

**KOTHARI INTERNATIONAL SCHOOL**

**GRADE: 9**

**SUBJECT: INFORMATION TECHNOLOGY SUBJECT CODE: 402**

**ANNUAL PLANNER (2021-22)**

S.No	TERM	MONTH	TOPIC	SUBJECT ENRICHMENT
1.	<b><u>PRE MID TERM</u></b> <b><u>PERIOD</u></b> - (5 <sup>th</sup> April -19 <sup>th</sup> May )  (30% of the Annual syllabus to be completed 25% of annual syllabus will come in Assessment-1)	<b>APRIL</b> <b>Working Days -18</b>	PARTA EMPLOYABLE SKILLS 1. COMMUNICATION SKILLS PARTB SUBJECT SPECIFIC SKILLS Introduction to IT-ITeS industry	<b>Research about bpo industry and find</b> a. Major countries who outsource work b. Major BPO countries
	<b><u>REVISION</u></b> - (20 <sup>th</sup> May-28 <sup>th</sup> May & 1 <sup>st</sup> - 2 <sup>nd</sup> July )  <b><u>ASSESSMENT 1-</u></b> (5 <sup>th</sup> July-14 <sup>th</sup> July)  Time: 1.5 hrs Marks: 40	<b>MAY</b> <b>Working Days -18</b>	PARTA EMPLOYABLE SKILLS 2. SELF-MANAGEMENT SKILLS PARTB SUBJECT SPECIFIC SKILLS Data Entry & Keyboarding Skills	<b>Create a powerpoint presentation on areas of a person should work on for sharpening self-confidence.</b>
2.	<b><u>MID TERM</u></b>  <b><u>PERIOD</u></b> - (15 <sup>th</sup> July- 10 <sup>th</sup> Sept)  (70 % of annual syllabus to be completed 60% of syllabus will be coming for the Mid Term)	<b>JULY</b> <b>Working Days -21</b>	PARTB SUBJECT SPECIFIC SKILLS DIGITAL DOCUMENTATION	<b>Using mail merge create a letter of invitation inviting your friends for birthday party.</b>
	<b><u>REVISION</u></b> - (13 <sup>th</sup> Sept- 17 <sup>th</sup> Sept)	<b>AUGUST</b> <b>Working Days -20</b>	PARTA EMPLOYABLE SKILLS ICT SKILLS PARTB SUBJECT SPECIFIC SKILLS ELECTRONIC SPREADSHEET	<b>Create a pie chart for the given data</b>

	<b>ASSESSMENT 2 - (20<sup>th</sup>Sept- 30<sup>th</sup> Sep)</b>  <b>Assessment</b> <b>Time: 3 hrs</b> <b>Marks: 80</b>	<b>SEPTEMBER</b> <b>Working Days- 22</b>	<b>PARTB SUBJECT SPECIFIC SKILLS</b> <b>ELECTRONIC</b> <b>SPREADSHEET(CONTINUATION)</b>	<b>Create an automatic attendance sheet for one month which calculates average and percentage automatically.</b>
<b>3</b>	<b>POST MID TERM</b>  <b>PERIOD – (1<sup>st</sup>Oct–30<sup>th</sup> Nov)</b>  <b>(100 % of annual syllabus to be completed</b> <b>90% of syllabus will be coming for the Mid Term)</b>  <b>REVISION – (1<sup>st</sup> Dec – 8<sup>th</sup> Dec)</b>  <b>ASSESSMENT 3 – (10<sup>th</sup> Dec–21<sup>st</sup> Dec )</b>	<b>OCTOBER</b> <b>Working Days -16</b>	<b>PARTA EMPLOYABLE SKILLS</b> <b>ENTREPRENEURAL SKILLS</b> <b>PARTB SUBJECT SPECIFIC SKILLS</b> <b>DIGITAL PRESENTATION</b>	<b>Create a powerpoint presentation on “ skills needed to become an successful entrepreneur”</b>
		<b>NOVEMBER</b> <b>Working Days – 18</b>	<b>PARTA EMPLOYABLE SKILLS</b> <b>GREEN SKILLS</b>  <b>PARTB SUBJECT SPECIFIC SKILLS</b> <b>DIGITAL PRESENTATION(CONTINUATION)</b>	<b>Create a video on how to keep environment green</b>
		<b>DECEMBER</b> <b>Working Days -22</b>	<b>REVISION</b>	
<b>5.</b>	<b>Term End Assessment</b>  <b>(100 % of annual syllabus )</b>  <b>REVISION – (22<sup>nd</sup> Dec–31<sup>st</sup> Jan )</b>  <b>ASSESSMENT 4 - (1<sup>st</sup> Feb – 14<sup>th</sup> Feb)</b>	<b>JANUARY</b> <b>Working Days -15</b>	<b>REVISION</b>	