



CLASS 9 Curriculum & Assessment Annual Planner

SUBJECT :- Computer Applications

2023-2024

STUDENT'S COPY

LEARNING OUTCOMES:

1. Ability to familiarise with basics of computers.
2. Ability to navigate the file system.
3. Ability to create and edit documents, spread sheets, and presentations.
4. Ability to perform basic data manipulation using spread sheets and use Indian languages in documents.
5. Ability to send and receive emails, follow email etiquette, and communicate over the internet.
6. Ability to create and upload videos.
7. Ability to safely and correctly use websites, social networks, chat sites, and email.

Curriculum Planner

<u>APRIL</u>	<u>MAY</u>	<u>JULY</u>	<u>AUGUST</u>	<u>SEPTEMBER</u>
<p>Theory: Chapter 1- Computer System Chapter 2- Types of Hardware Practical: Chapter 4-Basics of Operating System.</p>	<p>Theory: Chapter 2- Types of Hardware (contd.) Theory & Practical: Chapter 7- OpenOffice.org Writer-I. Chapter 8- OpenOffice.org Writer-II</p>	<p style="text-align: center;">PA1</p> <p>Theory: Chapter 2- Types of Hardware (contd.) Theory & Practical: Chapter 8- OpenOffice.org Writer-II(contd.)</p>	<p>Theory: Chapter 3-Types of Software Chapter-5 Computer Networking, Multimedia Basics Theory & Practical Chapter 9- Presentation Tool:OO Impress</p>	<p style="text-align: center;">TERM1(PA2)</p> <p>Theory: Chapter 3-Types of Software Chapter-5 Computer Networking, Multimedia Basics (contd.) Theory &Practical: Chapter 9- Presentation Tool:OO Impress</p>
<u>OCTOBER</u>	<u>NOVEMBER</u>	<u>DECEMBER</u>	<u>JANUARY</u>	<u>FEBRUARY</u>
<p>Theory: Chapter 6 -Cyber Safety Theory & Practical: Chapter 9- Presentation Tool:OO Impress Chapter 10- Spreadsheet Tool:OO Calc I</p>	<p style="text-align: center;">PA3</p> <p>Theory Chapter 6 -Cyber Safety (contd.) Theory & Practical: Chapter 10- Spreadsheet Tool:OO Calc I (contd.) Chapter 11- Spreadsheet Tool:OO Calc II</p>	<p style="text-align: center;">Theory and Practical</p> <p>Chapter 11- Spreadsheet Tool:OO Calc II</p>	<p style="text-align: center;">Theory and Practical</p> <p>Revision</p>	<p style="text-align: center;">TERM2</p> <p>REVISION (LMP)</p>

IMPORTANT NOTE-

1. **Report File** work will continue throughout the academic session so that the Report File is prepared simultaneously .
2. **Project File** work will be done by the students towards the month of November –December as it will involve all practical concepts taught in Class IX.

Periodical Assessment-1 (20 marks)

Theory test based on
Chapter 1- Computer System
Chapter 2- Types of Hardware
Chapter 4-Basics of Operating System
Chapter 7- OpenOffice.org Writer-I.
Chapter 8- OpenOffice.org Writer-II

TERM1 Exam (Periodical Assessment-2) (80 marks)

Practical Exam- 40 marks

- a) Hands-on(35 marks)
- b) VIVA (5 marks) – based on the syllabus covered

Syllabus for Practical Exam –

Chapter – 4, Basics of Operating Systems(basic options)
Chapter 7- OpenOffice.org Writer - I
Chapter 8- OpenOffice.org Writer - II
Chapter-9, Presentation Tool: OO Impress

Theory Exam – 40 marks

Syllabus

Chapter 1- Computer System
Chapter 2- Types of Hardware
Chapter 3- Types of Software
Chapter-4 Basics of Operating System
Chapter 5- Computer Networking, Multimedia Basics
Chapter 7- OpenOffice.org Writer - I
Chapter 8- OpenOffice.org Writer - II
Chapter-9, Presentation Tool: OO Impress

