

INFANT JESUS CONVENT SCHOOL
ANNUAL PLAN
Information Technology (402)
CLASS: IX

MONTH/NO OF DAYS	TOPIC: SUB TOPIC	OBJECTIVES	AIDS/ACTIVITIES	MULTIPLE INTELLIGENCE SKILLS	LEARNING OUTCOME
<p style="text-align: center;">APRIL No of Days: 18</p>	<p>Employability Skills</p> <p>Unit 1 Communication Skills - I</p>	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Demonstrate knowledge of various methods of communication • Provide descriptive and specific feedback • Apply measures to overcome barriers in communication • Apply principles of communication • Demonstrate basic writing skills 	<p>KNOWLEDGE:</p> <ul style="list-style-type: none"> • Methods of communication <p>Brainstorming about communication.</p> <p>SKILLS:</p> <ul style="list-style-type: none"> • Verbal Skills • Critical Thinking • Listening skills <p>APPLICATION:</p> <ul style="list-style-type: none"> • Model reading of the lesson. • Video based explanation • Analyzing the types of Communication <p>UNDERSTANDING:</p> <ul style="list-style-type: none"> • Identifying various components of communication 	<ul style="list-style-type: none"> • Linguistic • Spatial • Intrapersonal 	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Understand and appreciate methods of communication • Understand the barriers in communication and basic writing skills
<p style="text-align: center;">MAY No of Days: 14</p>	<p>Subject Specific Skills</p>	<p>Students will be able to:</p>	<p>KNOWLEDGE:</p> <ul style="list-style-type: none"> • Using templates. 	<ul style="list-style-type: none"> • Linguistic • Spatial 	<p>Students will be able to:</p>

	Unit 1 Digital Documentation	<ul style="list-style-type: none"> • Apply Styles in the document • Insert and use images in document • Create and use template • Create table of contents 	<ul style="list-style-type: none"> • Customize a table of contents. <p>SKILLS:</p> <ul style="list-style-type: none"> • Verbal Skills • Analytical skill • Listening skills <p>APPLICATION:</p> <ul style="list-style-type: none"> • Model reading of the lesson. • Flow Chart based explanation <p>UNDERSTANDING:</p> <ul style="list-style-type: none"> • Applying styles. • Positioning image in the text. • Character styles. <p>Maintaining a table of contents.</p>	<ul style="list-style-type: none"> • Intrapersonal 	They will be able to Create, edit, save and print documents with lists and tables.
REVISION: PT-1					
CONDUCTION OF PT-1 ASSESSMENT(Third Week Of May)					
<p>JULY</p> <p>No of Days: 27</p>	<p>Employability Skills</p> <p>Unit 2: Self-Management Skills – I</p> <p>Subject Specific Skills</p> <p>Unit 2: Electronic Spreadsheet</p>	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Meaning and importance of stress management • Stress management techniques • Importance of the ability to work independently 	<p>KNOWLEDGE:</p> <ul style="list-style-type: none"> • Label the icons on desktop • Identify the taskbar and its items. • Brainstorming about the icons. <p>SKILLS:</p> <ul style="list-style-type: none"> • Writing Skills • Analytical skill 	<ul style="list-style-type: none"> • Linguistic • Spatial • Intrapersonal 	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Use of “what if” scenarios. Using “what if” tools • Create references to other documents by using keyboard and mouse.

