

LESSON PLAN OF CLASS IX (SUBJECT: INFORMATION TECHNOLOGY-402)

TERM 1

PART A (EMPLOYABILITY SKILLS)

MONTH: APRIL

UNIT-1 COMMUNICATION SKILLS- I

MONTH: MAY

UNIT-2 SELF-MANAGEMENT SKILLS- I

MONTH: JULY

UNIT-3 INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS- I

MONTH: AUGUST

UNIT-4 ENTREPRENEURIAL SKILLS- I

MONTH: AUGUST

UNIT-5 GREEN SKILLS-I

TERM 2

PART A (EMPLOYABILITY SKILLS) INCLUDED

PART B

MONTH: SEPTEMBER

UNIT-1 INTRODUCTION TO IT-ITES INDUSTRY

MONTH: OCTOBER

UNIT-3 DIGITAL DOCUMENTATION

MONTH: NOVEMBER

UNIT-2 DATA ENTRY AND KEYBOARDING SKILLS

MONTH: NOVEMBER

UNIT-4 ELECTRONIC SPREADSHEET

LESSON PLAN OF CLASS IX INFORMATION TECHNOLOGY – 402

MONTH: APRIL

TOPIC: BASIC COMMUNICATION SKILLS

LEARNING OBJECTIVES

After studying this chapter, students will be able to:

- Demonstrate knowledge of various methods of communication.
- Differentiate between different communication methods – verbal, non-verbal and visual
- Understand the meaning of communication.
- Understand the importance of communication skills.
- Demonstrate pros and cons of written, oral and non-verbal communication.
- Understand the perspectives in a communication.
- Demonstrate ability to effectively use: phrases, kinds of sentences, parts of sentences, parts of speech, use of articles.

PREVIOUS KNOWLEDGE TESTING

To clear the basic concepts about communication and check the students' knowledge, few questions will be asked.

1. How you communicate with others?
2. What is the importance of communication skills?
3. How the effective communication can be done?

VOCABULARY USED:

Verbal and non- Verbal Communication, Perspectives, Prejudice, Self- confidence

AIDS/ INNOVATIVE METHODS

E-book, Visual Clues, Links of videos related to the topic

Discussion method, Lecture method, Activity based learning

PROCEDURE

BRAIN STORMING: The class would start with a discussion on what the students have already learnt in the previous classes and hence what is it that they would learn now.

FLIP LEARNING

The teacher will explain various methods of Communication with the help of various links.

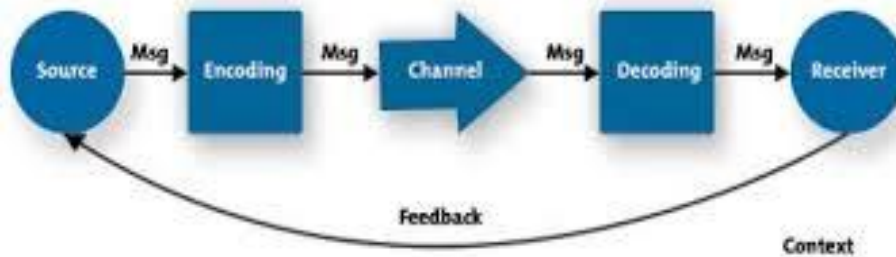
The purpose of Communication along with the type of communication- Verbal and Non-Verbal will be discussed with examples. The writing skills related to phrases, kind of sentences, parts of sentence and uses of articles will be explained.

CO-SCHOLASTIC ACTIVITY

Teacher will ensure active participation of the students by providing lab assignment.

ACTIVITY 1.

Students will draw a diagram of Communication cycle in MS Power Point by using different shapes.



ACTIVITY 2.

The pupils would be assigned practice worksheets of identify the kinds of sentences and practice of writing sentences and paragraphs on topic related to the subject.

DISCUSSION

The discussion of the activities will be done in the class. The answers of students' would be taken turn wise. The teacher will identify the mistakes in the use of sentences and rectify the incorrect answers. In addition, the doubts of students will be taken into account and solved.

RECAPITULATION

The chapter will be reviewed once more and a set of questions will be given to students, so that they reflect on what they learnt.