Periodical Assessment-3-(20 marks)

Practical Exam-

Syllabus:- **Chapter-10,** Spreadsheet Tool: OO Calc-I
Chapter 11- Spreadsheet Tool: OO Calc-II

TERM2 EXAM (100 marks)

A. Practical Exam(50 marks)

1. Hands on-30 marks

SYLLABUS:

Chapter 7- OpenOffice.org Writer - I
Chapter 8- OpenOffice.org Writer - II
Chapter-9, Presentation Tool: OO Impress
Chapter-10, Spreadsheet Tool: OO Calc-I
Chapter 11- Spreadsheet Tool: OO Calc-II

2. Report File- 8 Marks

3. Project File- 10 Marks

4. Viva (Based on Report File)- 2 Marks

B. Theory Exam(50 marks)

SYLLABUS:

Chapter 1- Computer System
Chapter 2- Types of Hardware
Chapter 3- Types of Software
Chapter-4 Basics of Operating System
Chapter 5- Computer Networking, Multimedia Basics
Chapter 6- Cyber Safety
Chapter 7- OpenOffice.org Writer - I
Chapter 8- OpenOffice.org Writer - II
Chapter-9, Presentation Tool: OO Impress
Chapter-10, Spreadsheet Tool: OO Calc-I
Chapter 11- Spreadsheet Tool: OO Calc-II

Unit No.	Unit Name	Marks
Theory		
1.	Basics of Information Technology	20
2.	Cyber safety	15
3.	Office Tools	15
Theory		50 marks
Practical		50 marks
Total		100 marks

Practical (30 marks)

Word processing	10marks
Handling spreadsheets	10marks
Creating presentations	10marks

Viva(2marks)

Based on the content of the Report and the Project Files

Project File(10 marks)

Project based on a company of your choice. This project must include all concepts that have been learnt INCLUDING:

- **Text Editing(3m)**- Poster for the Company- Including products manufactured by the company.
 - Letters of invitation for an important meeting to any three dealers using Mail Merge.
- **Presentation(4m)**- A Powerpoint based presentation containing atleast 10 slides, using the concept of formatting, inserting text, wordart, images, audio, video, lists , table, charts, hyperlinks etc.
- **Spreadsheet(3m)**- An Excel spreadsheet containing the company's sales for one financial year, including
 - Various products, monthly sales in amount, monthly sales in units.
 - Find Total sales – amount wise and Unit wise.
 - Find the maximum, minimum and average sales amount.
 - Display the details using Charts on two separate Chart sheets– amount wise and Unit wise.

Report File(8marks)

Report file must contain:

- 4 documents using a word processor,
- 4 documents using spreadsheet, and
- 4 documents using presentation tool

The tasks will be shared on CA Google Class Assignments. They have to be submitted in the respective assignments as per the deadline defined.

SCHOLASTIC CURRICULUM AND ASSESSMENT PLANNER (2023-24)

CLASS: 9 SUBJECT Elements of Business

LEARNING OUTCOMES:

The students will be able to:

- read and understand the instructions given.
- critically analyse the concepts and differentiate between the merits and demerits of different concepts.
- Skim for the main idea and present facts related
- retain, recall and present facts pertaining to a specific concept.
- Recall and apply knowledge gained pertaining to various concepts.
- Differentiate between the two given concepts
- Conduct independent/ as group research and collate information related to a given topic
- Co-relate concepts related to business and real-life situations.

