

BUDHA DAL PUBLIC SCHOOL, PATIALA

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

Term -I & Final Exams Syllabus (Session 2024-25)

Term – 1

Part-A Employability Skills

Unit-I (Communication Skills-I)

Unit-II (Self-Management Skills-I)

Unit-III (Information & Communication Technology Skills-I)

Part-B Subject Specific Skills

Unit-III (Digital Documentation)

Unit-IV (Electronic Spreadsheet)

Final Exams

Part-A Employability Skills

Unit-I(Communication Skills-I)

Unit-II(Self-Management Skills-I)

Unit-III (Information & Communication Technology Skills-I)

Unit-IV(Entrepreneurial Skills-I)

Unit-V(Green Skills-I)

Part-B Subject Specific Skills

Unit-I(Introduction to IT-ITes industry)

Unit-II(Data Entry & Keyboarding Skills)

Unit-III (Digital Documentation)

Unit-IV(Electronic Spreadsheet)

Unit-V(Digital Presentation)

Month-Wise Distribution

APRIL –

Part-A Employability Skills

Unit-I (Communication Skills-I)

Part-B Subject Specific Skills

Unit-III (Digital Documentation)

MAY –

Part-A Employability Skills

Unit-II (Self-Management Skills-I)

Part-B Subject Specific Skills

Unit-IV (Electronic Spreadsheet)

JULY –

Unit-IV (Electronic Spreadsheet)Contd.

AUGUST –

Part-A Employability Skills

Unit-III (Information & Communication Technology Skills-I)

SEPTEMBER

Revision + Half yearly exam

OCTOBER –

Part-A Employability Skills

Unit-IV(Entrepreneurial Skills-I)

Part-B Subject Specific Skills

Unit-I(Introduction to IT-ITes industry)

NOVEMBER –

Part-A Employability Skills

Unit-V(Green Skills-I)

Part-B Subject Specific Skills

Unit-II(Data Entry & Keyboarding Skills)

DECEMBER –

Part-B Subject Specific Skills

Unit-V(Digital Presentation)

JANUARY –

Revision of Whole syllabus

FEBRUARY –

Final Term Exams

April – Part A: Employability Skills Unit-I (Communication Skills-I)



Part B: Subject Specific Skills Unit-III (Digital Documentation)

Lesson Plan: Part A - Employability Skills Unit-I (Communication Skills-I)

- **Topics:**

- Introduction to Communication
- Types of Communication (Verbal, Non-verbal)
- Effective Communication Skills
- Barriers to Communication
- Communication in the Workplace

- **Learning Objectives:**

- Understand the basics of communication and its importance.
- Identify and use different types of communication.
- Develop effective communication skills.
- Recognize and overcome barriers to communication.
- Apply communication skills in the workplace.

- **Art & Integrated Activity/Project/Practical:**

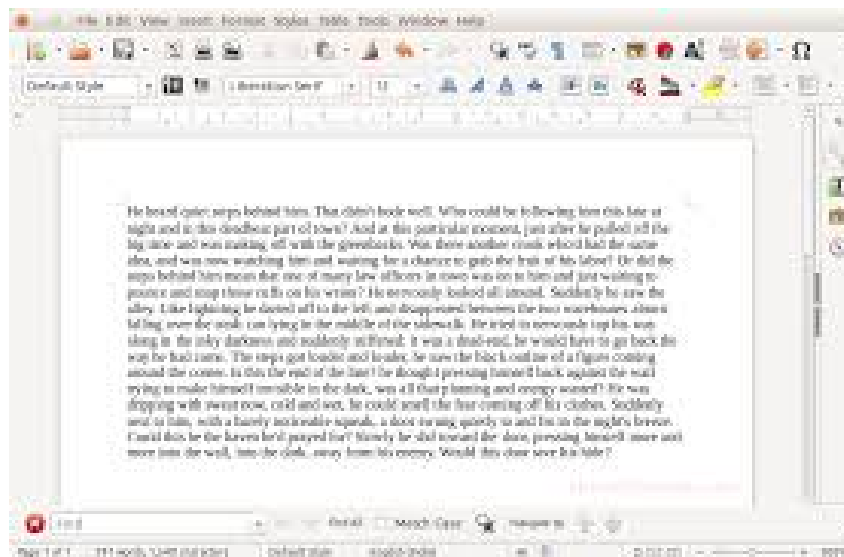
- Role-playing exercises to practice verbal and non-verbal communication.
- Group discussions and presentations on communication topics.
- Activities to identify and overcome communication barriers.
- Case studies on workplace communication scenarios.

