly Syllabus – Session – 2026-27

Class:- X

Subject:- BIOLOGY

| Exam             | Months    | Chapters  | Practicals  | Learning Outcomes   |
|------------------|-----------|---|---|---|
| P.T 1            | April     | <b>Ch-1 Life Process</b><br>• Digestion in Amoeba & Human • Nutrition<br>Autotrophic, heterotrophic and its types                                       | Temporary mount of leaf peel to show stomata              | <ul style="list-style-type: none"> <li>• Types of nutrition with examples</li> <li>• Photosynthesis with equation</li> <li>• Diagrams of stomata &amp; human digestive system</li> </ul>        |
|                  | May–June  | <b>Ch-5 Respiration</b> Aerobic vs anaerobic<br>• Transportation in plants & human<br>• Excretion Nephron, artificial kidney                            | Respiration in germinating seed                           | <ul style="list-style-type: none"> <li>• Differentiate respiration types</li> <li>• Pathway of blood in double circulation</li> <li>• Heart &amp; nephron diagram</li> </ul>                    |
| Half Yearly Exam | July      | <b>Ch-6 Control and Co-ordination</b> • Nervous system<br>Reflex arc, human brain<br>• Hormones in animals<br>• Plant co-ordination → Tropism, hormones |   | Study about binary fission in Amoeba and budding in Hydra by chart making   |
|                  | August    | <b>Control and Co-ordination in Plants</b><br>• Hormones in Plants<br>• Revision for Half Yearly  | Study of phototropism & geotropism in plants              | <ul style="list-style-type: none"> <li>• Reflex action &amp; arc</li> <li>• Human brain structure</li> <li>• Tropic movement &amp; plant hormones</li> </ul>                                    |
|                  | September | <b>Revision for Half Yearly Chapters 5 &amp; Chapter 6</b>  | Study of T.S. of dicot and monocot root, stem             | <ul style="list-style-type: none"> <li>• Concepts of life processes</li> <li>• Application based questions</li> </ul>   |
|                  | October   | <b>Ch-7 How do Organisms Reproduce?</b><br>1. Asexual Reproduction<br>2. Sexual Reproduction in Plants<br>3. Reproduction in Human Beings               | Study of parts of a flower                                | <ul style="list-style-type: none"> <li>• Fission, Fragmentation, Regeneration, Budding</li> <li>• Parts of flower &amp; pollination</li> <li>• Male &amp; female reproductive system</li> </ul> |
|                  | November  | <b>Ch-7: How do Organisms reproduce</b><br>• 4. Reproductive health<br><b>Ch-8: Heredity</b><br>① Mendel's contributions<br>② Sex Determination         | Identification of different parts of embryo of dicot seed | <ul style="list-style-type: none"> <li>• Methods of contraception and STDs</li> <li>• Mendel's laws of inheritance</li> <li>• Sex determination in humans</li> </ul>                            |

|                   |          |   |  |   |
|-------------------|----------|---|--|---|
| <b>PT-2</b>       | December | <b>Ch-8: Heredity</b><br>• Evolution<br><b>Ch-13: Our Environment</b><br>• Ecosystem & Components<br>• Food chains & Webs | Study of homology & analogy with specimens | • Variation and its importance<br>• Homologous organs<br>• 10% law and trophic levels |
|                   | January  | <b>Ch-13: Our Environment</b><br>• Waste Management<br>• Ozone Depletion  |  | • Pri degradable & non-biodegradable waste  |
| <b>Final Exam</b> | February | Full Syllabus Revision + Pre Boards.<br>Ch - 5, 6, 7, 8, 13   | All Practical revision + Viva preparation  | Waste segregation report  |



# SACRED HEART SCHOOL

(Affiliated to CBSE, New Delhi, up to +2 Level)

