ACADEMIC PLAN: 2023-24

CARMEL CONVENT SR SEC SCHOOL ,RATANPUR,BHOPAL.

STD: IX SUBJECT: IT

Month / No	Name of the Unit /	Learning	Suggested Activities/	Assignment	Assessment
of Working	Chapter/Topic	Outcomes	Projects under Internal	Assignment	Assessificit
_	Chaptery topic	Outcomes	Assessment/PRACTICALS		
Days	Unit -1 Introduction to IT	Students will be	Assessment/PRACTICALS		NACO bassad
APRIL					MCQ based
	eS Industry	able to			oral
		understand the			test/written
		importance of IT			test
		sector			
JUNE	Unit -3 ICT Skills	Students will be	P1 – Starting Libre office		MCQ based
	Unit – 3 Digital	able to	writer P2 – creating		oral
	Documentation	understand the	document P3 –		test/written
		use of various	Understanding parts of		test
		ICT tools and	writer window.		
		skills, use of a			
		word processing			
		software.			
JULY	Unit – 3 Digital		P1 – Using bullets and		
	Documentation(continued)		numbering P2 – Inserting		
	PT -1 Unit -1 Introduction		images. P3 – Defining		
	to IT ITeS Industry, Unit -3		borders and		
	ICT Skills		backgrounds. P4 –		
			Creating and managing		
			tables.		
AUGUST	Unit – 2 Data Entry and	Students will be	P1 – Typing practice		MCQ based
	keyboarding skills	able to	following various typing		oral
		understand the	techniques, rapid typing		test/written
		techniques of	software, typing		test
		data entry and	ergonomics		
		keyboard typing	e i gomennes		
		ergonomics			
SEPTEMBER	Unit -4 Electronic	Students will be	P1 – Formatting the		MCQ based
01 1	Spreadsheet	able to use	worksheet P2 – Working		oral
	PT -2 (Term-1)	spreadsheet	with inbuilt functions.		test/written
	Unit -1 Introduction to IT	software, various	With modific randership.		test
	ITeS Industry, Unit -3 ICT	formulas and			test
	Skills,Unit – 3 Digital	functions of			
	Documentation, Unit – 2	spreadsheet			
	Data Entry and	software.			
	keyboarding skills	Software.			
	incyssalaning simis				
OCTOBER	Unit -5 Digital Presentation	Student will be	P1- PowerPoint Subject		MCQ based
20.002.		able to create	wise presentation.		oral
		presentation	moe presentation.		test/written
		using different			test
		features such as			
		animation,			
		transitions,			
		shapes, text,			
		images, sounds			
		etc.			
NOVEMBER	Unit -4 Entrepreneur Skills	Students will be			MCQ based
INOVEIVIDER					oral
	Unit -2 Self-Management Skills	able to identify			test/written
	SKIIIS	various types of			•
		business			test

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		activities and	
		knowledge of	
		entrepreneurship	
		and importance	
		of self-	
		management	
		skills	
DECEMBER	Unit - 5 Green Skills	Students will be	MCQ based
	PT – 3	able to	oral
	Unit -5 Digital Presentation	understand the	test/written
		importance of	test
		green economy	
		and green skills.	
JANUARY	Unit -1 Communication	Students will get	MCQ based
	Skills	the knowledge of	oral
		various methods	test/written
		of	test
		communication	
		and writing skills.	
FEBRUARY	Final Exams	_	

NAME OF THE SUBJECT TEACHER: Anita Mandal

SIGNATURE OF THE SUBJECT COORDINATOR: