






**VIDYA PRATISHTHAN'S DR. CYRUS POONAWALLA SCHOOL (CBSE), BARAMATI**  
**ANNUAL CURRICULUM PLANNING, 2026 – 2027**

**INFORMATION TECHNOLOGY (EMPLOYABILITY SKILLS)**


**STD:IX**

Sr. No.	Content/ Topic	Month & No. of Working Days	No. of days for teaching	Learning Objectives	Expected Learning Outcome	Activity/ Practical	Teaching Aids	Assessment
1	Communication Skills	April 24	10	To enable the students to study various methods of communication, Identify elements of communication cycle. Identify the factors affecting our perspectives in communication. To enable the students to study the writing skills, Pronunciation Basics, Greetings and Introduction. To enable the students to talk about themselves and ask questions.	To develop student's ability to demonstrate knowledge of various methods of communication, Identify the factors affecting perspectives in communication and also Demonstrate the knowledge of basic writing skills.	1. Writing advantages and disadvantages of written, verbal and non-verbal communication. 2. Role play on communication. 3. Practicing by writing sentences and a paragraph on any topic. 	Demonstration will be shown using a video on ICR, Textbook and Board.	Practical based worksheet and self-assessment.
2	Self-Management Skills	June 19	08	To enable the students to study the meaning of self-management and its positive result. To enable the students to identify the factors that help in building the self-confidence. 	To develop student's ability to describe the meaning and importance of self-management and Identify the factors that helps in building self-confidence.  Problem-Solving Skills and Productivity Skills.	1. Role play exercises to build self-confidence, Activities of using positive metaphors words.	Explanation using textbook and Board. Demonstration of resources related to the unit will be shown using a video.	Practical based worksheet and self-assessment.
3	Information and Communication Technology Skills	June 19	10	To enable the students to study the role of ICT in day-to-day life and various components of the computer system. To enable the students to, perform basic computer operations and using Internet and its Applications. 	To develop student's ability to demonstrate the knowledge of the role of Information and communication Technology (ICT) in day-to-day life and workplace. Enhances Technology Skills ()	1. Group activities to discuss the role of ICT in personal life and at work place.  2. Write down the various Input, Output and Storage Devices.	Demonstration will be shown using a pdf and a video.	Practical based worksheet, group discussions and self-assessment.

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4	Entrepreneurial Skills	July 27	8	<p>To enable the students to study about the various types of business activities.</p> <p>To study the distinguishing characteristics of Entrepreneurship.</p> 	<p>To develop student's ability to Identify various types of business activities and demonstrate the knowledge of distinguishing characteristics of entrepreneurship. Enhances Collaboration, Critical Thinking and Problem-Solving Skills ().</p>	<ol style="list-style-type: none"> <li>1. Discuss the various types of activities, generally adopted by small businesses in local community.</li> <li>2. Selling of items made from waste materials.</li> <li>3. Discuss and prepare a chart of core skills of a successful entrepreneur (Group Activity).</li> </ol>	<p>Demonstration will be shown using resources like video and pdf.</p>	<p>Practical based worksheet, group discussions and self-assessment.</p>
5	Green Skills	July 27	6	<p>To enable the students to study the factors influencing natural resource conservation and to study the importance of green economy and green skills.</p>	<p>To develop student's ability to demonstrate the knowledge of the factors influencing natural resource conservation and Describe the importance of green economy. Enhances Creativity, Problem-Solving Skills</p> 	<ol style="list-style-type: none"> <li>1. Discuss and prepare charts on showing environment conservation.</li> <li>2. Group discussion on hazards of deteriorating environment.</li> <li>3. Prepare a small project on showing the importance of green economy with the help of newspaper / magazine cutting. (Individual Activity)</li> <li>4. Discuss the benefits of green skills and green economy.</li> </ol>	<p>Demonstration will be shown using resources like video and pdf.</p>	<p>Practical based worksheet, group discussions and self-assessment.</p>

**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 21	12	To enable the students to study about the IT enabled services, Structure of IT-BPM industry, IT applications in different fields.	Identify and list the various IT To develop student's ability to understand the applications of IT	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.	Demonstration will be shown on the ICR.	Practical based worksheet.
2	2. Data Entry and Keyboard Skills	October 24	08	To enable the students to study about Keyboard, Types of keys, Typing and deleting Text. To study about pointing devices, Typing ergonomics, Introduction to Rapid Typing Tutor	To develop students ability to understand the use of data entry tools and also study about the use of Typing software.  and Critical thinking skills.	1. Practicing typing by using the following options: • Using your left hand type • Using your right hand type • Using your both hands	Demonstration will be shown on the ICR. 	Practical based worksheet and lab assignments.
3	3. Digital Documentation	December 19	15	To enable the students to study about the Word Processor Introduction, Libre Office Writer, editing and formatting a document and Introduction to Mail Merge.	To develop students ability to learn how to Start the word application software, edit, format the document, create and use tables.	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.	Demonstration will be shown on the ICR.	Practical based worksheet and lab assignments.
4	4. Electronic Spreadsheet	January 24	14	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.	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	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.	Demonstration will be shown on the ICR.	Practical based worksheet and lab assignments
5	5. Digital presentations	February 23	12	To enable the students to start Libre Office Impress, Parts of Impress window and creating presentations using templates.	To develop students ability to understand the importance of creating good presentations.	1. Create a presentation which gives an overview of any subject. This presentation should include Tile of a slide, Index and introduction of each	Demonstration will be shown on the ICR.	Practical based worksheet and lab assignments

Anuja Rayate

Suyog Mundalik

**Subject Teachers**

**Moderator**

**Principal**