

WEEKLY SPLIT UP SYLLABUS: 2021-22
 CLASS: IX SUB: Information Technology (402)
 Name of the Book: NCERT, Sumita Arora

MONTH	WEEK	ALLOTTED DAY	TOPIC	CONTENT
April	5-9	3	Electronic Spreadsheet	Create a Spreadsheet , Apply formula and functions in spreadsheet
	12-16	3		Format data in the spreadsheet, Understand and apply Referencing, Create and insert different types of charts in a spreadsheet
	19-23	3	Digital Presentation	Understand features of an effective presentation , Create a presentation, Work with slides, Format text and apply animations
	23-30	3	Data Entry & Keyboarding Skills	Use keyboard and mouse for data entry, Use typing software
May	1	1	Introduction to IT-ITeS industry	Appreciate the applications of IT
	3-8	3		
June	21-26	3	Digital Documentation	Create a document using a word processor, Apply Editing features, Formatting Features, Create and work with tables, Understand and apply mail merge
	28-30	3		
July	1-3	1	Communication Skills	Introduction to Communication, Verbal & Non Verbal Communication, Writing Skills: Parts of Speech, Writing Skills: Sentences
	5-10	3	Self-Management Skills	Pronunciation Basics, Greetings and Introduction, Talking about Self, Asking Questions I & II
	12-17	3		Introduction to Self-management, Strength and Weakness Analysis, Self-confidence
	19-24	3		Positive Thinking, Personal Hygiene, Grooming
	26-31	3		Revision
Aug	2-7	3	Information and Communication Technology Skills	Introduction to ICT, ICT Tools: Smartphones and Tablets — I & II, Parts of Computer and Peripherals
	9-14	3		Basic Computer Operations, Performing Basic File Operations, Communication and Networking — Basics of Internet, Browsing, Communication and Networking.
	16-21	3		Introduction to e-mail – Creating an account, Replying mail
	23-28	3		Revision
	30-31	2		
Sep	1-4	2	Entrepreneurship Skills	What is Entrepreneurship? Role of Entrepreneurship? Qualities of a Successful Entrepreneur
	6-11	2		Distinguishing Characteristics of Entrepreneurship and Wage Employment
	13-18	2		Types of Business Activities, Product, Service and Hybrid Businesses
	20-25	2		Entrepreneurship Development Process

	27-30	2		Revision
Oct	1-2	-		
	4-9	2		
	25-30	2		
Nov	1-6	2	Green Skills	Society and Environment
	8-13	3		Conserving Natural Resources
	15-20	3		Sustainable Development and Green Economy
	22-27	3		
	29-30	6		
Dec	1-4	2		Revision
	6-11	2		
	13-18	2		
Jan 22	10-14	1	Revision	Solving CBSE Sample papers Preparing students for CBSE Practical & Theory with guidelines
	17-21	1		
	24-28	1		
Feb 22	1-4	2		
	7-11	2		
	14-18	2		
	21-25	2		

Sub Teacher : Mrs L Das