## Monthly Syllabus – Session – 2026-27

**Class:- X**

**Subject:- SSC**

| Month     | Chapter   | Learning Outcome   | Activities  |
|-----------|---|--|---|
| April     | <b>Resources and Development (Geo)</b>            | • Analyse and evaluate data and information related to non-optimal land utilisation in India | • Identify major soil types                           |
| May       | <b>Development (Eco)</b>                          | • Analyse the multiple perspectives on the need of development                               | • Analyse the criteria of development and factors     |
| June      | <b>Forest and Wildlife Resources (Geo)</b>        | • Summarise the reasons for conservation of biodiversity under sustainable development       | • Locate the major biosphere reserves in Indian map   |
| July      | <b>Sectors of Indian Economy (Eco)</b>            | • Enumerate essential role of the public and private sectors                                 | • Identify the sectors according to functions         |
| August    | <b>Water Resources (Geo)</b>                      | • Examine the reasons for conservation of water resources                                    | • Locate the major dams                               |
| September | <b>Revision + Mid Term I</b>                      | • Revision and comprehensive review of chapters  | —   |
| October   | <b>Agriculture (Geo)</b>                          | • Examine the crucial role played by agriculture in our economy                              | • Identify major agricultural crops and locate in map |
| November  | <b>Money and Credit (Eco)</b>                     | • Analyse the various sources of credit  | • Analyse how money plays as a medium of exchange     |
|           | <b>Lifelines of National Economy (Geo)</b>        | —  | • Map work  |
| December  | <b>Minerals and Energy Resources (Geo)</b>        | • How minerals and energy plays a crucial role   | • Identify major minerals and locate in map           |
|           | <b>Manufacturing Industries (Geo)</b>             | • Significance of manufacturing industries   | • Locate major manufacturing industries               |
| January   | <b>Final Revision &amp; Pre-Board Examination</b> |  |   |



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## Monthly Syllabus – Session – 2026-27

Class: X

Subject: - IT(402)

### Part A: Employability Skills

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|---|---|---|
| <p style="text-align: center;"><b>April</b></p> | <ul style="list-style-type: none"> <li>● <b>Chapter 1: Communication Skills - II</b></li> </ul>   | <ul style="list-style-type: none"> <li>○ <b>Learning Outcomes:</b> <ul style="list-style-type: none"> <li>■ Understand and explain the communication cycle.</li> <li>■ Identify and describe different types of communication.</li> <li>■ Recognize the importance of feedback in effective communication.</li> <li>■ Apply the principles of effective communication in various scenarios.</li> <li>■ Identify and overcome barriers to effective communication.</li> <li>■ Develop basic writing skills, including writing effective phrases, sentences, and paragraphs.</li> </ul> </li> </ul> |
| <p style="text-align: center;"><b>May</b></p>   | <ul style="list-style-type: none"> <li>● <b>Chapter 2: Self-Management Skills - II</b></li> </ul> | <ul style="list-style-type: none"> <li>■ Define stress and identify common stressors.</li> <li>■ Understand the importance of stress management.</li> <li>■ Learn and apply different stress management techniques.</li> <li>■ Develop self-reliance skills.</li> </ul>   |
| <p style="text-align: center;"><b>June</b></p>  | <ul style="list-style-type: none"> <li>● <b>Chapter 3: ICT Skills - II</b></li> </ul>             | <ul style="list-style-type: none"> <li>■ Understand the basic concepts of operating systems.</li> <li>■ Navigate and work effectively within the Windows 10 operating system.</li> <li>■ Manage files and folders efficiently.</li> <li>■ Understand basic care and maintenance procedures for computers.</li> <li>■ Develop awareness of cybersecurity basics.</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>● <b>Chapter 4: Entrepreneurial</b></li> </ul>             | <ul style="list-style-type: none"> <li>○ <b>Learning Outcomes:</b></li> </ul>   |

