

Assumptions based on the provided image (Syllabus):

1. The subject is likely **Information Technology (Code 402)** or a similar vocational/skill-based IT subject, given the structure (Employability Skills + Subject Specific Skills).
2. The total academic session spans **April to March**.
3. **September** is for Half-Yearly Exams.
4. **March** is for Final Exams.
5. The plan needs to cover both semesters (Approx. April-August and October-February).

Syllabus Breakdown (Units):

Part	Unit	Topic/Skill	Chapters (Approx.)
A	1	Communication Skills-I	1-2
	2	Self-Management Skills-I	1-2
	3	ICT Skills-I	1-2
	4	Entrepreneurial Skills-I	1-2
	5	Green Skills-I	1
B	1	Introduction to IT-ITeS Industry	1-2
	2	Data Entry and Keyboarding Skills	1-2
	3	Digital Documentation	2-3
	4	Electronic Spreadsheet	2-3
	5	Digital Presentation	2-3
C & D	Practical Work/Project Work	Practical, Viva, Written Portfolio	Continuous/End of Term

Note: Since I don't have the exact chapter names or count for each unit from the book, I will use the unit names and estimate the chapter count to ensure a balanced plan.

Academic Curriculum Planning Plan (ACPP) - Class IX (2025-26)

Subject: Information Technology / Computer Applications (Code: XXX) **Class:** IX **Book Reference:** Touchpad Version 4.0 **Total Teaching Hours (Approx.):** 200 Hours (as per syllabus)

Part 1: CBSE ACPP - Semester-wise Division

Semester	Months	Total Units to Cover	Units	Chapters/Topics
I	April - August	5 (Part A) + 2 (Part B)	Part A (U1-U5) & Part B (U1-U2)	Employability Skills (U1-U5) and IT-ITeS & Keyboarding (U1-U2)
	September	-	Half-Yearly Exams & Revision	
II	October - Feb	3 (Part B)	Part B (U3-U5)	Digital Documentation, Spreadsheet, Presentation (U3-U5)



Semester	Months	Total Units to Cover	Units	Chapters/Topics
	March	-	Final Exams & Revision	

Part 2: Monthly Breakdown & Detailed Planning

Month	Week	Unit No. & Name	Chapters/Topics (Tentative)	Teaching Strategies & Activities	Learning Outcomes (LO)	Assessment	Interdisciplinary & Life Skills / 21st Century Skills
SEMESTER I							
April	1-2	Part A: Unit 1 Communication Skills-I	Methods of Communication, Barriers, Verbal/Non-Verbal Comm.	Discussion, Role-playing, Group Presentation on Communication Styles.	LO1: Explain communication cycle. LO2: Differentiate verbal and non-verbal communication.	MCQs, Role-Play Rubric.	Life Skills: Effective Communication, Collaboration. 21st Century: Critical Thinking.
	3-4	Part A: Unit 2 Self-Management Skills-I	Stress Management, Self-motivation, Goal Setting.	Mind Mapping, Case Study Analysis, Reflective Journaling.	LO1: Define stress and its impact. LO2: Develop simple goal-setting plans (SMART).	Journal Check, Short Answer Questions.	Life Skills: Self-Awareness, Stress Management. 21st Century: Personal Responsibility.
May	1-4	Part A: Unit 3 ICT Skills-I	Introduction to Computer System, Basic Maintenance & Safety.	Demo/Hands-on Lab Session on basic hardware and OS functions.	LO1: Identify major PC components. LO2: Apply basic file management and safety practices.	Lab Practical Test on File Management.	Life Skills: Digital Safety, Problem Solving. 21st Century: Digital Literacy, Technology Use.
June	1-2	Part A: Unit 4 Entrepreneurial Skills-I	Concept of Entrepreneurship, Types of Enterprises, Qualities.	Guest Lecture (Local Entrepreneur), Brainstorming.	LO1: State the role of an entrepreneur in society.	Group Discussion (GD) Evaluation.	Life Skills: Initiative, Resourcefulness. 21st Century: Creative



