VIDYA PRATISHTHAN'S NEW BAL VIKAS MANDIR, PIMPLI-BARAMATI.
ANNUAL CURRICULUM AND PEDAGOGICAL PLAN, 2025-2026.
SUBJECT-IT

Std: IX A, B & C

S.NO	Topic	Learning Outcomes	Assessment tools	Practical/ Activity	Resources	Inter disciplinary
			Part A - EMPLOYABILITY SKILLS			
1	**Unit 1 : Communication Skills-I Unit 2 : Self-Management Skills-I No.of Periods- 6 Month-July**	*Students will able to learn about- i) importance of communication, elements of communication, perspectives in communication , effective communication. ii) different skills such as Self Management , Self awareness, self control, Self confidence, Self motivation Team work etc.	Google Form MCQ test	**Experiential Learning :** Comparing methods of communication (Verbal, Non-verbal, and Visual).	Textbook	Self awareness Social awareness Presentation Skills
2	**Unit 3 : ICT Skills-I No. of Periods- 5 Month-November**	*Students will able to learn: i) applications and need of ICT devices at workplace, Home, Banking and Finance ii) basic features of a Mobile Device, Understanding RAM and ROM iii) Uses of the Internet, Networking, Email.	Activity	*Computer Keyboard Shortcut *Write the different file extensions.	Textbook	ICT Skills Technical Skills

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3	**Unit 4 : Entrepreneurial Skills-I** **Unit 5 : Green Skills-I** **No. of Periods- 4 Month-January**	*Students will able to learn: What is Entrepreneurship? Role of Entrepreneurship, Characteristics of Entrepreneurship, Green Skills - Society and Environment, Types of Pollution, Natural disasters, Saving the environment: What can you do? 3 R's (Reduce, Reuse, Recycle), Conserving Natural Resources, Sustainable Development Goals.	Worksheet/ Open book test	*Group Discussion: Entrepreneurs: Bill Gates (Microsoft), Mark Zuckerberg (Facebook), Steve Jobs (Apple), etc	Educational Video Textbook	Social awareness Self awareness Decision making skills
			Part B - SUBJECT SKILLS			
4	**Unit 3: Digital Documentation No. of Periods- 4 Month-April**	*Students will be able to create a document using a word processor, apply editing features, formatting features, create and work with tables.	Lab Activity	*Type a paragraph: use the Find and Replace option and thesaurus option. Create your class timetable with the table formatting options(merge, split borders etc)	Textbook Computer lab	Computational Awareness ICT Skills
5	**Unit 3: Digital Documentation No. of Periods- 3 Month-June**	*Students will learn be able to use Print options, understand and apply mail merge.	Lab Activity	Students will create a birthday invite and also send the invite for their birthday party using the mail merge feature of Writer.	Textbook Computer lab	Computational Awareness ICT Skills

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6	**Unit 1:** **Introduction to IT-ITeS industry** **No. of Periods- 7** **Month-October**	*Students will able to understand: Use of IT and ITeS services, BPO services, BPM industry in India, Structure of the IT-BPM industry, Applications of IT in home computing, library, workplace, education, communication, business, science and engineering, banking, marketing, health care, IT in the government.	Activity	Identify and list few companies of the world and state why those companies are called as MNC, ISP and GIC.	Textbook Computer lab	ICT Skills, Social Awareness
7	**Unit 2: Data Entry & Keyboarding Skills** **No. of Periods- 4** **Month-November**	*Students will able to understand: Types of keys on keyboard like Home and Guide keys, Typing ergonomics, Successful keyboarding tips, Use of Rapid Typing Tutor software, Calculate the typing speed.	Lab Activity	* Type a paragraph using Rapid Typing Tutor software and calculate the typing speed.	Rapid Typing Tutor Application	Keyboarding skills

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8	**Unit 4: Electronic Spreadsheet No. of Periods- 4 Month-August**	*Students will be able to create a Spreadsheet, apply formula and functions in spreadsheet, format data in the spreadsheet, understand and apply referencing.	Lab Activity	*Prepare sheet to find area of circle for 10 different radius using absolute cell reference. * Create a sheet with the columns Name of the product, CP, SP and construct a formula to find Profit, Loss, Profit percent , loss percent.	Textbook Computer lab	Logical thinking, Problem solving, Creative thinking Mathematics
9	**Unit 4: Electronic Spreadsheet No. of Periods- 4 Month-September**	*Students will be able to - i) create and insert different types of charts in a spreadsheet ii) understand different types of charts available in spreadsheet ,importance of chart in spreadsheet.	Lab Activity	*Create the Result Sheet for Std. IX Annual Examination. Find out total and percentage using relative cell reference.	Textbook Computer lab	Creative thinking Mathematics

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10	**Unit 5: Digital Presentation** **No. of Periods- 4** **Month-December**	*Students will be able to understand features of an effective presentation, Create a presentation, Work with slides, Format text and apply animations, Create and use tables, Insert and format image in presentation, Work with slide master	Lab Activity	*Create a presentation on the topic " *Impact of Social Media on Youth* ". Add animation , transition, hyperlink,etc in your presentation.	Textbook Computer lab Google Slides	Presentation skills Creative thinking
	Revision					