
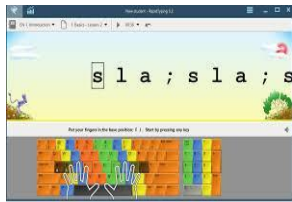





VIDYA PRATISHTHAN'S DR. CYRUS POONAWALLA SCHOOL (CBSE), BARAMATI
ANNUAL CURRICULUM PLANNING, 2024 – 2025

INFORMATION TECHNOLOGY (DOMESTIC DATA ENTRY OPERATOR)

STD: IX

Sr. No.	Content/ Topic	Month and No. of Working Days	No. of Days for Teaching	Learning Objectives	Expected Learning outcome	Activity/Practical	Teaching Aids	Assessment
1	1. Introduction to IT-Ites Industry	August 23	10	<p>To enable the students to study about the IT enabled services, Structure of IT-BPM industry, IT applications in different fields.</p> 	<p>To develop students ability to understand the applications of IT in IT-ITeS industry.</p> <p>21st Century Skills Technology Literacy and Media Literacy.</p>	<p>1. Visit Indian Government websites, such as official web portal of Department of School Education and write down all the valuable information and the services you could obtain yourself.</p>	<p>Demonstration will be shown on the ICR.</p>	<p>Practical based worksheet.</p>
2	2. Data Entry and Keyboard Skills	October 20	14	<p>To enable the students to study about Keyboard, Types of keys, Typing and deleting Text.</p> <p>To study about pointing devices, Typing ergonomics, Introduction to Rapid Typing Tutor</p> 	<p>To develop students ability to understand the use of data entry tools and also study about the use of Typing software.</p> <p>21st Century Skills Technology Literacy and Critical thinking skills.</p>	<p>1. Practicing typing by using the following options:</p> <ul style="list-style-type: none"> • Using your left hand type • Using your right hand type • Using your both hands 	<p>Demonstration will be shown on the ICR.</p>	<p>Practical based worksheet and lab assignments.</p>

3	3. Digital Document ation	December 20	15	<p>To enable the students to study about the Word Processor Introduction, Libre Office Writer word processor, parts of writer window, editing and formatting a document and Introduction to Mail Merge.</p> 	<p>To develop students ability to learn how to Start the word application software, edit, format the document, create and use tables.</p> <p>21st Century Skills Technology Literacy</p>	<ol style="list-style-type: none"> 1. Create a table using cell merge where required (Type the class time table of class IX – A) 2. Using mail merge enter data of 10 people. 	Demonstratio n will be shown on the ICR.	Practical based worksheet and lab assignments.
4	4. Electronic Spreadshe et	January 24	7	<p>To enable the students to study how to start Libre Office Calc, parts of a Libre Office Calc, entering data, Mathematical , Creating of charts using spreadsheets</p> 	<p>To develop students ability to understand create a spreadsheet, enter and edit the text in spreadsheet. To understand how to format data in spreadsheet, cell referencing and Introduce the types of chart in Calc</p> <p>21st Century Skills Technology Literacy</p>	<ol style="list-style-type: none"> 1. Implement the example of a shopping bill you get from a super store. 2. Create a worksheet of student's record. Add 5-6 students name with their 6 subject marks. 	Demonstrati on will be shown on the ICR.	Practical based worksheet and lab assignments.
5	5. Digital presentati ons	January 24	12	<p>To enable the students to start Libre Office Impress, Parts of Impress window and creating presentations using templates.</p> 	<p>To develop students ability to understand the importance of creating good presentations.</p> <p>21st Century Skills Technology Literacy</p>	<ol style="list-style-type: none"> 1. Create a presentation which gives an overview of any subject. This presentation should include Tile of a slide, Index and introduction of each chapter (6-7). 	Demonstratio n will be shown on the ICR.	Practical based worksheet and lab assignments.

SK

Subject Teacher

Moderator

Principal