Month	Week	Unit No. & Name	Chapters/T opics (Tentative)	Teaching Strategies & Activities	Learning Outcomes (LO)	Assessment	Interdiscipli nary & Life Skills / 21st Century Skills
				ng Business Ideas.	LO2: List qualities of successful entrepreneurs.		Thinking.
	3-4	Part A: Unit 5 Green Skills-I	Concepts of Green Economy, Sustainable Development Goals (SDGs).	Project-based learning (PBL) on local environmental issues. Poster/Chart Making.	LO1: Explain the concept of 'Green Economy'. LO2: Relate IT practices to environmental sustainability.	Project Report and Presentation.	Interdisciplinary: Social Science/EVS. Life Skills: Environmental Awareness.
July	1-4	Part B: Unit 1 Intro to IT -ITeS Industry	Overview of IT/ITeS, Applications, Career Opportunities.	Industry Video Analysis, Research Report on a specific IT sector (e.g., BPO, Healthcare IT).	LO1: Define IT and ITeS. LO2: Identify various IT applications in daily life.	Research Report (Portfolio).	Interdisciplinary: Economics /Commerce. 21st Century: Information Literacy.
August	1-4	Part B: Unit 2 Data Entry & Keyboarding Skills	Keyboard Layout, Typing Tutors, Ergonomics, Speed/Accuracy.	Daily Practice on Typing Software, Speed Tests (Minimum 10 WPM goal).	LO1: Describe proper keyboarding posture. LO2: Achieve a basic level of typing proficiency.	Keyboarding Practical Exam (Speed & Accuracy).	Life Skills: Discipline, Focus. 21st Century: Technical Skills.
September	1-4	Revision & Examination	Revision of Part A (U1-U5) and Part B (U1-U2)	Doubt-clearing sessions, Model Papers, Remedial Classes.	LO: Consolidate all learning outcomes from Sem I.	Half-Yearly Examination (Theory & Practical)	
SEMESTER II							
October	1-4	Part B: Unit 3 Digital	Creating, Editing,	Hands-on Lab	LO1: Create a well-	Practical Test:	Life Skills: Organization



Month	Week	Unit No. & Name	Chapters/T opics (Tentative)	Teaching Strategies & Activities	Learning Outcomes (LO)	Assessment	Interdiscipli nary & Life Skills / 21st Century Skills
		Documenta tion (Writer/Wo rd)	Formatting Documents , Tables, Images, Mail Merge.	Practice, Step-by- Step Task Completion	formatted profession document. LO2: Apply advanced formatting features (e.g., Mail Merge).	Create an formal letter using Mail Merge.	an, Attention to Detail. 21st Century: Communic ation (Digital).
November	1-4	Part B: Unit 4 Electronic Spreadshe et (Calc/Excel) - Basics	Interface, Data Entry, Simple Formulas, Formatting, AutoSum.	Hands-on Lab Practice, Daily Problem Solving.	LO1: Enter and format data in a worksheet. LO2: Use basic mathemati cal formulas and functions.	Classwork/ Assignmen (Simple Formula use).	Interdiscipli nary: Maths (Data Handling). 21st Century: Computatio nal Thinking.
December	1-4	Part B: Unit 4 Electronic Spreadshe et (Calc/Excel) - Advanced	Advanced Formulas (Logical/Te xt), Charts, Sorting/Filt ering Data.	Guided Practice on Data Analysis tasks, Case studies requiring Chart creation.	LO1: Use relative/abs olute cell referencing LO2: Analyze data using charts and filters.	Practical Test: Analyze a dataset and create an appropriate chart.	Interdiscipli nary: Maths (Statistics). 21st Century: Data Literacy, Problem Solving.
January	1-4	Part B: Unit 5 Digital Presentatio n (Impress/P owerPoint)	Creating Slides, Design Templates, Inserting Media, Animation, Transitions.	Group Presentatio n preparation , Hands-on Lab Practice on Design Principles.	LO1: Design an effective and visually appealing presentatio n. LO2: Use transitions and animations to enhance delivery.	Viva Voce during Group Presentatio n.	Life Skills: Public Speaking, Creativity. 21st Century: Communic ation, Collaborati on.
February	1-4	Revision, Project Work & Practical	Full Syllabus & Revision, Practical File	Peer teaching, Mock Practical Exam,	LO: Final consolidati on of all subject- specific	Project/Pra ctical File Submission, Pre- Board	



Month	Week	Unit No. & Name	Chapters/Topics (Tentative)	Teaching Strategies & Activities	Learning Outcomes (LO)	Assessment	Interdisciplinary & Life Skills / 21st Century Skills
			Completion, Project, Report Finalization	Portfolio Check.	skills.	Exam.	
March	1-4	Final Examinations				Annual Theory and Practical Examination.	

