

SYLLABUS PLAN FOR THE SESSION 2020 – 2021
CONCEPTS OF MONEY MANAGEMENT & EMPLOYABILITY SKILLS
CLASS – IX

TEXT BOOK : CONCEPTS OF MONEY MANAGEMENT –NSQF LEVEL-1 (CLASS IX)
EMPLOYABILITY SKILLS (CLASS IX)

STUDY MATERIAL: CBSE STUDY MATERIAL OF EMPLOYABILITY (CLASS IX)

MONTH	TOPIC	SUB TOPICS	LEARNING OUTCOMES	PEDAGOGIES	ACTIVITY/ PRACTICAL /PROJECT
<u>APRIL</u>	<u>MONEY- WHAT IS IT?</u>	<ul style="list-style-type: none"> ➤ History of money ➤ Evaluation of money ➤ Currencies 	<ul style="list-style-type: none"> ➤ Students learn about the concept of money and its evolution 	<ul style="list-style-type: none"> ➤ Explanation of the History of Money and its Evolution 	<ul style="list-style-type: none"> ➤ Introduction to NSMART software (NSE Learn to trade) Numeric Speed Accelerator
	<u>COMMUNICATION SKILLS</u>	<ul style="list-style-type: none"> ➤ Methods of communication ➤ Meaning and Importance of Communication skills ➤ Elements of Communication 	<ul style="list-style-type: none"> ➤ Demonstrate knowledge of various methods of communication ➤ Identify elements of Communication cycle 	<ul style="list-style-type: none"> ➤ Listing dos and don'ts of appropriate methods of communication 	
<u>MAY</u>	<u>MONEY- EXCHANGE SYSTEM</u>	<ul style="list-style-type: none"> ➤ Basics of Money ➤ Division of Labour ➤ Money as Currency 	<ul style="list-style-type: none"> ➤ Students gain knowledge of financial skills and investments 	<ul style="list-style-type: none"> ➤ Discussion of Division of labour, Specialisation and Money 	<ul style="list-style-type: none"> ➤ Demonstrating the usage NSMART module
	<u>COMMUNICATION SKILLS</u>	<ul style="list-style-type: none"> ➤ Perspectives in Communication ➤ Factors affecting perspectives in Communication ➤ Visual Perception ➤ Writing Skills 	<ul style="list-style-type: none"> ➤ Identifying the factors our perspectives in Communication 	<ul style="list-style-type: none"> ➤ Group discussion on factors affecting communication ➤ Demonstration and practice of writing 	

				sentences and paragraphs on topics related in the subject	
<u>JULY</u>	<u>KEY CHARACTERISTICS OF MONEY</u>	<ul style="list-style-type: none"> ➤ Medium of Exchange ➤ Standard of Value ➤ Store of Value 	➤ Learners learn about the significance of Money and its vital functions	➤ General discussion of Money as a medium	➤ Demonstrating the use of NSMART module
	<u>WHAT IS FINANCIAL PLANNING?</u>	<ul style="list-style-type: none"> ➤ Setting Goals ➤ Analysing Information ➤ Creating and implementing a Plan ➤ Monitoring and Modifying a Plan 	➤ Students build foundation for money management	➤ Explanation of Financial planning using examples	
	<u>SELF MANAGEMENT SKILLS</u>	<ul style="list-style-type: none"> ➤ Self Management ➤ Self Management Skills ➤ Self Confidence-factors and tips 	➤ Students understand the meaning of self management and its factors	➤ Role play exercises on self building confidence	
<u>AUGUST</u>	<u>WHAT IS INCOME</u>	<ul style="list-style-type: none"> ➤ Incoming Money ➤ Income ➤ Taxes ➤ Deductions from Income 	➤ Learners learn about the meaning of income and its relevance in financial planning	➤ Explanation of the topic with calculations	ART INTEGRATED ACTIVITY Prepare a Powerpoint Powerpoint/Video to familiarize the people of Meghalaya/ Arunachal Pradesh on How to Open a Bank Account and its operations. Insert a song /drama/drawing in your presentation which you have
	<u>ICT SKILLS</u>	<ul style="list-style-type: none"> ➤ Introduction to ICT ➤ Role and Importance of ICT in daily life ➤ ICT tools ➤ Basic components of computer System ➤ Hardware, Software, Input, Output and Storage 	➤ Students learn to identify various components of computer system	➤ Discussion of importance of ICT by preparing, collages and posters.	