1. What do you understand by communication?
2. Name three modes of communication.
3. Name seven important elements in the process of communication.
4. Explain the parts of Sentences.

RESOURCES

A Textbook of Information Technology (402) by Goyal Brothers Prakashan

<https://www.youtube.com/watch?v=4pLP6sVrpAM>

ASSESSMENT

It will be done on the basis of periodic test, class response, oral test, activities, quiz, MCQ's etc.

MONTH: MAY

TOPIC: SELF MANAGEMENT SKILLS

LEARNING OBJECTIVES

After studying this chapter, students will be able to

- Understand the meaning of Self-management.
- Demonstrate the positive results of self-management.
- Identify the factors that help in building self-confidence.
- Demonstrate self-management skills.

PREVIOUS KNOWLEDGE TESTING

Few questions will be asked.

1. What are the qualities of Self-management?
2. How self-aware are you?
3. Do you think that you could manage your hobbies, interests and studies better if you could manage your time well?

VOCABULARY USED

Self-Confidence, self-Motivation, Positive Thinking, Goal setting, time management

IMPORTANT SPELLINGS USED

Priorities, physique, prejudices, self-worth

AIDS/INNOVATIVE METHODS

E-book, Visual Clues, Links of videos related to the topic

PROCEDURE

Teacher will teach this chapter through the E-book. This chapter will be taught by discussing the self-management skills with the students. The meaning of self-management along with its skills will be discussed thoroughly with the students. Self-management skills such as Time management, Goal setting, Problem solving attitude, Taking care of yourself will be discussed through the motivational pictures.

CO-SCHOLASTIC ACTIVITIES

The teacher will arrange the students in a pair who are friends or know each other and assign activity.

Activity: The students have to rate each other on the scale of 'Good', 'OK', or 'Bad' on self-management skills given in the table.

My Name		My friend's Name
	My rate of ability	-----
		My friend's rating of my

		ability
Confident(self Confidence)		
Positive and Cheerful		
Neat and Clean		
On-time		

- Rate your friend on the same rating scale and skills.
- Compare what you thought of yourself and what your friend thought of you. If it is the same, then it means that you are aware of your skills. If the ratings are different, you can discuss what the friend thought of you differently.

ACTIVITY 2

The students will be assigned the situation-based questions. Each one of them would be asked to write the solution of different situations.

Some of the situations could be

1. Talk about a time when you had to work closely with someone whose personality was very different from yours.
2. Give an example of a time you faced a conflict while working in a team. How did you handle that?
3. We all make mistakes; we wish we could take back. Tell about a time you wish you'd handled a situation differently with your fellow being.
4. Tell about a time you needed to get information from someone who wasn't very responsive. What did you do?

DISCUSSION

The discussion of the activities will be done in the class. The perspectives of the students would be taken which will reflect their attitude, personality traits, IQ and EQ. The stress would be given to overcome the weaknesses by keeping the positive attitude and handling the difficult situation with ease by adopting the virtues of self-control, tolerance, compassion, empathy etc towards oneself and others. This would aid them to lead a happy and successful life.

RECAPITULATION

The abstract of the chapter will be discussed once more and a set of questions will be assigned to students.

1. What are the factors influencing self-management?
2. List any 5 self-management skills.
3. Describe the importance of Self-management.

RESOURCES

A Textbook of Information Technology (402) by Goyal Brothers Prakashan

<https://www.themuse.com/advice/30-behavioral-interview-questions-you-should-be-ready-to-answer>

ASSESSMENT

It will be done on the basis of periodic test, class response, oral test, activities, quiz, MCQ's etc.

MONTH : JUNE

TOPIC: BASIC ICT SKILLS

LEARNING OBJECTIVES

After studying this chapter, students will be able to

- Describe the role of ICT in day-today life.
- Identify the various components of computer System.
- Identify the various peripheral devices.
- Connect the World using Internet and its applications

PREVIOUS KNOWLEDGE TESTING

1. Name several fields where the computers are being used.
2. To what extent, the life of human beings has been benefited from technology.
3. How the Computer works?