Curriculum Planner				
<p style="text-align: center;"><u>APRIL</u></p> <p>Theory: Unit 1 - Fundamentals of Business Activities (a) Characteristics of Business Activities (b) Business as an Activity – How it is different from</p> <ul style="list-style-type: none"> • Profession • Employment • Business 	<p style="text-align: center;"><u>MAY</u> Contd</p> <p>Theory: Unit 1 - Fundamentals of Business Activities (c) Characteristics of vocational activities (d) Factors affecting business</p> <ul style="list-style-type: none"> • Economic • Social • Political 	<p style="text-align: center;"><u>JULY</u></p> <p>Unit 2- Operative Activities in Business (a) Industry</p> <ul style="list-style-type: none"> • concept • Characteristics • Types & Nature <p>Practical: Industry concept and characteristics</p>	<p style="text-align: center;"><u>AUGUST</u></p> <p>Operative Activities in Business (b) Commerce</p> <ul style="list-style-type: none"> • concept • Banking • Insurance • Transportation • Trade <p>Practical: Industry Types and nature</p>	<p style="text-align: center;"><u>SEPTEMBER</u></p> <p>Reinforcement of Unit 1 and 2 Unit 1 Fundamentals of Business Activities Unit 2 Operative Activities in Business</p> <p>Practical: Transportation Trade</p>
<p style="text-align: center;"><u>OCTOBER</u></p> <p>Theory: Unit 3 - Steps Involved in Establishing Business (a) Nature & forms of Business Organization Practical: Forms of business On Sikkim</p>	<p style="text-align: center;"><u>NOVEMBER</u></p> <p>Theory: Unit 3 – continued (b) Sole Proprietorship Meaning and Features (c) Partnership Meaning Features Types Practical: Commerce</p> <ul style="list-style-type: none"> • Concept • Banking 	<p style="text-align: center;"><u>DECEMBER</u></p> <p>Theory: Unit 4 – Fundamental Areas of Business</p> <ul style="list-style-type: none"> • Finance Meaning <p>Practical: Commerce</p> <ul style="list-style-type: none"> • Insurance 	<p style="text-align: center;"><u>JANUARY</u></p> <p>Theory: Unit 4: Fundamental Areas of Business-continued</p> <ul style="list-style-type: none"> • Marketing Meaning • Human Resources Meaning 	<p style="text-align: center;"><u>FEBRUARY</u></p> <p>Reinforcement of Unit: 1, 2, 3 and 4 Practical: Project Work</p>

Periodical Assessment-1
Technique

Theory test based on

- Unit 1 - Fundamentals of Business Activities

Tool

STANDARDIZED TEST

Half Yearly Exam (Periodical Assessment-2)

Theory test based on

- Unit 1 - Fundamentals of Business Activities
- Unit 2- Operative Activities in Business

Tool

STANDARDIZED TEST

Periodical Assessment-3

Theory test based on

- Unit 3 - Steps Involved in Establishing Business

Tool

STANDARDIZED TEST

Annual Exam

Theory: 70 Marks Practical/ Project: 30 Marks Unit		Marks
I	Fundamentals of Business Activities	20
II	Operative Activities in Business	20
III	Steps Involved in Establishing Business	15
IV	Fundamental Areas of Business	15
Practical / Project		30
Total		100

Theory test (70 marks) based on

- Unit 1 - Fundamentals of Business Activities
- Unit 2- Operative Activities in Business
- Unit 3 - Steps Involved in Establishing Business
- Unit 4 – Fundamental Areas of Business

Tool

STANDARDIZED TEST

- Project Work- 20 marks
- Viva -10 marks

Viva (10 marks)

Based on the content of the Project File

Project File (20 marks)

Practical based on any one topic from syllabus



CLASS 9 Curriculum & Assessment Annual Planner

SUBJECT :- Employability Skills & Physical Activity Trainer(PAT)

2023-2024

STUDENT'S COPY

EMPLOYABILITY SKILLS

LEARNING OUTCOMES

On completion of the course, students should be able to:

1. Demonstrate knowledge of various methods of communication
2. Identify elements of communication cycle
3. Identify the factors affecting our perspectives in communication
4. Demonstrate the knowledge of basic writing skills
5. Describe the meaning and importance of self management
6. Identify the factors that helps in building self confidence
7. Describe the role of Information and Communication Technology (ICT) in day-to-day life and workplace
8. Identify components of basic computer system and their functions
9. Demonstrate use of various components and peripherals of computer system
10. Demonstrate basic computer skills
11. Identify various types of business activities
12. Demonstrate the knowledge of distinguishing characteristics of entrepreneurship
13. Demonstrated the knowledge of the factors influencing natural resource conservation
14. Describe the importance of green economy and green skills

Curriculum Planner (Employability Skills)

<u>April</u>	<u>May</u>	<u>July PA1</u>	<u>Aug</u>	<u>Sep TERM1</u>
<p>UNIT 1- Communication Skills-I</p> <ol style="list-style-type: none"> 1. Introduction 2. Verbal 3. Non-verbal 4. Writing Skills: Parts of Speech 5. Writing Skills: Sentences 	<p>Unit 1- Communication Skills -I</p> <ol style="list-style-type: none"> 6. Pronunciation basics 7. Greetings & Introduction 8. Talking about Self 9. Asking questions-I 10. Asking Questions-II 	<p>Unit 3- ICT Skills-I</p> <ol style="list-style-type: none"> 1. Introduction 2. ICT Tools: Smartphones and Tablets-I 3. ICT Tools: Smartphones and Tablets-II 4. Parts of Computer & Peripherals 	<p>Unit 3- ICT Skills-I</p> <ol style="list-style-type: none"> 6. Basic Computer operations 7. Performing Basic file operations 8. Communication & Networking- Basic of Internet 9. Communication & Networking- Internet Browsing 	<p>Unit 2- Self-Management Skills-I</p> <ol style="list-style-type: none"> 1. Introduction to Self-Management
<p style="text-align: center;"><u>Oct</u></p> <p>Unit 2- Self Management Skills-I</p> <ol style="list-style-type: none"> 2. Strength & weakness Analysis 3. Self- confidence 4. Personal Hygiene 5. Grooming 	<p style="text-align: center;"><u>Nov PA3</u></p> <p>Unit 4- Entrepreneurship Skills</p> <ol style="list-style-type: none"> 1. What is Entrepreneurship 2. Role of Entrepreneurship 3. Qualities of a successful Entrepreneur. 	<p style="text-align: center;"><u>Dec</u></p> <p>Unit 4- Entrepreneurial Skills- I</p> <ol style="list-style-type: none"> 4. Characteristics of Entrepreneurship & Wage employment. 5. Types- Business activities 6. Product, Service & Hybrid Businesses 7. Entrepreneurship development Process 	<p style="text-align: center;"><u>Jan</u></p> <p>Unit 5- Green Skills-I</p> <ol style="list-style-type: none"> 1. Society & Environment 2. Conserving Natural resources 3. Sustainable Development & Green Economy. 	<p style="text-align: center;"><u>Feb TERM2</u></p> <p style="text-align: center;">REVISION</p>

PHYSICAL ACTIVITY TRAINER (PAT)

LEARNING OUTCOMES

On completion of the course, students should be able to:

1. Apply effective oral and written communication skills to interact with people and customers;
2. Identify the principal components of a computer system;
3. Demonstrate the basic skills of using computer;
4. Demonstrate self-management skills;
5. Demonstrate the ability to provide a self-analysis in context of entrepreneurial skills and abilities;
6. Demonstrate the knowledge of the importance of green skills in meeting the challenges of sustainable development and environment protection;
7. Demonstrate the knowledge of the importance of physical activity in child development;
8. Plan age-appropriate physical activity;
9. Execute age-appropriate exercise;
10. Demonstrate the knowledge of children health and safety;
11. Assess and evaluate the students;
12. Conduct recreational activities; and
13. Demonstrate the knowledge of maintaining records.