		<ul style="list-style-type: none"> • Describe the types of self-awareness • Describe the meaning of self-motivation and self-regulation • Analyse data using scenarios and goal seek. • Link spreadsheets data • Share and review a spreadsheet • Use Macros in spreadsheet 	<ul style="list-style-type: none"> • Listening skills <p>APPLICATION:</p> <ul style="list-style-type: none"> • Model reading of the lesson. • Practical Based explanation • Analyzing the various icons. <p>UNDERSTANDING:</p> <ul style="list-style-type: none"> • Use of “what if” scenarios. Using “what if” tools • Create references to other documents by using keyboard and mouse. • Merge and compare sheets • Sort the columns using macro. 		<ul style="list-style-type: none"> • Merge and compare sheets • Sort the columns using macro
<p>AUGUST No of Days: 23</p>	<p>Subject Specific Skills Unit 3: Database Management System</p>	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Appreciate the concept of Database Management System • Create and edit tables using wizard and SQL commands • Perform operations on table 	<p>KNOWLEDGE:</p> <ul style="list-style-type: none"> • Forms in BASE. Database query <p>SKILLS:</p> <ul style="list-style-type: none"> • Listening Skills • Critical skill • Observation skills <p>APPLICATION:</p> <ul style="list-style-type: none"> • Practical Based explanation introduction to Database Management System 	<ul style="list-style-type: none"> • Linguistic • Spatial • Logical 	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Demonstrate various examples of Report • Create and edit relationships - one to one, one to many, many to many, • Enter various field properties.

		<ul style="list-style-type: none"> • Retrieve data using query • Create Forms and Reports using wizard 	<ul style="list-style-type: none"> • Introduction to LibreOffice Base • Inserting data in the table • Forms in BASE <p>UNDERSTANDING:</p> <ul style="list-style-type: none"> • Steps to create a Report using Wizard. • Forms in BASE. 		
<p>SEPTEMBER</p> <p>No of Days: 05</p>	<p>Employability Skills</p> <p>Unit 3: Information and communication Technology Skills</p>	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Classes of operating systems • Menu, icons and task bar on the desktop • File concept, file operations, file organization, directory structures, and file- system structures • Creating and managing files and folders • Importance and need of care and maintenance of computer 	<p>KNOWLEDGE:</p> <ul style="list-style-type: none"> • Recall the software use to paint and draw • List few tools in Ms Paint • Enhance the use of Ms Paint <p>SKILLS:</p> <ul style="list-style-type: none"> • Listening Skills • Critical skill • Observation skills <p>APPLICATION:</p> <ul style="list-style-type: none"> • Practical Based explanation • Introduction to tools used in Tux paint • Relate the working of Tux paint • Explore more about tux paint using its utility tools <p>UNDERSTANDING:</p> <ul style="list-style-type: none"> • Usage of various tools of tux paint 	<ul style="list-style-type: none"> • Linguistic • Spatial • Logical Thinking 	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Classes of operating systems • Menu, icons and task bar on the desktop • File concept, file operations, file organization, directory structures, and file- system structures • Creating and managing

			<ul style="list-style-type: none"> • Apply effects of each tool • Tell the method to quit tux paint. 		
REVISION:TERM-1					
CONDUCTION OF TERM-1 ASSESSMENT					
<p>OCTOBER</p> <p>No of Days: 22</p>	<p>Subject Specific Skills</p> <p>Unit 3: Database Management System</p>	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Perform operations on table • Retrieve data using query • Create Forms and Reports using wizard 	<p>KNOWLEDGE:</p> <ul style="list-style-type: none"> • Identify the icon of Ms word • Enhance the use of Ms word <p>SKILLS:</p> <ul style="list-style-type: none"> • Listening Skills • Critical skill • Observation skills <p>APPLICATION:</p> <ul style="list-style-type: none"> • Practical Based explanation • Introduction to commands in Ms word • Relate typing with writing • Explore more about Ms word using its utility commands • Categorize shortcuts to perform basic functions <p>UNDERSTANDING:</p>	<ul style="list-style-type: none"> • Linguistic • Spatial • Logical 	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Demonstrate various examples of Report • Create and edit relationships - one to one, one to many, many to many, • Enter various field properties.

