



SYLLABUS 2022-23

SUBJECT-IT Vocational		CLASS- IX	
TERM I			
MONTH	TEXT BOOK - TOPIC	E LIBRARY TOPIC	ACTIVITY/ PROJECT
APRIL	Modes of Communication, Verbal Communication	Communication Skills	Portfolio on 'Types of communication'
MAY	Self management tips	Self-Management Skills	Portfolio on "How to manage your anger"
JULY	Formatting on MS Word	Digital Documentation	Lab Activity on mail merge
AUGUST	Excel Formatting, Spreadsheet	Spreadsheet Application	Marksheet Creation
SEPTEMBER	ICT Tools 	Basic ICT Skills	Portfolio on ICT Tools
TERM II			
OCTOBER	Entrepreneurship Development Process	Entrepreneurial Skills	Portfolio on Entrepreneur Qualities
NOVEMBER	Touch Typing Techniques, Applications of IT	Introduction to IT-ITes Industry, Data entry and keyboarding skills	Flash card, Lab Activity on Typing Tutor
DECEMBER	Conservation of Natural Resources	Green Skills	Project On Sustainable Development Goals
JANUARY	Qualities of a good presentation	Digital Presentation	Create a PPT on the topic 'A Journey by Train'
FEBRUARY		Term1 Topics	Tech talk activity 
		Term 2 Topics	
		Term 1 and Term 2	