Curriculum Planner (Physical Activity Trainer)

<u>April</u>	<u>May</u>	<u>July PA1</u>	<u>Aug</u>	<u>Sep TERM1</u>
<p><u>Theory</u> Unit 1: Role of Physical education in Child Development 1.Introduction- Physical Education Vs Physical activity 2.Physical & emotional needs of the children. 3.Factors influencing physical activities.</p> <p><u>Practical</u> Skill Circuit Warming Up Cool down</p>	<p><u>Theory</u> Unit 1: Role of Physical education in Child Development 4.Plan physical activities. 5. Conduct Physical Activities. Unit 2- Planning Age appropriate physical activities. #Understanding age appropriate physical activities-ABC framework. 1.Activities for increasing physical strength &co-ordination.</p> <p><u>Practical</u> Temporary and Permanent play</p>	<p><u>Theory</u> Unit 2- Planning Age appropriate physical activities. 2.Plan physical activities for developing cognitive skills. 3. Manage class. (socioeconomic status)</p> <p><u>Practical</u> Popular props and equipments used on the field</p>	<p><u>Theory</u> Unit 4-:Children Health and Safety # Understanding health and fitness 1.Child health care habits. 2.Various aspects of safety management and emergency response. →Playground – safe condition →Performing First Aid</p> <p><u>Practical</u> Revision and assessment for team</p>	<p><u>Theory</u> Unit 3-Organising age appropriate physical activities 1.Games for everyday activities.</p> <p><u>Practical</u> Practical Exam</p>

<u>Oct</u>	<u>Nov PA3</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb TERM2</u>
<u>Theory</u> Unit 3-Organising age appropriate physical activities 2. Activities to develop strength and balance. 3. Activities to develop cognitive skills. <u>Practical</u> Lesson Plan on Balancing	<u>Theory</u> Unit 3-Organising age appropriate physical activities 4. Activities to develop endurance and flexibility. 5. Organize sports activities → Pre sports day → Sports Day → Post Sports Day <u>Practical</u> Lesson plan jumping and coordination	<u>Theory</u> Unit 3-Organising age appropriate physical activities 5. Organize sports activities (contd.) → Tournaments & Events → Mass Drill & display → Summer Camp → Winter Camp <u>Practical</u> Different type of fun games Run for fun Hoop Skip Jump Fun Yoga Kick the ball	<u>Theory</u> Unit 3-Organising age appropriate physical activities Case studies Revision <u>Practical</u> Activity for Sports Day Specialization in any sports.	<u>Theory</u> REVISION <u>Practical</u> REVISION Practical Exam

Assessment Planner	
<u>PA-1 (20 marks)</u>	
Employability Skills- 4 marks Unit 1-Communication Skills-I Physical Activity Trainer (Theory)- 16 marks Unit 1: Role of Physical education in Child Development	
<u>TERM1 EXAM (PA-2) (80 marks)</u>	
Theory- 50 marks Practical- 30 Marks Employability Skills- 5 marks <u>Unit 1</u> -Communication Skills-I <u>Unit 3</u> - ICT Skills-I Physical Activity Trainer (Theory)- 45 Marks Unit 1: Role of Physical education in Child Development Unit 2: Planning Age Appropriate Physical Activity Unit 4- :Children Health and Safety <div style="text-align: right;"><u>Practical(30 Marks)</u></div> Practical Exam:- 20 marks Practical file :- 5 Viva :- 5 Marks	
<u>PA-3(20 marks)</u>	
Employability Skills- 4 marks <u>Unit 2</u> -SelfManagementSkills-I <u>Unit 3</u> - ICT Skills-I Physical Activity Trainer (Theory)-16 marks Unit 4- Children Health and Safety Unit 3: Organizing Age Appropriate Physical Activity	

Annual Exam(100 marks)

Theory- 50 marks Practical- 50 marks

Employability Skills-5 marks

Unit 1- Communication Skills

Unit 2-SelfManagementSkills-I

Unit 3- ICT Skills-I

Unit 4- Entrepreneurial Skills- I

Unit 5- Green Skills-I

Physical Activity Trainer (Theory)- 45 Marks

Unit 1: Role of Physical education in Child Development

Unit 2 : Planning Age Appropriate Physical Activity

Unit 3 :Organizing Age Appropriate Physical Activities

Unit 4 :Children Health and Safety

Practical Work	Marks
Practical Examination	15
Written Test	10
Viva	10
Project work\Field Visit\Practical file/Students Portfolio	10
Viva	5