- **Expected Learning Outcomes:**

- Students will understand the basics and importance of communication.
- They will identify and use different types of communication effectively.
- Students will develop and apply effective communication skills.

- They will recognize and overcome barriers to communication.
- Students will apply communication skills in workplace scenarios.
- **Assignment and Assessments/Test:**
 - Assignments on communication types and skills.
 - Quizzes on communication concepts.
 - Practical tests on communication exercises.
- **Remedial Measures:**
 - Extra practice sessions and step-by-step guides on communication skills.
 - Video tutorials on effective communication.
 - Personalized feedback and one-on-one assistance for specific challenges.

Lesson Plan: Part B - Subject Specific Skills Unit-III (Digital Documentation)



- **Topics:**
 - Introduction to Digital Documentation
 - Creating and Formatting Documents
 - Using Templates and Styles
 - Inserting and Formatting Tables and Images
 - Document Review and Collaboration
- **Learning Objectives:**
 - Understand the basics of digital documentation.
 - Create and format documents effectively.
 - Use templates and styles for consistency.
 - Insert and format tables and images in documents.

- Review and collaborate on documents.
- **Art & Integrated Activity/Project/Practical:**
 - Hands-on practice creating and formatting documents.
 - Use of templates and styles in document creation.
 - Inserting and formatting tables and images in projects.
 - Collaborative document review and editing exercises.
- **Expected Learning Outcomes:**
 - Students will understand the basics of digital documentation.
 - They will create and format documents effectively.
 - Students will use templates and styles for consistent document formatting.
 - They will insert and format tables and images in documents.
 - Students will review and collaborate on documents.
- **Assignment and Assessments/Test:**
 - Assignments on creating and formatting documents.
 - Quizzes on digital documentation concepts.
 - Practical tests on document creation and formatting.
- **Remedial Measures:**
 - Extra practice sessions and step-by-step guides on digital documentation.
 - Video tutorials on document formatting and collaboration.
 - Personalized feedback and one-on-one assistance for specific challenges.

May – Part A: Employability Skills Unit-II (Self-Management Skills-I)



Part B: Subject Specific Skills Unit-IV (Electronic Spreadsheet)

Lesson Plan: Part A - Employability Skills Unit-II (Self-Management Skills-I)

- **Topics:**

- Introduction to Self-Management
- Goal Setting and Time Management
- Personal Hygiene and Grooming
- Positive Attitude and Self-Motivation
- Stress Management

- **Learning Objectives:**

- Understand the basics of self-management.
- Learn and apply goal setting and time management techniques.
- Develop personal hygiene and grooming habits.
- Cultivate a positive attitude and self-motivation.
- Manage stress effectively.

- **Art & Integrated Activity/Project/Practical:**

- Goal setting and time management exercises.
- Personal hygiene and grooming workshops.
- Activities to develop a positive attitude and self-motivation.
- Stress management techniques and relaxation exercises.

- **Expected Learning Outcomes:**

- Students will understand the basics of self-management.
- They will set goals and manage their time effectively.
- Students will develop good personal hygiene and grooming habits.
- They will cultivate a positive attitude and self-motivation.
- Students will manage stress effectively.