VOCABULARY USED

Digital devices, Smart Phones, Research work, Defence

IMPORTANT SPELLINGS USED

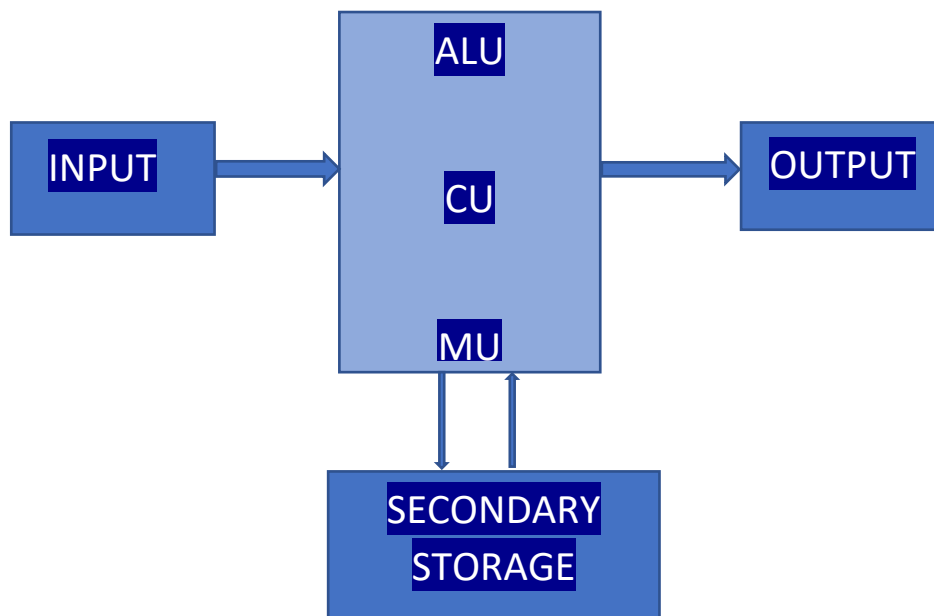
Interactive Learning, Analysing, Booting Sequence

AIDS/ INNOVATIVE METHODS

E-book, Visual Clues, Links of videos related to the topic

PROCEDURE

The teacher will teach this chapter through E-book. The meaning of ICT and its importance in our life will be discussed with the students. Then the teacher will arrange the group discussion of the students. The students will be arranged in a group of four and specific topics will be assigned to them. The students will write their views on the respective topics and then the discussion will be done with the teacher. The topics of discussion covers the Common ICT Tools, How Computer functions, The Block diagram of Computer will be explained by taking the example of House hold Gadgets such as washing machines or electronic toasters.



CO-SCHOLASTIC ACTIVITIES

ACTIVITY 1.

Discuss the role and importance of ICT in personal life and in Work Place.

List at least five points in each area.

ACTIVITY 2.

Make a mention of an activity using ICT (e.g. Train Reservations), The Technology (e.g. Online ticket booking through railway Website), How ICT has affected the activity (e.g. getting train tickets sitting at home) and how the activity was conducted before the technology (e.g. queuing at railway station)

RECAPITULATION

The chapter will be reviewed and a set of questions will be asked from the students to check their knowledge.

1. Explain how computers assist us in different areas of life?
2. Explain the various parts of CPU.

RESOURCES

A Textbook of Information Technology (402) by Goyal Brothers Prakashan

<https://www.youtube.com/watch?v=KlzszPtdYM>

ASSESSMENT

It will be done on the basis of periodic test, class response, oral test, activities, quiz, MCQ's etc.

MONTH: JULY

TOPIC: ENTREPRENEURIAL SKILLS

LEARNING OBJECTIVES

After studying this chapter, students will be able to

- Identify various types of business activities
- Know the type of businesses found in our surrounding community
- Understand the meaning of entrepreneurship development
- Identify the roles and rewards of entrepreneurship

PREVIOUS KNOWLEDGE TESTING

1. What are the various Business activities involved from production to sale of goods and services?
2. What are the various key skills required to start a business?

