D.M. PUBLIC SCHOOL

PARSIA, PUTKI, DHANBAD

Fortnightly Syllabus Planning (2024-25)

Class: IX

Subject: INFORMATION TECHNOLOGY (SUBJECT CODE – 402)

Sl No	Duration	No of Teaching Days	Syllabus to be covered
**New Session begins on 4th April, 2024**		
1	5th April - 15th April		**PART A : EMPLOYABILITY SKILLS** **UNIT 1. COMMUNICATION SKILLS - I**
2	16th April – 30th April		**PART A : EMPLOYABILITY SKILLS** **UNIT 2. SELF MANAGEMENT SKILLS - II**
3	1st May – 15th May		**PART A : EMPLOYABILITY SKILLS** **UNIT 3. ICT SKILLS - I**
4	16th June – 30st June		**PART B : SUBJECT SPECIFIC SKILLS** **UNIT 3. DIGITAL DOCUMENTATION (using Libre Office Writer)** • **Create a Document using word processor** • **Apply Editing features** • **Apply formatting features** • **Create and work with tables** • **Use print options** • **Understand and apply mail merge**
5	**1st July – 9th July - PRE MID TERM EXAMINATION**		
6	10th July – 31th July		**PART B:SUBJECT SPECIFIC SKILLS** **UNIT 3.DIGITAL DOCUMENTATION (using Libre Office Writer) (continued...)** **Create a Document using word processor** • **Apply Editing features** • **Apply formatting features** • **Create and work with tables** • **Use print options** • **Understand and apply mail merge**
7	1st Aug – 15th Aug		**PART B : SUBJECT SPECIFIC SKILLS** **UNIT 2. DATA ENTRY AND KEYBOARDING SKILLS** • **Use keyboard and mouse for data entry** • **Use typing software**

8	16th Aug – 31st Aug		**PART B: SUBJECT SPECIFIC SKILLS** **UNIT2.DATA ENTRY AND KEYBOARDING SKILLS continued…** **Use keyboard and mouse for data entry** **Use typing software**
9	1st Sep – 12th Sep		**Revision and LAB CLASS**
10	**13st Sep– 1th Oct - MID TERM EXAMINATION**		
11	2st Oct – 15th Oct		**PART A : EMPLOYABILITY SKILLS** **UNIT 4. ENTREPRENEURSHIP SKILLS**
12	16th Oct – 31st Oct		PART A : EMPLOYABILITY SKILLS UNIT 5. GREEN SKILLS
13	1st Nov – 15th Nov		**PART B : SUBJECT SPECIFIC SKILLS** **UNIT 4. EPECTRONIC SPREADSHEET (using Libre Office Writer)** • **Create a spreadsheet** • **Apply formulas and functions in spreadsheet** • **Format data in the spreadsheet** • **Understand and apply referencing** • **Create and insert different types of charge in a spreadsheet**
14	16th Nov – 30th Nov		**PART B: SUBJECT SPECIFIC SKILLS** **UNIT4. ELECTRONIC SPREADSHEET (using Libre Office Writer)** • **Create a spreadsheet** • **Apply formulas and functions in spreadsheet** • **Format data in the spreadsheet** • **Understand and apply referencing** • **Create and insert different types of charge in a spreadsheet**
15	**2st Dec– 10th Dec - POST MID TERM EXAMINATION**		
16	11th Dec – 24st Dec		**PART B : SUBJECT SPECIFIC SKILLS** **UNIT 5. DIGITAL PRESENTATION (using Libre Office Writer)** • **Understand features of an effective presentation** • **Create a presentation** • **Work with slides** • **Format text and apply animations** • **Create and use tables** • **Insert and format image in presentation** • **Work with slide master**
17	3st Jan – 15th Jan		**PART B: SUBJECT SPECIFIC SKILLS** **UNIT 5. DIGITAL PRESENTATION (using Libre Office Writer) continued…** **Understand features of an effective presentation** **Create a presentation** **Work with slides** **Format text and apply animations** **Create and use tables** **Insert and format image in presentation** **Work with slide master**

18	16th Jan – 31st Jan		**PART B : SUBJECT SPECIFIC SKILLS** **UNIT 1. INTRODUCTION TO IT- ITeS INDUSTRY** • **Introduction to IT and ITeS, BPO Services** • **BPM Industry in India** • **Structure of the IT-BPM Industry.** • **Applications of IT in home computing, everyday life, work place, education, library, entertainment, communication, business, science and engineering, banking, insurance, marketing, health care, IT in the government and public service.**
19	1st Feb – 15th Feb		**REVISION**
20			**20th Feb to 8th March: Annual Examination**

Portion For Assessments

Assessment	Portion
PRE MID TERM (PT 1)	PART A : UNIT 1 , 2
MID TERM	PART A : UNIT 1, 2 , 3 PART B : UNIT 2, 3
POST MID TERM (PT 2)	PART A : UNIT 4, 5 PART B : UNIT 1, 4 ,5
ANNUAL	WHOLE SYLLABUS