2023-2024 (GRADE 9 Curriculum & Assessment Annual Planner)**

SUBJECT :- Painting

STUDENT'S COPY

LEARNING OUTCOMES

The learner will be able to:

- Identify 2D and 3D Art forms.
- Explain the Elements of Art.
- Appreciate the beauty of nature, colour, form, light shades and different textures.
- Explore different methods of learning art and art materials.
- Identify tools, equipment and material used in different art forms.
- Recognize contemporary folk and regional art forms
- Appreciate different art forms- paintings, sculpture, photographs, graphics, crafts etc.
- Reflect on the work of artists and artisans critically.
- Explain the beauty of man-made designs.
- Appreciate and apply painting skills and styles of traditional and folk painters to create new paintings.
- Use creative skills while planning an art activity.
- Identify resources and composing art expressions.
- Create art works and communicate art emotions skillfully and artistically through selected medium of art.
- Apply artistic and aesthetic sensibility in day-to-day life.
- Display concerns for safe use and maintenance of tools and equipment.
- Maintain art material, art work and artefacts with sensitivity.

Curriculum Planner

<u>April</u>	<u>May</u>	<u>July</u>	<u>Aug</u>	<u>Sep</u>
Theory- Understanding and appropriate use of tools a) Pencils b) Paper c) Brushes d) Paints e) Palette Elements of Art- (Line) Practical- Basic shapes and stroke practice	Theory Elements of Art a) Line b) Shape c) Form Practical a) Object Drawing b) Still life	Theory Elements of Art a) Space b) Texture c) Value d) Colour Practical a) Still life b) One point Perspective c) Sea scape	Theory Painting Material a) Poster colour b) Water Colour c) Oil Pastels d) Pencil colour Appreciation of Indian paintings -Wizards dance(Bhimbethaka caves) Practical Poster Design Still life	October Indian Sculpture -Yaksha – Yakshi at R.B.I New Delhi (done by Ramkinker Baij) Practical -My Family -Birthday Party

<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>
Theory Architecture -Sun Temple (Konark Odisha) Practical -Landscape -Kite Flying	Theory Indian Floor Art Paintings (Floor decoration) Alpana Rangoli Practical -Rangoli -Alpana	Theory Indian Floor Art Mandana Practical Mandana Art	Theory Tools and Material (Revision) Practical Drawing composition	(Revision)

Assessment Planner	
<u>PA-1 (20 marks)</u>	
1-Elements of Art 2- Use of art tools	
<u>Half Yearly (PA-2) (80 marks)</u>	
<u>Theory Exam- 30 marks</u> Syllabus 1-Elements of Art 2-Understanding of tools 3-Painting Material- Poster Colour, Water Colour, Oil Pastels and Pencils 4- Wizard dance (Bhimbhetka Caves) Practical (50 marks) 1) Still life 2) Drawing Composition.	
<u>PA-3 (20 marks)</u>	
Yaksha Yakshi (sculpture) Sun Temple (architecture)	
<u>Multiple Assessment (MA) (5 marks)</u>	
MA1 - Quiz	
MA2- Art and Craft Activity	

Portfolio Assessment (PORT) (5 marks)

PORTFOLIO 1

Five best drawings done during the session

PORTFOLIO 2

Five best drawings done during the session

Subject Enrichment (SE) (5 marks)

SE1- Work done in the copy to be assessed

SE2 -Work done in the copy to be assessed

Annual Exam (80 marks)

Theory-

Entire year's syllabus done in the class (30 marks)

Practical- (50 marks)

- 1- Still Life
- 2- Drawing Composition

**** Subject to change as per CBSE DIRECTIVES**