

# O. P. JINDAL SCHOOL, SAVITRINAGAR, TAMNAR

## Annual Syllabus Break-up for the session 2026-2027

**Subject: Information Technology (402) Class: IX**

Sl.	Month	No. of Instructional days	No. of periods	Chapters to be taught	Subject enrichment activities	Values to be imparted	Extra content to be taught
1	April	24	18	<p style="text-align: center;"><b>PART-A</b></p> UNIT -1 Communication Skills Unit – 2 Self ManagementSkills	<p style="text-align: center;">Check points</p> <p style="text-align: center;">Competency Based Questions</p> Activity(Related to contentfor sessions 1 to 14) <p style="text-align: center;">PPT's ,Videos, Quiz</p>	Importance of communication in our daily life	Various examples for effective communication

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2	June	13	8	<p style="text-align: center;">PART-A</p> Unit -3 ICT Skills & Unit -4 EntrepreneurialSkills	<p style="text-align: center;">Check points</p> <p style="text-align: center;">Competency Based Questions</p> Activity(Related to contentfor sessions 1 to 3) <p style="text-align: center;">PPT's ,Videos, Quiz</p>	Aware about different Self Skills	Charts shown on different on self management skills

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3	July	26	12	PART-A Unit-5 Green Skills PART-B Unit-1 Introduction to IT – IteS Industry	Check points Competency Based Questions Activity(Related to content for sessions 1 to 7) PPT's ,Videos, Quiz	Awareness of computer peripherals	ICT usage discussed in our day to day life Various aspects discussed on becoming an entrepreneur

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4	August	22	12	PART-B Unit-1 Introduction to IT – IteS Industry Unit – 2 Data Entry and Keyboarding Skills	Check points Competency Based Questions Activity(Related to content for sessions 1 to 4) PPT's ,Videos, Quiz	Exposure in IT Industry Exploring Typing Skills	Discussed the ITes industries job roles Imparting hands on system

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5	September	10	4	Revision & Half Yearly Exam	-	-	-

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6	October	19	10	PART-B Unit-3 Digital Documentation	Check points Competency Based Questions Activity(Related to content for sessions 1 to 5) PPT's ,Videos, Quiz	About Libre Office Writer and Editing , Formatting process	Hand-on Activities

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7	November	15	6	PART-B Unit-3 Digital Documentation Unit b- 4 Electronic Spreadsheet	Check points Competency Based Questions Activity(Related to contentfor sessions 1 to 6) PPT's ,Videos, Quiz	About Libre Office Writer and Spreadsheet and Editing , Formatting process	Different innovative activities done for writer

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8	December	17	9	PART-B Unit b- 4 Electronic Spreadsheet Unit – 5 Digital presentation PART-C Practical Work	Check points Competency Based Questions Activity(Related to contentfor sessions 1 to 6) PPT's ,Videos, Quiz	Importance of charts and Graphs in Calc Usage of Calc for formatting & sorting	Different practical activities implemented for Calc

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9	January	23	12	PART-B Unit – 5 Digital presentation PART-D Project	Check points Competency Based Questions Activity(Related to content for session 1 to 6) PPT's ,Videos, Quiz	Importance of templates Built In templates Usage Exporting & Creating Slides	Created own templates with various objects

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10	February	06	03	Revision & Yearly Exam	-	-	-

## **SYLLABUS FOR EXAMINATION**

<b>SN</b>	<b>EXAMINATION</b>	<b>EXAMINATION'S MONTHS</b>	<b>MAX MARKS</b>	<b>Max Time</b>	<b>SYLLABUS FOR EXAMINATION</b>
<b>1</b>	<b>Weekly Test-1</b>	<b>July</b>	<b>20</b>	<b>1 Hr</b>	<b>PART-A Unit 1 ,2,3</b>
	<b>Weekly Test-2</b>	<b>August</b>	<b>20</b>	<b>1 Hr</b>	<b>PART-A Unit 4, 5</b>
<b>2</b>	<b>Half Yearly Examination</b>	<b>September</b>	<b>50</b>	<b>2 Hrs</b>	<b>PART – A Unit 1 to 5 PART-B Unit 1</b>
<b>3</b>	<b>Weekly Test-1</b>	<b>November</b>	<b>20</b>	<b>1 Hr</b>	<b>PART-B Unit 2</b>
	<b>Weekly Test-2</b>	<b>January</b>	<b>20</b>	<b>1 Hr</b>	<b>PART-B Unit 3</b>
<b>4</b>	<b>Yearly Examination</b>	<b>February</b>	<b>50</b>	<b>2 Hrs</b>	<b>PART-A Unit(1-5) PART-B Unit(1-4)</b>