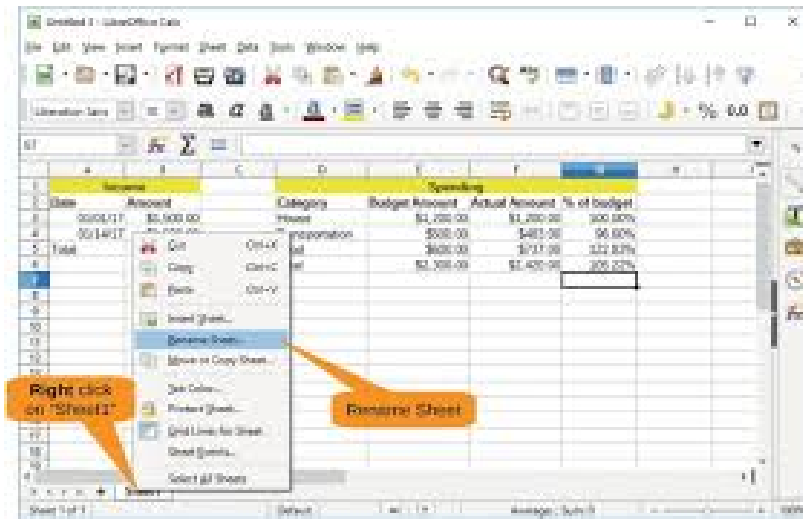
- **Assignment and Assessments/Test:**

- Assignments on goal setting and time management.
- Quizzes on self-management concepts.
- Practical tests on self-management exercises.

- **Remedial Measures:**

- Extra practice sessions and step-by-step guides on self-management.
- Video tutorials on goal setting and stress management.
- Personalized feedback and one-on-one assistance for specific challenges.

Lesson Plan: Part B - Subject Specific Skills Unit-IV (Electronic Spreadsheet)



• Topics:

- Introduction to Electronic Spreadsheets
- Creating and Formatting Spreadsheets
- Using Formulas and Functions
- Data Analysis and Visualization
- Advanced Spreadsheet Techniques

• Learning Objectives:

- Understand the basics of electronic spreadsheets.
- Create and format spreadsheets effectively.
- Use formulas and functions for calculations.
- Perform data analysis and create visualizations.
- Apply advanced spreadsheet techniques.

• Art & Integrated Activity/Project/Practical:

- Hands-on practice creating and formatting spreadsheets.
- Using formulas and functions in spreadsheet projects.
- Data analysis and visualization exercises.
- Advanced spreadsheet projects and techniques.

• Expected Learning Outcomes:

- Students will understand the basics of electronic spreadsheets.
- They will create and format spreadsheets effectively.
- Students will use formulas and functions for calculations.

- They will perform data analysis and create visualizations.
- Students will apply advanced spreadsheet techniques.
- **Assignment and Assessments/Test:**
 - Assignments on creating and formatting spreadsheets.
 - Quizzes on spreadsheet concepts.
 - Practical tests on spreadsheet creation and data analysis.
- **Remedial Measures:**
 - Extra practice sessions and step-by-step guides on spreadsheets.
 - Video tutorials on using formulas and functions.
 - Personalized feedback and one-on-one assistance for specific challenges.

July – Part B: Subject Specific Skills Unit-IV (Electronic Spreadsheet)

Contd.

Lesson Plan: Part B - Subject Specific Skills Unit-IV (Electronic Spreadsheet) Continued

- **Topics:**
 - Review of Basic Spreadsheet Skills
 - Advanced Formulas and Functions
 - Conditional Formatting and Data Validation
 - Pivot Tables and Data Analysis Tools
 - Spreadsheet Automation with Macros
- **Learning Objectives:**
 - Review and reinforce basic spreadsheet skills.
 - Learn and apply advanced formulas and functions.
 - Use conditional formatting and data validation techniques.
 - Create and analyze data using pivot tables and analysis tools.
 - Automate spreadsheet tasks with macros.
- **Art & Integrated Activity/Project/Practical:**
 - Advanced spreadsheet projects using formulas and functions.
 - Conditional formatting and data validation exercises.
 - Data analysis projects with pivot tables.
 - Automation projects using spreadsheet macros.