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| July      | Skills - II  | <ul style="list-style-type: none"> <li>■ Understand the concept of entrepreneurship and society.</li> <li>■ Analyze different types of entrepreneurship from a societal perspective.</li> <li>■ Identify the qualities and functions of entrepreneurs.</li> <li>■ Recognize the entrepreneur's role in economic development.</li> <li>■ Debunk common myths related to entrepreneurship.</li> <li>■ Consider entrepreneurship as a career option.</li> </ul> |
| August    | <ul style="list-style-type: none"> <li>● Chapter 5: Green Skills - II</li> </ul>   | <ul style="list-style-type: none"> <li>○ Learning Outcomes: <ul style="list-style-type: none"> <li>■ Understand the relationship between environment and society.</li> <li>■ Explain the concept and importance of sustainable development.</li> <li>■ Understand the principles and impact of the green economy.</li> <li>■ Develop awareness of various green skills.</li> </ul> </li> </ul>   |
| September | <b>Mid-Term 1 Examinations (Based on Part A: Employability Skills)</b>   |  |
| October   | <ul style="list-style-type: none"> <li>● Chapter 1: Digital Documentation (Advanced) using LibreOffice Writer</li> </ul> | <ul style="list-style-type: none"> <li>○ Learning Outcomes: <ul style="list-style-type: none"> <li>■ Apply different styles in a document.</li> <li>■ Work effectively with graphical elements in documents.</li> <li>■ Create and manage document templates.</li> <li>■ Customize tables of contents.</li> </ul> </li> </ul>  |
| November  | <ul style="list-style-type: none"> <li>● Chapter 2: Electronic Spreadsheet (Advanced) using LibreOffice Calc</li> </ul>  | <ul style="list-style-type: none"> <li>○ Learning Outcomes: <ul style="list-style-type: none"> <li>■ Understand and apply data analysis techniques in spreadsheets.</li> <li>■ Create and use linking data and spreadsheets.</li> <li>■ Create and use references to other sheets within a spreadsheet.</li> <li>■ Share and review spreadsheets effectively.</li> <li>■ Work with comments in spreadsheets for</li> </ul> </li> </ul>                       |

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|  |   | <p>collaboration.</p> <ul style="list-style-type: none"> <li>■ Compare and merge spreadsheets.</li> <li>■ Understand and use macros for automation.</li> </ul>  |
| <b>December</b>  | <ul style="list-style-type: none"> <li>● <b>Chapter 3: Database Management System using LibreOffice Base</b></li> </ul>             | <ul style="list-style-type: none"> <li>○ <b>Learning Outcomes:</b> <ul style="list-style-type: none"> <li>■ Understand the basic concepts of databases and information.</li> <li>■ Explain the role of a Database Management System.</li> <li>■ Understand basic database terminologies.</li> <li>■ Get an introduction to LibreOffice Base.</li> </ul> </li> </ul>   |
| <b>January</b>   | <ul style="list-style-type: none"> <li>● <b>Chapter 3: Database Management System using LibreOffice Base (Continued)</b></li> </ul> | <ul style="list-style-type: none"> <li>○ <b>Learning Outcomes:</b> <ul style="list-style-type: none"> <li>■ Understand and apply the concept of relationships between tables.</li> <li>■ Learn methods for retrieving data using queries.</li> <li>■ Understand basic database languages.</li> <li>■ Create forms for data input and management in LibreOffice Base.</li> <li>■ Generate reports from data stored in LibreOffice Base.</li> </ul> </li> </ul>   |
| <b>February</b>  | <ul style="list-style-type: none"> <li>● <b>Chapter 4: Maintain Healthy, Safe and Secure Working Environment</b></li> </ul>         | <ul style="list-style-type: none"> <li>○ <b>Learning Outcomes:</b> <ul style="list-style-type: none"> <li>■ Understand the importance of workplace safety.</li> <li>■ Identify potential hazards in the workplace.</li> <li>■ Recognize common accidents and emergencies and learn how to respond.</li> <li>■ Understand and apply general principles of health and safety at work.</li> <li>■ Develop awareness of general safety practices.</li> <li>■ Understand workplace evacuation procedures.</li> <li>■ Promote healthy living habits.</li> </ul> </li> </ul> |
| <ul style="list-style-type: none"> <li>● <b>Mid-Term 2 Examinations (Based on Part B: Information Technology and Chapter 4 of Employability Skills)</b></li> </ul> |   |   |