

**BHARTIYA VIDYA MANDIR SENIOR SECONDARY SCHOOL**  
**SECTOR-39, CHANDIGARH ROAD, LUDHIANA**  
**SYLLABUS OF CLASS IX**

**BOOK : NCERT BOOK****SUBJECT : INFORMATION TECHNOLOGY (402)****SESSION : 2024-2025**

Month	Book	Unit/Chapter/Topic	Learning objective	Resources/ Art-integrated pedagogy tools used	Learning outcomes/ Skills learnt by students
<b>NOTE :</b> PART A means NCERT BOOK 1 - EMPLOYABILITY SKILLS PART B means NCERT BOOK 2 - INFORMATION TECHNOLOGY					
<b>APRIL</b>	<b>Part - B</b>	<b>Interactive Session</b>	Student will be able to know about syllabus	Discussion method in classroom	Students will get syllabus awareness
		<b>Unit 1 - Introduction to IT &amp; ITeS industry</b> Topic - Introduction to IT and ITeS	Student will be able to know about IT and ITeS industry	Brainstorming method to identify and list the various IT enabled services.	Student will be able to know about IT and ITeS industry
		<b>Unit 1 - Introduction to IT &amp; ITeS industry</b> Topic - BPO services	Student will be able to know about BPO services	Discussion method in classroom	Student will be able to know about BPO services
		<b>Unit 1 - Introduction to IT &amp; ITeS industry</b> Topic - BPM industry in India	Student will be able to know about BPM industry	Discussion method in classroom	Student will be able to know about BPM industry
		<b>Unit 1 - Introduction to IT &amp; ITeS industry</b> Topic - Structure of the IT-BPM industry	Student will be able to know about structure of IT in BPM industry	Discussion method in classroom	Student will be able to identify and list the various IT enabled services
		<b>Unit 1 - Introduction to IT &amp; ITeS industry</b> Topic - More on IT Applications	Student will be able to know about applications of IT in real world	Open discussion method in classroom	Student will observe the application of IT in various areas
	<b>Part - A</b>	<b>Unit 1 - Communication Skills</b> Topic - Meaning of Communication and the elements of the communication cycle Topic - Method of Communication	Student will be able to know about communication skills	Writing Pros and cons of written, verbal and nonverbal communication.	Student will be able to know about communication skills
		<b>Unit 1 - Communication Skills</b> Topic - Perspectives in Communication Writing Skills	Student will be able to know about communication skills	Practice of Writing sentences.	Student will be able to know about communication skills
			<b>REVISION</b>	Student will be able to revise all topics covered in class till date	Recall method/ Questioning method
<b>MAY</b>	<b>Part - A</b>	<b>Unit 2 - Self Management Skills - I</b> Topic - Meaning and importance of Self Management	Student will be able to know about self management skills	Lecture method	Student will be able to know about self management skills
		<b>Unit 2 - Self Management Skills - I</b> Topic - Factors that help self confidence	Student will be able to know about factors of self management skills	Lecture method	Student will be able to know about factors of self management skills
	<b>Part - A</b>	<b>Unit 3 - ICT Skills - I</b> Topic - Introduction to ICT Topic - Parts of Computer System	Student will be able to know about ICT Skills	Lecture method	Student will be able to know about ICT Skills
		<b>Unit 3 - ICT Skills - I</b> Topic - Computer Fundamentals Topic - Computer Operating System	Student will be able to know about ICT Skills	PK Testing method, Recall method	Student will be able to know about ICT Skills
		<b>Unit 3 - ICT Skills - I</b> Topic - The Internet Topic - The WWW	Student will be able to know about internet	Discussion method in classroom	Student will be able to know about internet
		<b>Unit 3 - ICT Skills - I</b> Topic - Introduction To Email Topic - Creating an E-mail Account Topic - Link Email Address to Email Application	Student will be able to know about E-mail	Practical in Lab- Create an email account using Gmail.	Student will be able to know about E-mail
<b>JUNE SUMMER VACATION</b>					
<b>JULY</b>	<b>Part - B</b>	<b>Unit 2 - Data Entry &amp; Keyboarding Skills</b> Topic - Use keyboard and mouse for data entry Topic - Types of keys on keyboard, Numeric keypad Topic - Home keys, Guide keys	Student will be able to know about data entry, types of keys on keyboards	Practical in Lab- Rapid Typing Software Identify the keys and its use on the keyboard, Demonstrate to use various keys on the keyboard	Student will be able to learn about data entry skills and able to tell the difference among various keys on the keyboard.
		<b>Unit 2 - Data Entry &amp; Keyboarding Skills</b> Topic - Positioning of fingers on the keyboard Topic - Allocation of keys to fingers on four different rows	To make students aware about fingers placement on keyboard	Practice method in Lab	Students will be able to place fingers on correct key in four different row of keyboard
		<b>Unit 2 - Data Entry &amp; Keyboarding Skills</b> Topic - Pointing device - Mouse operations. Topic - User interface of Typing Tutor Topic - Working with lesson editor Topic - Calculating typing speed	Student will be able to know about Keyboarding Skills	Practical in Lab on <b>Rapid Typing Tutor Software</b>	Student will be able to work in lesson editor with improved typing speed

