ACADEMIC CURRICULUM
SESSION : 2025-26
CLASS-IX
SUBJECT: INFORMATION TECHNOLOGY (SUBJECT CODE-402)-SKILL SUBJECT

S. No.	MONTH	DAYS	UNIT/CONTENT	LEARNING OUTCOMES	PRACTICAL
1.	APRIL	9	**PART-B 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 • IT in the government and public service	Appreciate the applications of IT	- Identify and list the various IT enabled services, Observe the application of IT in various areas.
2.	MAY	12	**PART-B UNIT-II DATA ENTRY AND KEYBOARDING SKILLS** • Keyboarding Skills, • Types of keys • Typing ergonomics, • Positioning of fingers on the	Use keyboard and mouse for data entry	• Identify the keys and its use on the keyboard, • Demonstrate to use various keys on the keyboard, • Demonstrate to type the text, numbers, special character using appropriate keys on the keyboard,

			keyboard, Allocation of keys to fingers on four different rows, • Pointing device – Mouse, Mouse operations.		• Practice the correct typing ergonomics, • Practice to place fingers on correct key in four different row of keyboard, Practice various mouse operations
			• Introduction to Rapid Typing Tutor, • Touch typing technique, • Calculating typing speed-Typing rhythm.	Use typing software	• Identify the user interface of • typing tutor, • Practice to type text in typing tutor software and interpret the results, • Practice to work in lesson editor, • Calculate the typing speed • Practice to improve typing • Using typing tutor software.
			PART-A UNIT-1 COMMUNICATION SKILLS – I	• Understand methods of communication (verbal, non-verbal, visual) • Identify elements of the communication cycle • Recognize factors affecting communication perspectives • Develop basic writing skills	•
3.	**JULY**	12	**PART-B UNIT-III DIGITAL DOCUMENTATION** • Introduction to word processing, • Word processing applications, • Introduction to Word Processing tool • Creating a document, Parts of a	Create a document using a word processor	• List the available word processing applications. • Introduce with the parts of the main window. • Change document views. • Start a new document.

			Word Processor Window,		• Open an existing document.
					• Save a document. • Close a document.
			• Text editing – Undo and Redo, • Moving and copying text, • Copy and Paste, • Selecting text, Selection criteria, • Selecting non-consecutive text items, • Selecting a vertical block of • text, • Find and replace option, • Jumping to the page number, • Non-printing characters, • Checking spelling and grammar, • Using Synonyms and Thesaurus	Apply Editing features	• Editing of text in a document • Demonstrate to use undo and redo option, • Use the keyboard and mouse options to select, cut, copy, paste, and move text. • Demonstrate to select nonconsecutive 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. • Demonstrate to use Synonyms and Thesaurus.
3.	JULY	12	• Page style dialog • Formatting text • Formatting paragraph • Page formatting • Defining borders and backgrounds, Inserting images shapes, • Dividing page into columns • Formatting the shape or image.	Apply formatting features	• Apply various text formatting options for the text, • Demonstrate to format paragraphs – indent/align paragraphs, assign font colour, highlighting, and background colour, • Assign number or bullets to the lists items • Demonstrate to assign colour,

					• border and background to paragraph • Demonstrate the page formatting – set up basic page layout using styles, • Insert page break, Create header/footer and page numbers • Define borders and backgrounds • Insert images, shapes, special characters in a document • Divide page into columns, • Format the shape or image.
3.	JULY	12	• Creating table in Word Processor • Inserting row and column in a table • Deleting rows and columns • Splitting and merging tables • Deleting a table • Copying a table • Moving a table.	Create and work with tables	• Demonstrate and do the following in Word Processor: • Create table, • Insert and delete rows and column in a table, • Split and merge tables, • Delete a table, • Copy or move from one location to another location of document.
			• Printing options in Word Processor. • Print preview, • Controlling printing, Printing all pages, single and multiple pages.	Use Print Options	• Demonstrate to print the document, selected pages in the document • Print the document with various options, • Preview pages before printing
			• Introduction to mail merge • Concept of data source for mail merge.	Understand and apply mail merge	• Demonstrate to print the letters using mail merge, • Do the following to achieve • Create a main document, • Create the data source,

