VIDYA PRATISHTHAN'S NEW BAL VIKAS MANDIR, PIMPLI - BARAMATI			
Annual Curriculam Plan of Information Technology, Year 2023 - 24			
Std: IX A, B & C			
Month and working days	**Topic**	**Learning Outcomes**	**Practical/ Activity**
Part A - EMPLOYABILITY SKILLS			
April (16 Days)	Unit 1 : Communication Skills-I Unit 2 : Self-Management Skills-I	*Students will able to learn: Importance of communication,Elements of communication,Perspectives in communication ,Effective communication, Self Management Skills- Self awareness, self control,Self confidence,Self motivation Team work etc.	Experiential Learning : Comparing methods of communication (Verbal, Non-verbal, and Visual). Discuss advantages and disadvantages of communication.
June (21 Days)	Unit 3: Digital Documentation	*Students will learn to: Create a document using a word processor,Apply Editing features,Apply formatting features,Create and work with tables. *Students will learn to: Use Print Options,Understand and apply mail merge.	*Open mydocumentl. Find all the occurrences of the word 'the' and replace it with 'e' if it is not in the beginning of the sentence. *Create a letter for a invitation for birthday party for 10 people using mail merge feature of Writer.
July (21 Days)	Unit 3 : ICT Skills-I	*Students will able to learn: ICT at workplace, Home, Banking and Finance,Commonly found applications, Basic Features of a Mobile Device,Understanding RAM and ROM,Uses of the Internet, Networking, Email.	Group Discussion: Comparing Postal mail Vs e-mail
Pre Mid Term 3rd July, 2023			
	Unit 1: Introduction to IT-ITeS industry	*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, everyday life, library, workplace, education, communication, business, science and engineering, banking, insurance, marketing, health care, IT in the government and public service.	*Experential Learning : Identify and list the various IT enabled services.Observe the application of IT in various areas like hospitals, banks,etc near you.

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August (23 Days)	Unit 2: Data Entry & Keyboarding Skills	*Students will able to understand: Types of keys on keyboard, Home keys and guide keys, Typing ergonomics, Positioning of fingers on the keyboard, Successful keyboarding tips, Use of Rapid Typing Tutor software, Calculating the typing speed.	* Type paragraph using Rapid Typing Tutor software and calculate the typing speed.
September (24 Days)	Unit 4 : Entrepreneurial Skills-I	*Students will able to learn: What is Entrepreneurship? Role of Entrepreneurship, Characteristics of Entrepreneurship,	* A successful interview *Group Discussion: Entrepreneurs: Elon Musk and Bill Gates.
Mid Term Examination 6th September to 15th September, 2021 (Tentative)			
October (24 Days)	Unit 4:Electronic Spreadsheet	*Students will learn to: Create a Spreadsheet,Apply formula and functions in spreadsheet, Format data in the spreadsheet,Understand and apply Referencing,Create and insert different types of charts in a spreadsheet.	* Make a small survey in your area and find out the newspaper invited in each house for at least 10 houses. Collect data, arrange them and prepare 3D pie chart based on this.
November (15 Days)	Unit 4:Electronic Spreadsheet	*Students will learn to: Apply Referencing,Create and insert different types of charts in a spreadsheet, Importance of chart in spreadsheet, Types of chart, Example of chart.	Experiential Learning : *Create Result Sheet for Std. IX Annual Examination. Find out total and grades using relative cell reference. *Prepare sheet to find area of circle for 10
Post Mid Term			
December (18 Days)	Unit 5 : Green Skills-I	Green Skills - Society and Environment,Natural resources,Types of Pollution, Natural disasters,Saving the environment: What can you do? 3 R's (Reduce, Reuse, Recycle),Conserving Natural Resources,Sustainable Development Goals. Components of a Green Economy.	

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January (25 Days)	Unit 5: Digital Presentation	*Students will 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	*Create a presentation which demonstrates details of acar launched by any company of your choice. Include the following sliders: (i) Introduction of the company (ii) List of cars the company sells. (iii) Introduction of the new car launched.
February	**Annual Examination**		