AUGUST	Part - B	<b>Unit 3 - Digital Documentation</b> Topic - Getting Started with a Word Processor Topic - Features of Word Processors Topic - Word processing applications	Student will be able to know about digital Documentation	Practical in Lab- Working with open, close, save and format text in document.	Student will be able to know about digital Documentation	
		<b>Unit 3 - Digital Documentation</b> Topic - Introduction to LibreOffice Topic - Getting started with LibreOffice Writer word processor Topic - Parts of a Writer Window Topic - Creating a document in LibreOffice Writer Topic - Saving a document in LibreOffice Writer	To make students ware about LibreOffice Writer and how to work in it	Practical in Lab	Student can change document views, start a new document, open an existing document, save a document, close a document.	
		<b>Unit 3 - Digital Documentation</b> Topic - Text editing – Undo and Redo Topic - Moving and copying text Topic - Copy and Paste Topic - Selecting text Topic - Selection criteria Topic -Selecting non-consecutive text items Topic -Selecting a vertical block of text Topic -Find and replace option Topic -Jumping to the page number Topic -Non-printing characters Topic -Checking spelling and grammar Topic -Using Synonyms and Thesaurus	To make students ware about editing features of LibreOffice Writer and how to use them	Practical in Lab	Student can apply text editing features such as undo and redo option, select, cut, copy, paste, and move text. They can select non-consecutive text items, vertical block of text, search and replace text in a document, jump to the given page number in a document, insert non-printing characters in a document, apply Spelling and grammar option of document, use of Synonyms and Thesaurus	
	Part - B	<b>Unit 3 - Digital Documentation</b> Topic -Page style dialog Topic -Formatting text – Removing manual formatting, Common text formatting, Changing text case, Superscript and Subscript	To make students aware about formatting text features of LibreOffice Writer and how to use them	Practical in Lab	Student will be able to format the document	
		<b>Unit 3 - Digital Documentation</b> Topic - Introduction to Formatting paragraph Topic - Indenting paragraphs Topic -Aligning paragraphs Topic - Font colour, highlighting, and background colour Topic - Using bullets and numbering Topic - Assigning colour, border and background to paragraph	To make students aware about formatting paragraph features of LibreOffice Writer and how to use them	Practical in Lab	Student can use paragraph formatting tools by own	
		<b>Unit 3 - Digital Documentation</b> Topic - Introduction to Page formatting Topic - Setting up basic page layout using styles Topic - Inserting page break Topic - Creating header/footer and page numbers	To make students aware about page formatting features of LibreOffice Writer and how to use them	Practical in Lab	Students will demonstrate the page formatting such as set up basic page layout using styles, inserting page break, creating header/footer and page numbers	
	Part - B	<b>Unit 3 - Digital Documentation</b> Topic - Defining borders and backgrounds Topic - Inserting images shapes, special characters in a document Topic - Dividing page into columns Topic - Formatting the shape or image	To make students aware about page formatting features of LibreOffice Writer and how to use them	Practical in Lab	Students will be able to define borders and backgrounds in their document. Also they able to insert or format images, shapes, special characters in a document.	
		<b>Unit 3 - Digital Documentation</b> Topic - Creating table in Word Processor Topic - Inserting row and column in a table Topic - Deleting rows and columns Topic - Splitting and merging tables Topic - Deleting a table Topic - Copying a table Topic - Moving a table	To make students aware about creation of table and various tools related to tables	Practical in Lab	Student will be able to know about creation and formation of tables	
		<b>Unit 3 - Digital Documentation</b> Topic - Printing options in Word Processor Topic - Print preview Topic - Controlling printing Topic - Printing all pages, single and multiple pages	To make students learn about printing and options associated with it	Practical in Lab	Student will be able to know about adding and preview their documents	
	Part - B	<b>Unit 3 - Digital Documentation</b> Topic - Introduction to mail merge Topic - Concept of data source for mail merge	To get students acquire about the concept of Mail Merge	Lecture method Practical in Lab	Students can mail merge	
		<b>Revision of Unit 1 - Introduction to IT &amp; ITeS industry and Unit 3 - Digital Documentation</b>	Student will be able to know about practical question know about practical question	Practical in Lab-Working on MS word.	Student will be able to know about practical question	
	SEPTEMBER	<b>TERM I EXAMINATION</b>				
	OCTOBER	Part - A	<b>Unit 4 - Entrepreneurial Skills - I</b> Topic - Introduction to self management Topic - Types of Business based on their activity	Student will be able to know about entrepreneur skills	Practical in Lab – Listing the types of businesses based on their activity. Listing the types of business entities in India based on their Ownership.	Student will be able to know about entrepreneur skills
<b>Unit 4 - Entrepreneurial Skills - I</b> Topic - Development of Entrepreneurship Topic - Roles and Rewards of Entrepreneurship			Student will be able to know about roles and rewards of entrepreneurship	VIR- Group discussion of self – qualities that students feel are needed to become successful entrepreneur.	Student will be able to know about roles and rewards of entrepreneurship	



