O. P. JINDAL SCHOOL, SAVITRINAGAR, TAMNAR

Annual Syllabus Break-up for the session 2023-2024

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**	21	12	UNIT -1 Communication Skills	**Check points** **Competency Based Questions** **Activity(Related to content for sessions 1 to 14)** **PPT's ,Videos, Quiz**	Importance of communication in our daily life	Various examples for effective communication

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2	**June**	11	4	Unit – 2 Self Management Skills	**Check points** **Competency Based Questions** **Activity(Related to content for sessions 1 to 3)** **PPT's ,Videos, Quiz**	Aware about different Self Skills	Charts shown on different on self management skills

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3	July	23	12	Unit -3 ICT Skills & Unit -4 Entrepreneurial Skills	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	23	12	Unit-5 Green Skills &	Check points Competency Based Questions Activity(Related to content for sessions 1 to 4) PPT's ,Videos, Quiz	Importance of Green economy and skills	Several job categories shown for green skills n upcoming future in it

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5	**September**	12	4	Revision & Half Yearly Exam	-	-	-

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6	**October**	20	10	PART –B Unit 1- IT Industry Unit 2-Data Entry & Keyboard Skills	**Check points** **Competency Based Questions** **Activity(Related to content for sessions 1 to 5)** **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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7	**November**	13	4	Unit 3-Digital Documentation	**Check points** **Competency Based Questions** **Activity(Related to content for sessions 1 to 6)** **PPT's ,Videos, Quiz**	Usage of writer & mail merge	Different innovative activities done for writer

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8	**December**	19	9	Unit 4-Electronic Spreadsheet	**Check points** **Competency Based Questions** **Activity(Related to content for 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**	22	12	Unit 3-Digital Presentation	**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**	15	6	Revision & Yearly Exam	-	-	-

SYLLABUS FOR EXAMINATION

SN	EXAMINATION	EXAMINATION'S MONTHS	MAX MARKS	Max Time	SYLLABUS FOR EXAMINATION
1	TEST – 1	July	20	1 Hr	PART-A Unit 1 ,2,3 (sessions 1-4)
2	Half Yearly Examination	September	50	2 Hrs	PART – A Unit 1 to 5
3	TEST – 2	November	20	1 Hr	PART-B Unit 1,2,3
4	Yearly Examination	February	50	2 Hrs	PART-A Unit(1-5) PART-B Unit(1-5)