- **Expected Learning Outcomes:**

- Students will reinforce their basic spreadsheet skills.
- They will apply advanced formulas and functions in spreadsheets.
- Students will use conditional formatting and data validation techniques.
- They will create and analyze data using pivot tables and analysis tools.
- Students will automate spreadsheet tasks with macros.

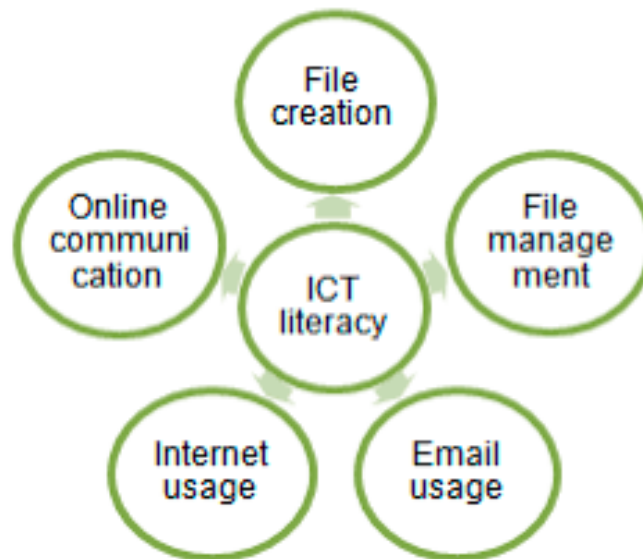
- **Assignment and Assessments/Test:**

- Assignments on advanced spreadsheet techniques.
- Quizzes on advanced formulas, functions, and pivot tables.
- Practical tests on spreadsheet automation and data analysis.

- **Remedial Measures:**

- Extra practice sessions and step-by-step guides on advanced spreadsheets.
- Video tutorials on pivot tables and macros.
- Personalized feedback and one-on-one assistance for specific challenges.

August – Part A: Employability Skills Unit-III (Information & Communication Technology Skills-I)



Lesson Plan: Part A - Employability Skills Unit-III (Information & Communication Technology Skills-I)

- **Topics:**

- Introduction to ICT
- Basics of Computer Hardware and Software

- Using Word Processing Software
- Using Spreadsheet Software
- Using Presentation Software
- **Learning Objectives:**
 - Understand the basics of information and communication technology.
 - Identify and describe computer hardware and software components.
 - Use word processing software effectively.
 - Use spreadsheet software for data management.
 - Create presentations using presentation software.
- **Art & Integrated Activity/Project/Practical:**
 - Hands-on activities with word processing, spreadsheet, and presentation software.
 - Projects involving the use of ICT tools for various tasks.
 - Group presentations on ICT topics.
 - Practice sessions on using different ICT software.
- **Expected Learning Outcomes:**
 - Students will understand the basics of ICT.
 - They will identify and describe computer hardware and software components.
 - Students will use word processing, spreadsheet, and presentation software effectively.
 - They will complete projects using various ICT tools.
 - Students will create and deliver presentations on ICT topics.
- **Assignment and Assessments/Test:**
 - Assignments on ICT basics and software use.
 - Quizzes on computer hardware and software components.
 - Practical tests on using word processing, spreadsheet, and presentation software.
- **Remedial Measures:**
 - Extra practice sessions and step-by-step guides on ICT skills.
 - Video tutorials on using different ICT software.
 - Personalized feedback and one-on-one assistance for specific challenges.

September – Revision + Half Yearly Exam

October – Part A: Employability Skills Unit-IV (Entrepreneurial Skills-I)



Part B: Subject Specific Skills Unit-I (Introduction to IT-ITes Industry)

Lesson Plan: Part A - Employability Skills Unit-IV (Entrepreneurial Skills-I)

- **Topics:**

- Introduction to Entrepreneurship
- Characteristics of an Entrepreneur
- Types of Businesses
- Business Planning
- Risk Management

- **Learning Objectives:**

- Understand the basics of entrepreneurship.
- Identify characteristics of successful entrepreneurs.
- Learn about different types of businesses.
- Develop skills in business planning.
- Understand risk management in business.

