

Bhartiya Vidya Mandir Senior Secondary School

Sector-39, Chandigarh Road, Ludhiana

SYLLABUS OF CLASS IX

BOOK : NCERT BOOK		SUBJECT : INFORMATION TECHNOLOGY		SESSION : 2024-2025
Month	Unit/Chapter/Topic	Learning objective	Resources/Art-integrated pedagogy tools used/E-Resources	Learning outcomes/ Skills learnt by students
APRIL	Interactive Session	Student will be able to know about syllabus	Discussion method in classroom	Students will get syllabus awareness
	Part – B Subject Specific Skills Unit 1 - Introduction to IT & ITeS industry Topic - Introduction to IT and ITeS BPO services	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
	Part – B Subject Specific Skills Unit 1 - Introduction to IT & ITeS industry 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 able to identify and list the various IT enabled services.
	Part - A Employability Skills Unit 1 - Communication Skills Topic - Meaning of Communication and the elements of the communication cycle. Topic - Method of Communication	Student will be able to know about communication skills	VIR- Writing Pros and cons of written, verbal and nonverbal communication.	Student will be able to know about communication skills
	Part - A Employability Skills Unit 1 - Communication Skills Topic - Perspectives in Communication Writing Skills	Student will be able to know about communication skills	VIR- Practice of Writing sentences.	Student will be able to know about communication skills
	REVISION	Student will be able to revise all topics covered in class till date	Recall method/Questioning method	Student will be able to evaluate their knowledge about topic covered till date

MAY	PART – A Unit. 2- Self Management Skills – I 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
	PART – A Unit.2 - Self Management Skills – I 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
	PART – B Unit 2 - Data Entry & Keyboarding Skills 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.
	PART – B Unit 2 - Data Entry & Keyboarding Skills 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
	PART – B Unit 2 - Data Entry & Keyboarding Skills 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- typing tutor	Student will be able to work in lesson editor with improved typing speed
JUNE	SUMMER VACATION			