VOCABULARY USED

Entrepreneurship, Non-Corporate, Corporate, Hybrid, Enterprise, Staffing

IMPORTANT SPELLINGS USED

Manufacturing, Staffing, Coordination, Personnel, Risk-taking

AIDS/ INNOVATIVE METHODS

E-book, Visual Clues, Links of videos related to the topic

PROCEDURE

The teacher will explain the meaning of Entrepreneur and Entrepreneurship and discuss various business activities with students. All the topics of the chapter- Types of Business Activities i.e. manufacturing, Service, Hybrid, Types of Business Enterprises, Characteristics of Entrepreneurship, Roles of an Entrepreneur, Rewards of Entrepreneurship will be discussed in detail.

CO-SCHOLASTIC ACTIVITIES

ACTIVITY 1.

Discuss the roles and characteristics of an Entrepreneurship. Think about how you may have demonstrated some of the entrepreneurial characteristics through your schoolwork, extracurricular activities, or working in a team. Record your personal entrepreneurial characteristics in the table below.

Personal Entrepreneurial Characteristics

ACTIVITY 2.

Write the advantages of Entrepreneurship over Service Class Employees. What is the aim of your life after passing your academics?

RECAPITULATION

The chapter will be reviewed and a set of questions will be asked from the students to check their knowledge.

1. What do you understand by the term Entrepreneur?
2. State the roles of an Entrepreneur.
3. Difference between Corporate and Non-Corporate Business Enterprises.

RESOURCES

A Textbook of Information Technology (402) by Goyal Brothers Prakashan

<https://www.education.ne.gov/wp-content/uploads/2017/07/entrelessonstudentactivity1v2.pdf>

ASSESSMENT

It will be done on the basis of periodic test, class response, oral test, activities, quiz, MCQ's etc.

MONTH: AUGUST

TOPIC: GREEN SKILLS

LEARNING OBJECTIVES

After studying this chapter, students will be able to:

- Know what is environment?
- Learn the relationship between society and environment, ecosystem and factors causing imbalance.
- Know about natural resource conservation.
- Tell the definition of green economy.
- Learn the importance of green economy.

PREVIOUS KNOWLEDGE TESTING:

Teacher will ask the following questions to students:

- 1) What do you understand by word Green Skills?
- 2) What is Environment?
- 3) Discuss the various types of Pollution?
- 4) What is the role of the human being to make environment clean?

VOCABULARY USED:

Green Economy, Economic Growth, Sustainable Development, Ecological,

AIDS/ INNOVATIVE METHODS

E-book, Visual Clues, Links of videos related to the topic

PROCEDURE

The teacher will explain the meaning of important terms such as Environment, Ecosystem, Green Economy, Economic growth and Sustainable development. Then the importance and benefits of Green Economy would be discussed with the students. In addition, the present scenario of earth, the way we are using the natural resources and measures to conserve these resources and save them from extinction would be discussed. The students would be shown various videos on conservation of natural resources and the hurdles we are facing with the overuse or inappropriately using these resources and their impact on Environment. Finally, the steps that should be taken to protect and conserve the Environment would be discussed.

RECAPITULATION

To revise the chapter teacher will ask few questions from chapter that are already discussed in class like:

- 1) What is Green Economy?

2) Define Ecosystem. State the relationship between Society and Environment.

3) How sustainable development can be achieved?

ASSIGNMENT:

Teacher will say the students to do back exercises of chapter and also give few questions to learn like:

- State the factors causing imbalance in the Environment.
- How human beings can change personal attitude and practices towards the environment? Explain.

CO-SCHOLASTIC ACTIVITIES: Teacher will give task to students like:

ACTIVITY :1

Create a presentation showing various measures that can be taken for conservation of our natural resources. Insert related pictures and draw flowchart showing the statistics of the natural resources being used in the past 5 years.

ACTIVITY :2

Make a colourful poster showing how to prevent and control various types of pollution.

RESOURCES

A Textbook of Information Technology (402) by Goyal Brothers Prakashan

<https://www.greenbiz.com/article/10-green-viral-videos-you-should-watch-now>

ASSESSMENT

It will be done on the basis of periodic test, class response, oral test, activities, quiz, MCQ's etc.

