SYLLABUS FOR THE SESSION 2023-24

CLASS : IX   SUBJECT :IT

MONTH	TEXT BOOK	DIGITAL RESOURCES	SUBJECT ENRICHMENT ACTIVITIES
April	Part A- Unit 1:Communication skills	Practical in computer lab , smart class	Group Discussion on Communication skills
May	Unit 2:Self management skills	Practical in computer lab , smart class	Make a Document on self managing tips
May	Unit 3:ICT Skills	Practical in computer lab , smart class	Make a list of ICT Tools and group discussion in classroom
July	Part B:Unit 1: Introduction to IT-ITes Industry	Practical in computer lab , smart class	Collect information about BPO and BPM Industry and make a PPT
July	Unit 2: Data entry and keyboarding skills	Practical in computer lab , smart class	Make a list of different kinds of keys present in keyboard
August	Part A: Unit 4 Entrepreneurial skills	Practical in computer lab , smart class	Create a document on Entrepreneurial skills
August	Unit 5: Green skills	Practical in computer lab , smart class	Create a project on Sustainable Development
October	Part B :Unit 3 Digital Documentation	Practical in computer lab , smart class	Practical on Mail Merge
November	Unit 4 : Electronic Spreadsheet	Practical in computer lab , smart class	Create a marksheet
December	Unit 5: Digital Presentation	Practical in computer lab , smart class	Create a presentation on 'Digital World'