OCTOBER	Part - B	<b>Unit 4 - Electronic Spreadsheet</b> <b>Topic - Create a Spreadsheet</b> Topic - Introduction to spreadsheet application Topic - Starting a spreadsheet Topic - Parts of a spreadsheet Topic - Rows and Columns, Cell and Cell Address Topic - Range of cells – column range, row range, row and column range	Student will be able to know about electronic spreadsheet	Practical in Lab- Start the spreadsheet, Identify the rows number, column number, cell address, Demonstrate to enter the text, numeric data in a cell, Construct the formula using mathematical operators	Student will be able to know about electronic spreadsheet
		<b>Unit 4 - Electronic Spreadsheet</b> <b>Topic - Apply formula and functions in spreadsheet</b> Topic - Different types of data Topic - Entering data – Label, Values, Formula Topic - Formula, how to enter formula, Topic - Mathematical operators used in formulae, Topic - Simple calculations using values and operators, Topic - Formulae with cell addresses and operators, Topic - Commonly used basic functions in a spreadsheet – SUM, AVERAGE, MAX, MIN, Count Topic - Use of functions to do calculations.	To make students learn formulas and basic functions to do calculations	Practical in Lab	Students will apply mathematical operators and do calculations by own
NOVEMBER	Part - B	<b>Unit 4 - ELECTRONIC SPREADSHEET</b> <b>3. Format data in the spreadsheet</b> Topic - Formatting tool Topic - Use of dialog boxes to format values Topic - Formatting a range of cells with decimal places Topic - Formatting a range of cells to be seen as labels Topic - Formatting of a cell range as scientific Topic - Formatting a range of cells to display times Topic - Formatting alignment of a cell range Topic - Speeding up data entry using the fill handle Topic - Uses of fill handle to copy formula	Student will be able to know about create and format in electronic spreadsheet	Practical in Lab - Demonstrate to use of dialog boxes to format values. Copy formula by dragging the Formula using fill handle.	Student will be able to know about formatting data in spreadsheet
		<b>Unit 4 - ELECTRONIC SPREADSHEET</b> <b>Topic - Understand and apply referencing</b> Topic - Concept of referencing Topic - Relative referencing Topic - Mixed referencing Topic - Absolute referencing	To make students aware about various types of referencing	Lecture method and practical in lab	Student will be able to know about referencing
		REVISION	Student will be able to know about doubts	Practical in Lab- Electronic Spreadsheet	Student will be able to know about doubts
DECEMBER	Part - A	<b>Unit 5 - Green Skills - I</b> <b>Topic - Introduction to Environment</b> <b>Topic - Introduction to Ecosystem</b>	Student will be able to know about Green skills	VIR - Identify the problem related to sustainable development in the community.	Student will be able to know about Green skills
		<b>Unit 5 - Green Skills - I</b> <b>Topic - Types of Environments</b> <b>Topic - Types of Ecosystems</b> <b>Topic - Factors of influence Ecosystems</b>	Student will be able to know about Environments	Lecture method	Student will be able to know about Ecosystem
		<b>Unit 5 - Green Skills - I</b> <b>Topic - Introduction to Green Economy</b> <b>Topic - Introduction to Green Skills</b>	Student will be able to know about green economy	Practical in Lab- Discussion about the career options in environment sectors.	Student will be able to know about green economy
	Part - B	<b>Unit 5 - Digital Presentation</b> <b>Topic - Understand features of an effective presentation</b> <b>Topic - Create a presentation</b>	Student will be able to know about digital presentations	Practical in Lab	Student will be able to know about creating digital presentation effectively
		<b>Unit 5 - Digital Presentation</b> Topic - Work with slides Topic - Inserting new slides Topic - Slide layout	Student will be able to know about slides in digital presentations	Practical in Lab	Student can add different layout slides in their presentation
		<b>Unit 5 - Digital Presentation</b> Topic - Copying and moving slides Topic - Deleting and renaming slides Topic - Copying, moving and deleting contents of slide Topic - View a presentation	Student will be able to know about copy and delete in digital presentations	Practical in Lab	Student will be able to know about copy and delete in digital presentations
		<b>Unit 5 - Digital Presentation</b> Topic - Format text and apply animations Topic - Create and use tables Topic - Insert and format image in presentation	Student will be able to know about format and create in digital presentations	Practical in Lab	Student will be able to know about format text and animations in digital presentations
	REVISION		Student will be able to know about practical question	Practical in Lab- Digital Presentation	Student will be able to know about practical question
JANUARY	Revision for AE	Student will be able to know about theory question	Tests, Sample Question Paper discussions in class, Self-question making by students for better concept clarity	Students will achieve success in examination	
FEBRUARY	Revision for AE				
MARCH	ANNUAL EXAMINATION				