

**ANNUAL CURRICULUM PLAN
2020 – 2021**

**INFORMATION TECHNOLOGY
CLASS IX (Code No. 402)**

Vision

- *To develop employability and vocational competencies of students.*
- *To enable students to apply effective and written communication skills to interact with people and customers.*
- *To acquaint students with the Basic ICT Skills & Computer System with its various I/P, O/P, storage devices.*
- *To make students realize the importance of Entrepreneurial skills and Green skills.*
- *To develop the intellectual, creative and thinking capabilities through the use of computer technology.*
- *To develop a sense of Responsibility among them.*
- *To develop practical knowledge of digital documentation, spreadsheets and presentation.*
- *To make students understand the benefits and drawbacks of using technology in their day to day life.*

TERM PERIOD - APRIL TO SEPTEMBER

Unit & Topics	Transactional Strategies/ Innovative Pedagogy	Learning Outcomes	Core Skills/Art Integration
<i>Employability Skills</i> <i>Unit-1: Communication Skills</i> <ul style="list-style-type: none"> • Introduction • Elements & Importance • Types of Communication • Punctuation & Pronunciation Rules • Sentence Formation • Introducing oneself • Greeting others • Talking about family • Framing questions • Forming sentences 	Activation and use of prior knowledge. Reading and explaining text structure Context Based Learning Discussion method Virtual classrooms through Online teaching Adaptive Learning Quiz competition Recapitulation via online tests	Students will be made aware about the communication skills for the betterment of oneself. They will learn to help others with the use of discussion method and will inculcate the value of Responsibility. They will get familiar with Sentence formation and its rules. Their creativity and thinking power will be enhanced.	Core Skills: Descriptive skills, Communicative skills/language skills Art Integration: Prepare an article on “Education and Computers” Elaborate the use of each punctuation mark with help of relevant examples Interdisciplinary Linkages: English
<i>Unit-2: Self-Management</i> <ul style="list-style-type: none"> • Introduction • Self-Management Skills • Knowing own Strengths & Weaknesses • Self-Confidence & Positive Thinking • Personal Hygiene & Self-Grooming 	Activation and use of prior knowledge and explanation of text. Personal response to text Virtual classrooms through Online teaching	Students will get be able to understand the concept of Self-Management and its relevance in their daily lives. They will be able to inculcate positive thinking among themselves.	Core Skills: Self-Management skills, Creative skills, Positive thinking, Stress management competence Art Integration: Prepare a list of your “Strengths and Weaknesses”

<p>Unit-3: Basic ICT Skills</p> <ul style="list-style-type: none"> • Introduction • Basics of a Computer System • I/P, O/P, Memory, Storage Devices • Basic Computer Operations • Internet & its Applications • Internet Services 	<p>Activation and use of prior knowledge and explanation of text.</p> <p>Adaptive Learning</p> <p>Demonstration via Screen Share option of Google Meet</p> <p>Youtube video: https://youtu.be/v2FuMWOzRN8</p> <p>Reviewing their understanding of the concept by asking them to present their screen</p>	<p>Students will be made aware about the basics of a computer system and its I/P, O/P & storage devices. They will also get familiar with various Internet services and its application with help of examples.</p> <p>They will develop a sense of responsibility and understand the benefits & drawbacks of using technology in their day to day life.</p>	<p>Core Skills: Analytical skills, Creative skills, Digital Literacy</p> <p>Art Integration: Prepare a list of various Input and Output devices available nowadays Name some of the search engines widely used</p>
<p>Vocational Skills Unit-1: Word Processing (Elementary)</p> <ul style="list-style-type: none"> • Introduction • Working with 'WRITER' Word Processor • Setting up Writer and Formatting Documents • Formatting Pages, Spell Check & Autocorrect Utilities • Tables and Printing 	<p>Reading and explaining text structure</p> <p>Demonstration of features of WRITER Word processor via Screen Share option of Google Meet</p> <p>Youtube Videos: https://youtu.be/e1FJUyOKKQ https://youtu.be/Fd2e_oWTYhA</p> <p>Assessing their understanding of the concept by asking them to present their screen and do the task as told by teacher</p>	<p>Students will learn about 'Writer' and its various formatting features with help of screen share option. They will also be made aware about working with tables and about printing features of this word processor. The value that each student will be responsible for his/her own lifelong learning in computer technology will be developed among them.</p>	<p>Core Skills: Digital Literacy, Computerized documentation skills, Problem solving, Analytical reasoning</p> <p>Art Integration: Create a Report on School's Annual Sports Day using various features of WRITER</p> <p>Interdisciplinary Linkages: English</p>