			<ul style="list-style-type: none"> • Usage of shapes and drawing tools • Apply watermark • Tell the shortcuts of MS word commands 		
<p>NOVEMBER No of Days: 23</p>	<p>Employability Skills Entrepreneurial Skills</p>	<p>Students will be able to:</p> <ul style="list-style-type: none"> • List the characteristics of successful entrepreneur • Entrepreneurship and society • Qualities and functions of an entrepreneur • Role and importance of an entrepreneur • Myth about entrepreneurship Entrepreneurship as a career option 	<p>KNOWLEDGE:</p> <ul style="list-style-type: none"> • Identify the Network and Internet. • Brainstorming about the Internet Terms. <p>SKILLS:</p> <ul style="list-style-type: none"> • Writing Skills • Analytical skill • Listening skills <p>APPLICATION:</p> <ul style="list-style-type: none"> • Model reading of the lesson. • Practical Based explanation • Analyzing the various terms. <p>UNDERSTANDING:</p> <ul style="list-style-type: none"> • Identify basic requirements for an Internet Connection • Tell best practices related to online safety • Categorize Internet terms. 	<ul style="list-style-type: none"> • Linguistic • Spatial • Intrapersonal 	<p>Students will be able to:</p> <ul style="list-style-type: none"> • List the characteristics of successful entrepreneur • Entrepreneurship and society • Qualities and functions of an.
<p>DECEMBER No of Days: 11</p>	<p>Employability Skills Unit 5: Green Skills</p>	<p>Students will be able to:</p>	<p>KNOWLEDGE:</p> <ul style="list-style-type: none"> • Various movements for supporting green 	<ul style="list-style-type: none"> • Linguistic • Spatial 	<p>Students will be able to:</p>

		<ul style="list-style-type: none"> • Definition of sustainable development Importance of sustainable development Problems related to sustainable development 	<p>environment will be learnt.</p> <p>SKILLS:</p> <ul style="list-style-type: none"> • Listening Skills • Critical skill • Observation skills <p>UNDERSTANDING:</p> <ul style="list-style-type: none"> • Various green environment based movements will be learnt. 	<ul style="list-style-type: none"> • Logical Thinking 	<ul style="list-style-type: none"> • Definition of sustainable development Importance of sustainable development • Problems related to sustainable development.
	CONDUCTION OF PT-2				
<p>JANUARY</p> <p>No of Days: 21</p>	<p>Subject Specific Skills</p> <ul style="list-style-type: none"> • Managing health and safety 	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Maintain workplace safety • Prevent Accidents and Emergencies • Protect Health and Safety at work 	<p>KNOWLEDGE:</p> <ul style="list-style-type: none"> • Basic safety rules to follow at workplace • Hazards and sources of hazards <p>SKILLS:</p> <ul style="list-style-type: none"> • Listening Skills • Critical skill • Observation skills <p>APPLICATION:</p> <ul style="list-style-type: none"> • Practice to follow basic safety rules at workplace to prevent accidents and protect workers – Fire safety, • Illustrate to handle accidents at workplace, • Practice the general evacuation procedures 	<ul style="list-style-type: none"> • Linguistic • Spatial • Logical 	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Maintain workplace safety • Prevent Accidents and Emergencies • Protect Health and Safety at work

			<p>in case of an emergency</p> <p>UNDERSTANDING:</p> <ul style="list-style-type: none"> • Handling Accidents • Healthy living. 		
<p>FEBRUARY</p> <p>No of Days: 22</p>	<p>Cyber Safety</p> <ul style="list-style-type: none"> • Network and Internet • Internet Terms • Basic requirements for an Internet Connection • Web Browser and its parts • Best practices related to online safety 	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Co-relate Best practices related to online safety with day to day life 	<p>KNOWLEDGE:</p> <ul style="list-style-type: none"> • Identify the Network and Internet. • Brainstorming about the Internet Terms. <p>SKILLS:</p> <ul style="list-style-type: none"> • Writing Skills • Analytical skill • Listening skills <p>APPLICATION:</p> <ul style="list-style-type: none"> • Model reading of the lesson. • Practical Based explanation • Analyzing the various terms. <p>UNDERSTANDING:</p> <ul style="list-style-type: none"> • Co-relate Best practices related to online safety with day to day life • Tell best practices related to online safety • Categorize Internet terms. 	<ul style="list-style-type: none"> • Linguistic • Spatial • Intrapersonal 	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Categorize terms related to Internet • List requirements for an Internet connection • Recall the best practices related to online safety.
MARCH	CONDUCTION OF TERM-2 ASSESSMENT				