- **Art & Integrated Activity/Project/Practical:**

- Case studies on successful entrepreneurs.
- Group projects on creating business plans.
- Activities to identify and assess business risks.
- Role-playing exercises on entrepreneurial scenarios.

- **Expected Learning Outcomes:**

- Students will understand the basics of entrepreneurship.
- They will identify characteristics of successful entrepreneurs.
- Students will learn about different types of businesses.
- They will develop skills in business planning.
- Students will understand risk management in business.

- **Assignment and Assessments/Test:**

- Assignments on entrepreneurship and business planning.
- Quizzes on entrepreneurial concepts.
- Practical tests on creating business plans.
- **Remedial Measures:**
 - Extra practice sessions and step-by-step guides on entrepreneurship.
 - Video tutorials on business planning and risk management.
 - Personalized feedback and one-on-one assistance for specific challenges.

Lesson Plan: Part B - Subject Specific Skills Unit-I (Introduction to IT-ITes Industry)



- **Topics:**
 - Overview of the IT-ITes Industry
 - Key Players in the Industry
 - Career Opportunities in IT-ITes
 - Skills Required for IT-ITes Jobs
 - Future Trends in the Industry
- **Learning Objectives:**
 - Understand the overview of the IT-ITes industry.
 - Identify key players in the industry.
 - Explore career opportunities in IT-ITes.
 - Learn about the skills required for IT-ITes jobs.
 - Understand future trends in the IT-ITes industry.
- **Art & Integrated Activity/Project/Practical:**
 - Research and presentations on key players in the IT-ITes industry.
 - Group discussions on career opportunities in IT-ITes.
 - Skills assessment and development activities.
 - Projects on future trends in the IT-ITes industry.

- **Expected Learning Outcomes:**

- Students will understand the overview of the IT-ITes industry.
- They will identify key players in the industry.
- Students will explore career opportunities in IT-ITes.
- They will learn about the skills required for IT-ITes jobs.
- Students will understand future trends in the IT-ITes industry.

- **Assignment and Assessments/Test:**

- Assignments on the IT-ITes industry overview and career opportunities.
- Quizzes on industry concepts and skills required.
- Practical tests on research and presentations.

- **Remedial Measures:**

- Extra practice sessions and step-by-step guides on IT-ITes concepts.
- Video tutorials on industry trends and career opportunities.
- Personalized feedback and one-on-one assistance for specific challenges.

November – Part A: Employability Skills Unit-V (Green Skills-I)

Green Skills



Part B: Subject Specific Skills Unit-II (Data Entry & Keyboarding Skills)

Lesson Plan: Part A - Employability Skills Unit-V (Green Skills-I)

- **Topics:**

- Introduction to Green Skills
- Importance of Sustainability
- Green Practices in the Workplace
- Environmental Awareness
- Green Careers

- **Learning Objectives:**

- Understand the basics of green skills and sustainability.
- Learn about the importance of sustainability.
- Apply green practices in the workplace.
- Develop environmental awareness.
- Explore green careers.

- **Art & Integrated Activity/Project/Practical:**

- Projects on green practices and sustainability.
- Activities to promote environmental awareness.
- Research on green careers and their importance.
- Case studies on companies with green practices.

- **Expected Learning Outcomes:**

- Students will understand the basics of green skills and sustainability.
- They will learn about the importance of sustainability.
- Students will apply green practices in the workplace.
- They will develop environmental awareness.
- Students will explore green careers.