TERM PERIOD - OCTOBER TO JANUARY

<p>Employability Skills Unit-4: Entrepreneurial Skills</p> <ul style="list-style-type: none"> • Introduction • Types of and fields for Entrepreneurship • Entrepreneurship vs. Employment • Entrepreneurship Development Process 	<p>Activation and use of prior knowledge.</p> <p>Reading and explaining text structure</p> <p>Discussion Method</p> <p>Adaptive Learning</p> <p>Recapitulation via online tests</p>	<p>Students will get familiar with the concept and importance of Entrepreneurial skills in their real life.</p> <p>The value that opportunities will only knock at their door if they work hard and are ready to help others.</p>	<p>Core Skills: Decision making, Entrepreneurial skills, Team work</p> <p>Art Integration: Search for successful startup in India in the previous year. Read their details, their journey & prepare a list with following fields: NAME, TYPE (product or service based), FOUNDER, DESCRIPTION</p>
<p>Unit5: Green Skills</p> <ul style="list-style-type: none"> • Introduction • Our Influence on Natural Environment • Natural Resource Conservation • Green Economy and Green Skills 	<p>Activation and use of prior knowledge and explanation of text.</p> <p>Personal response to text</p> <p>Discussion Method</p> <p>Recapitulation via online tests</p>	<p>Students will learn about Natural Environment and its importance in their real life.</p> <p>They will learn how to save and conserve Natural environment.</p> <p>The value of conserving and saving in every aspect of life will be inculcated among them.</p>	<p>Core Skills: Analytical reasoning, Being Eco-friendly, Usage of 3R's (Reduce, Reuse, Recycle)</p> <p>Art Integration: Create a Poster discussing the role of people in conserving Energy and Water</p> <p>Interdisciplinary Linkages: Art & Drawing</p>

<p>Vocational Skills Unit-2: Spreadsheet Applications (Elementary)</p> <ul style="list-style-type: none"> • Introduction • Working with 'CALC' Spreadsheet basics • Working with Data • Formatting and Sorting Data • Charts and Graphs • Adding Graphics in Calc and Printing Worksheets 	<p>Reading and explaining text structure</p> <p>Demonstration of features of CALC SPREADSHEET S/W via Screen Share option of Google Meet</p> <p>Learning by Doing</p> <p>Youtube video: https://youtu.be/fPqT2cn4fOY</p> <p>Reviewing their understanding of the concept by asking them to present their screen and do the task as told by teacher</p>	<p>Students will learn about 'Calc' and its various formatting & sorting features with help of screen share option. They will also be made aware about working with charts and graphs.</p> <p>The value of handling things on their own and managing the situations of life in a positive way will be inculcated among them</p>	<p>Core Skills: Digital Literacy, Computerized spreadsheet skills, Analytical reasoning, Decision making</p> <p>Art Integration: Create a Calc worksheet containing information of your friends enabling the use of various features available in CALC</p> <p>Interdisciplinary Linkages: Mathematics</p>
<p>Unit-3: Presentation Software</p> <ul style="list-style-type: none"> • Introduction • Working with 'IMPRESS' Presentation Software • Presentation Templates and Slide Master • Slide Text and Images • Drawing and Managing Graphic objects in Impress • Exporting and Printing Slide shows, Presentation 	<p>Reading and explaining text structure</p> <p>Demonstration of features of IMPRESS PRESENTATION S/W via Screen Share option of Google Meet</p> <p>Learning by Doing</p> <p>Assessing their understanding of the concept by asking them to present their screen and do the task as told by teacher</p>	<p>Students will learn about 'Impress' and its various features. They will also learn about Bulleted & numbered lists and formatting graphic objects.</p> <p>They will also get familiar with Slide sorter view and grouping/ungrouping objects</p>	<p>Core Skills: Digital Literacy, Creative skills, Team work, Communicative skills</p> <p>Art Integration: Create a Presentation on the topic "Online Classes" inculcating the features of Impress</p> <p>Interdisciplinary Linkages: English</p>