

SUBJECT:IT			SYLLABUS FOR THE ACADEMIC YEAR 2024-2	
GRADE: 9				
Month	Date	No.of days	Chapter Name	Sub Topics
April	15-19	5	INTRODUCTION TO IT & ITeS	Introduction to IT & ICT
	22-26	5		Introduction to ITeS
	29-30	2		BPO
May	1-3	3		BPM
	6-10	5		IT applications
	13- 17	5	Data Entry and Keyboarding Skill	Introduction,Keyboardskills
	20-24	5		Types of keys,Typing and deleting text
	27-31	5		Pointing devices,Sitting Poster
June	3-7	5		Positioning of fingers on keyboard,Numeric Keypad
	10-14	5		Successful keyboarding tips,Introduction to rapid typing
	19- 21	3		Touchtyping ,Interpret results
	24-28	5		working with lesson editor,Typing accuracy
August	26-30	5	Digital Documentation	Introduction
September	2- 6	5		Introduction to writer word processor
	9-13	5	Revision	
	16- 19	4		
	20- 30	7	First Semester Examination	
1- 9	5			
October	10-11	2		Creating a document,Parts of writer window,Mouse Movement
	14-18	5		Editing document,
	21 -22	2		Formatting Document
	28-31	4		paragraph style,page style
	November	1	1	
4-8		5		Mail merge.
11-15		3	Electronic Spreadsheet	Introduction office calc
18- 22		5		Parts of office calc,Inserting data
25-29		4		Calculation using value & operators
December	4-6	3		Formatting Worksheet
	9-13	3		Referencing cell
January	6-10	5	Digital Presentation	Introduction to Office Impress,Creating presentation using template
	13-17	5		Slide layouts,inserting,duplicating slide,coping&moving content

	20-24	5		Viewing presentation,formatting text,
	27-31	5		working with tables,
February	3-7	5		Adding & formatting images,managing graphic object
	10-14	5		Working with slide master.
	17-21	5	<i>Revision</i>	
	24-28	5		
March	3-7	5	<i>Annual Examination</i>	
	10-14	5		

2025			
Class tests		PT	Term Exams
CT-3 (Jan 16- Jan 24)	CT-2 (Oct30-Nov 7)	Continuous Evaluation	
PT-03 (Feb 3- feb 12)	PT-02(Nov 18-Nov 27)	PT-01 (June 13 - June 26)	CT-1 (May 13-May 21)
examination(March 3- March 17)		First Semester Examination (September 20 - October 9)	

<i>Continuous Evaluation</i>	
	<i>F</i>
<i>Annual E</i>	