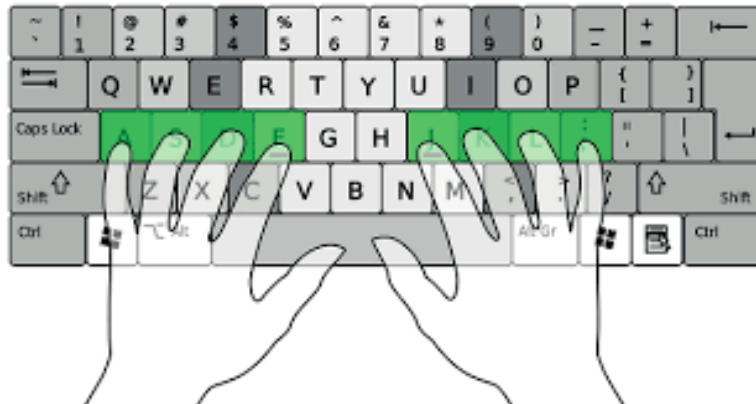
- **Assignment and Assessments/Test:**

- Assignments on green skills and sustainability.
- Quizzes on environmental awareness and green practices.
- Practical tests on green projects and activities.

- **Remedial Measures:**

- Extra practice sessions and step-by-step guides on green skills.
- Video tutorials on sustainability and green practices.
- Personalized feedback and one-on-one assistance for specific challenges.

Lesson Plan: Part B - Subject Specific Skills Unit-II (Data Entry & Keyboarding Skills)



- **Topics:**

- Introduction to Data Entry
- Basics of Keyboarding Skills
- Typing Practice and Speed Development
- Data Entry Techniques and Best Practices
- Accuracy and Efficiency in Data Entry

- **Learning Objectives:**

- Understand the basics of data entry and keyboarding skills.
- Develop typing speed and accuracy.
- Learn data entry techniques and best practices.
- Improve accuracy and efficiency in data entry tasks.

- **Art & Integrated Activity/Project/Practical:**

- Typing practice sessions to develop speed and accuracy.
- Data entry projects using different software tools.
- Activities to improve accuracy and efficiency in data entry.
- Group discussions on best practices in data entry.

- **Expected Learning Outcomes:**

- Students will understand the basics of data entry and keyboarding skills.
- They will develop typing speed and accuracy.
- Students will learn data entry techniques and best practices.
- They will improve accuracy and efficiency in data entry tasks.

- **Assignment and Assessments/Test:**

- Assignments on data entry techniques and keyboarding skills.
- Quizzes on data entry concepts and best practices.
- Practical tests on typing speed and accuracy.

- **Remedial Measures:**

- Extra practice sessions and step-by-step guides on data entry and keyboarding skills.
- Video tutorials on typing practice and data entry techniques.
- Personalized feedback and one-on-one assistance for specific challenges.

December – Part B: Subject Specific Skills Unit-V (Digital Presentation)



Lesson Plan: Part B - Subject Specific Skills Unit-V (Digital Presentation)

- **Topics:**

- Introduction to Digital Presentation Software
- Creating Effective Presentations
- Designing Slides and Visual Elements
- Using Multimedia in Presentations
- Presentation Delivery Techniques

- **Learning Objectives:**

- Understand the basics of digital presentation software.
- Create effective and engaging presentations.
- Design slides with visual elements.
- Use multimedia elements in presentations.
- Develop presentation delivery techniques.

- **Art & Integrated Activity/Project/Practical:**

- Hands-on practice with digital presentation software.
- Designing slides and visual elements for presentations.
- Incorporating multimedia elements into presentations.
- Group presentations and feedback sessions.

- **Expected Learning Outcomes:**

- Students will understand the basics of digital presentation software.
- They will create effective and engaging presentations.
- Students will design slides with visual elements.
- They will use multimedia elements in presentations.
- Students will develop presentation delivery techniques.

- **Assignment and Assessments/Test:**

- Assignments on creating digital presentations.
- Quizzes on presentation software and design concepts.
- Practical tests on presentation creation and delivery.
- **Remedial Measures:**
 - Extra practice sessions and step-by-step guides on digital presentations.
 - Video tutorials on presentation design and delivery.
 - Personalized feedback and one-on-one assistance for specific challenges.

January & February – Revision of Whole Syllabus

March –Final Exams