MONTH: SEPTEMBER

TOPIC: INTRODUCTION TO IT –ITES INDUSTRY

LEARNING OBJECTIVES

After studying this chapter, students will be able to

- Describe the role of IT in day-today life.
- Identify the various components of computer System.
- Identify the various peripheral devices.
- Connect the World using Internet and its applications

PREVIOUS KNOWLEDGE TESTING

4. Name several fields where the computers are being used.
5. To what extent, the life of human beings has been benefited from technology.
6. How the Computer works?

VOCABULARY USED

Digital devices, Smart Phones, Research work, Defence

IMPORTANT SPELLINGS USED

Interactive Learning, Analysing, Booting Sequence

AIDS/ INNOVATIVE METHODS

E-book, Visual Clues, Links of videos related to the topic

PROCEDURE

The teacher will teach this chapter through E-book. The meaning of IT and its importance in our life will be discussed with the students. Then the teacher will arrange the group discussion of the students. The students will be arranged in a group of four and specific topics will be assigned to them. The students will write their views on the respective topics and then the discussion will be done with the teacher. The topics of discussion covers the Common ICT Tools, How Computer functions, The Block diagram of Computer will be explained by taking the example of House hold Gadgets such as washing machines or electronic toasters.

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ACTIVITY 2.

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getting train tickets sitting at home) and how the activity was conducted before the technology(e.g. queuing at railway station)

RECAPITULATION

The chapter will be reviewed and a set of questions will be asked from the students to check their knowledge.

3. Explain how computers assist us in different areas of life?
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ASSESSMENT

It will be done on the basis of periodic test, class response, oral test, activities, quiz, MCQ's etc.

MONTH: OCTOBER

TOPIC: DIGITAL DOCUMENTATION

LEARNING OBJECTIVES: After studying this chapter students will be able to

Know about creating a Word Document, Know about tools in Word, Learn to do Spelling and Grammar Check, Learn to Insert Lists, Manage Styles, Print a document

PREVIOUS KNOWLEDGE TESTING:

1. Which software do you use to type your assignments?
2. How will you change the style of Font?
3. How you insert Pictures in a document?

VOCABULARY USED

Document, File, Ribbon, Status bar, Spelling and Grammar, Thesaurus, Borders and Shading, Headers and Footers

IMPORTANT SPELLINGS USED

Splitting Cells, Mail Merge, data Source, Recipients, Quick access toolbar, Bullets/Numbering

AIDS/ INNOVATIVE METHODS

E-book, Visual Clues, Links of videos related to the topic

PROCEDURE

This chapter will be taught by Online Screen sharing. Teacher will give the demonstration by manually explaining each and every possible option of software. All the sessions of the chapter as Creating a document, Editing and Saving, Find and Replace, Spellings and Grammar, Thesaurus, Ordered and Unordered List, Managing Paragraphs, Headers and Footers, inserting Images, Creating and Formatting Tables, Printing of document, Mail Merge will be discussed and explained thoroughly.

CO-SCHOLASTIC ACTIVITIES

Activity 1: Create a document

- a) Insert Header and Footer in it.
- b) Divide your page into two columns and write a newspaper report.
- c) Try this activity using Column break and Page break anywhere in the text.

Activity 2: The School is organizing the Annual Meet. Being the class representative, you have to send the details of the function to all the students of class. Create a schedule of events for the annual meet and send it to all the students. Use Mail Merge feature.

RESOURCES

A Textbook of Information Technology (402) by Goyal Brothers Prakashan

ASSESSMENT

It will be done on the basis of periodic test, class response, oral test, activities, quiz, MCQ's etc.

MONTH: NOVEMBER

TOPIC: DATA ENTRY AND KEYBOARDING SKILLS

LEARNING OBJECTIVES

After studying this chapter, students will be able to

- Understand the use of various keys of the keyboard.
- Describe the various rules to be followed while performing touch typing
- Use various levels of Rapid Typing software
- State the procedure of viewing and analysing statistics

PREVIOUS KNOWLEDGE TESTING

1. What should be the correct posture of a body while learning the keyboarding skills?
2. Why should you learn the correct keyboarding position?