					used as a mode of instruction.
<u>SEPTEMBER</u>	<u>WHAT IS EXPENSES</u>	<ul style="list-style-type: none"> ➤ Fixed Expenses ➤ Variable Expenses ➤ Building your Own Budget ➤ Pay Yourself First(P.Y.F.) 	➤ Learners learn about the speed and accuracy for financial market operations while working on nlt software	➤ Discussion of the topic with their meaning	<ul style="list-style-type: none"> ➤ Prepare a list of Variable and Fixed Expenses incurred in your Household expenses.
	<u>ICT SKILLS</u>	<ul style="list-style-type: none"> ➤ Peripheral Devices ➤ Operating System ➤ Files and Folders ➤ Common Desktop Operations ➤ Connecting with the world using Internet and its applicaions 	➤ Students learn about computer system and basic computer operations .	➤ Practicals based on various computer operations and their usage	
<u>OCTOBER</u>	<u>WHAT IS BANK?</u>	<ul style="list-style-type: none"> ➤ What is Bank? ➤ What does it do? ➤ How to open a Bank Account? ➤ How to deposit and withdraw cash from a bank? ➤ What are bank account holder's documents? ➤ Types of bank accounts? What is electronic banking? 	➤ Students learn how to work in Banks and how Banks operate	➤ Discussion on different types of Bank accounts	<ul style="list-style-type: none"> ➤ How to write details on a cheque ➤ NSMART (Numeric Key Accelerator) Level 1 and 2
	<u>ENTREPRENEURIAL SKILLS</u>	<ul style="list-style-type: none"> ➤ Types of Business ➤ Entrepreneurship-Meaning, characteristics, role and rewards 	➤ Learners learn about business , and entrepreneurship	➤ Group Discussion on role and features of Entrepreneurship	

<u>NOVEMBER</u>	<u>WHY SAVE?</u>	<ul style="list-style-type: none"> ➤ What is Disposable Income and Saving? ➤ How to calculate Simple interest and Compound Interest ➤ The Rule of 72 	➤ Students learn the importance of Saving	➤ Discussion in class about various methods of saving	➤ NSMART (Numeric Key Accelerator) Level 3 and 4
	<u>GREEN SKILLS</u>	<ul style="list-style-type: none"> ➤ Environment – Introduction ➤ Relationship of society and environment, ecosystem and factors causing imbalance ➤ Natural resource conservation ➤ Environment protection and conservation 	➤ Learners learn about the protection and conservation of our economy	➤ Group discussion on hazards of deteriorating environment	
<u>DECEMBER</u>	<u>SETTING GOALS</u>	<ul style="list-style-type: none"> ➤ Goal ➤ How to Set a Goal? ➤ SMART Goals ➤ How to achieve Goals 	➤ Students learn how to set goals and achieve them effectively	➤ View of students and their group discussion	➤ NSMART (Function Key Accelerator) Level 1 and 2
	<u>SYSTEMATIC SAVINGS AND INVESTMENTS</u>	<ul style="list-style-type: none"> ➤ What is Savings ➤ Investments and Types of Investments ➤ Time Value of Money ➤ SIP ➤ Net Asset Value 	➤ Students learn about the various investments available in the market	➤ Explanation method on savings and investment	

	<u>GREEN SKILLS</u>	<ul style="list-style-type: none"> ➤ Definition of Green Economy ➤ Importance of Green Economy 	➤ Students learn about the importance of green economy	➤ Preparing a poster using computer skills on green economy	
<u>JANUARY</u>	➤ <u>MAKING A BUDGET</u>	<ul style="list-style-type: none"> ➤ Budgeting ➤ Household Budgeting ➤ Tips for preparing a Household Budget 	➤ Learners become technically and financially aware of the BFSI sector	➤ Explanation for making a budget	➤ NSMART (Function Key Accelerator) Level 3 and 4
<u>FEBRUARY</u>	➤ <u>MAKING A BUDGET</u>	<ul style="list-style-type: none"> ➤ Personal Budget ➤ How to Adhere to your Budget ➤ Types of Expenses 	➤ Students are aware of Planning and Budgeting	➤ Preparation of household budget	➤ Plan a budget for your class party