VOCABULARY USED

Text Editor, Touch type, Home Row, WPM, muscle memory, Hover, Rapid Typing

IMPORTANT SPELLINGS USED

Virtual Keyboard, Lesson Editor Button, lesson Control Panel, Text Panel, Statistics Button

AIDS/ INNOVATIVE METHODS

E-book, Visual Clues, Links of videos related to the topic

PROCEDURE

The teacher will teach this chapter through E-book. The technique of touch typing will be explained through various slides showing the position of each finger on the Home Row and then on the rows below and above the Home Row. All the three stages of Touch-Typing Techniques will be explained and the rules of Touch Typing will be discussed. Further, the correct posture of body while typing will be discussed. After knowing all the rules, the students will start typing practice on the RAPID TYPING SOFTWARE. All the components of the software window will be discussed and the students will start practising the Lessons starting from Beginner level. After having a good practice, they will change to Intermediate and Expert levels. The various features of the software as Interpreting results using Results Window and Viewing and Analysing Statistics will be discussed.

CO-SCHOLASTIC ACTIVITIES

ACTIVITY

Open the rapid Typing software on your computer and do the following tasks:

1. Do practice of all levels of exercises one by one:
 - Beginner- Basic, Shift key, Numeric Pad and digits and symbols.
 - Intermediate- Syllables and Words
 - Expert - Passages

RECAPITULATION

The chapter will be reviewed and a set of questions will be asked from the students to check their knowledge.

1. What is the use of Shift key?
2. Discuss the rules of Touch Typing.
3. What is Statistics Window?
4. Which software do you use to Practice Typing?

RESOURCES

A Textbook of Information Technology (402) by Goyal Brothers Prakashan

<https://www.slideshare.net/joygracebagui/keyboarding-skills>

ASSESSMENT

It will be done on the basis of periodic test, class response, oral test, activities, quiz, MCQ's etc.

MONTH : NOVEMBER

TOPIC: ELECTRONIC SPREADSHEET

LEARNING OBJECTIVES: After studying this chapter students will

Learn to prepare a Spread sheet, Learn to Open, Save and Close a Spread sheet, Types of data in Spread sheet, Understand Operators and Functions in Excel, Know to Format the worksheet, Learn to use Auto Fill, Cell References and Chart

PREVIOUS KNOWLEDGE TESTING:

1. What are Rows and Columns?
2. How you organize the records?
3. How you perform complex calculations?

VOCABULARY USED

Workbook, Work Sheet, Cell reference, Name box, Active Cell

IMPORTANT SPELLINGS USED

SUM, MAX, MIN, AVERAGE, NOT, AND, OR, Relative, Absolute, Mixed Reference

AIDS/ INNOVATIVE METHODS

E-book, Visual Clues, Links of videos related to the topic

PROCEDURE

This chapter will be taught through smart board. Teacher will give the demonstration by manually explaining each and every possible option of software. All the topics of the spread sheet such as Introduction to Spread sheet, Opening, Closing and Saving a Spread sheet, Entering data in Cells, Correcting Mistakes, Types of data, Formulae, Operators and functions, Formatting the Worksheet, Cell References- Relative Reference , Absolute Reference and Mixed Reference, Charts such as Column Chart, Bar Chart, Pie Chart, Area Chart, Line Chart, XY Chart will be discussed in detail.

CO-SCHOLASTIC ACTIVITIES

Activity 1. Open the Excel Worksheet.

2. Enter a rectangular array of numbers, like

Row 1	Row 2	Average
12	22	
11	14	
10	2	
4	16	

3. Evaluate the average of the first row of numbers data.

4. Use the auto fill handle to copy the formula.

5. Check if the value of average is accurate.

Activity 2.

1. Open the Excel Sheet.

2. Tabulate some data such that these are in 2 columns like:

X-axis	Y-axis
0	120
360	110
60	125
90	132

RECAPITULATION: The chapter will be reviewed and a set of questions will be asked from the students to check their knowledge.

1. What are functions in Excel? Name some functions.
2. What is Cell reference?
3. What is a function?
4. What are Charts? Explain different types of Charts.

RESOURCES

A Textbook of Information Technology (402) by Goyal Brothers Prakashan

ASSESSMENT

It will be done on the basis of periodic test, class response, oral test, activities, quiz, MCQ's etc.