					• Enter data in the fields,
					• Merge the data source with main document,
					• Edit individual document,
					• Print the merged letter,
					• Save the merged letter.
3.	JULY	12	**PART-A UNIT-II SELF-MANAGEMENT SKILLS – I**	• Comprehend the meaning and importance of self-management • Identify factors that help build self-confidence	
4.	AUGUST	12	**PART-B UNIT 4: ELECTRONIC SPREADSHEET** • Introduction to spreadsheet application • Starting a spreadsheet • Parts of a spreadsheet • Worksheet – Rows and Columns, Cell and Cell Address, • Range of cells – column range, row range, row and column range.	Create a Spreadsheet	• Start the spreadsheet, • Identify the parts of Calc, • Identify the rows number, column number, cell address, • Define the range of cell, • Identify row range, column range, row & column range
4.	AUGUST	12	• Different types of data, • Entering data – Label, Values, Formula • Formula, how to enter formula, • Mathematical operators used in formulae,	Apply formula and functions in spreadsheet	• Demonstrate to enter the text, numeric data in a cell, • Identify the label, values and formula in the cell, • Demonstrate to enter formula in a cell, • Construct the formula using

			• Simple calculations using values and operators, • Formulae with cell addresses and operators, • Commonly used basic functions in a spreadsheet – SUM, AVERAGE, MAX, MIN, Count Use of functions to do calculations.		mathematical operators, • Identify formulae with cell addresses and operators, • Identify the correct syntax of formula, • Use the basic functions to perform calculations on data.
			• Formatting tool, • Speeding up data entry using the fill handle, • Uses of fill handle to copy formulae.	Format data in the spreadsheet	• Identify the formatting tool, • Demonstrate to create number series using fill handle, • Copy formula by dragging the formula using fill handle.
4.	AUGUST	12	• Concept of referencing, • Relative referencing, • Mixed referencing, • Absolute referencing.	Understand and apply Referencing	• Demonstrate to use Relative referencing in spreadsheet, • Demonstrate to use Mixed referencing in spreadsheet, • Demonstrate to use Absolute • referencing in spreadsheet.
			• Importance of chart in spreadsheet • Types of chart	Create and insert different types of charts in a spreadsheet	• Create different types of charts supported by a spreadsheet, • Illustrate the example of chart in a spreadsheet.
			PART-A UNIT-III INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS – I	• Describe the role of ICT in daily life • Demonstrate basic computer operations and skills	

5.	**OCT.**	**12**	**PART-B UNIT-V**
			DIGITAL PRESENTATION
			• Concept of presentation,
			• Elements of presentation,
			• Characteristics of an
			  effective
			  presentation
				Understand features of an effective presentation	• Identify and list the elements of presentation,
					• List the characteristics of an effective presentation.

			• Introduction to
			  presentation software,
			• Creating a presentation
			  using template,
			• Selecting slide layout,
			• Running a slide show,
			• Save a presentation in PDF,
			• Closing a presentation
			• Using Help.
				Create a presentation	• Start the presentation application
					• various components of main Impress window
					• Observe the different workspace views.
					• Create a new presentation using wizard.,
					• Demonstrate to use Help in presentation.

5.	**OCT.**	**12**	• Inserting a duplicate slide, • Inserting new slides, • Slide layout, • Copying and moving slides, • Deleting and renaming slides • Copying, moving and deleting contents of slide, • View a presentation, • Controlling the size of the view, • Workspace views – Normal, Outline, Notes, Slide sorter view.	Work with slides	• Demonstrate to insert a new slide and duplicate slide in a presentation, • Change the slide layout, • Demonstrate to copy and move slides in the presentation, • Demonstrate to copy, move and delete contents of the slide, • Demonstrate to view a presentation in different views.
			• Formatting toolbar • Various formatting features • Text alignment • Bullets and numbering	Format text and apply animations	• Identify and list the various options in formatting toolbar, • Apply the appropriate formatting option • Align the text in presentation,

			• Custom Animation		• Apply bullets and numbering to the list items in presentation. Apply Animation
			• Inserting tables in presentation, • Entering and editing data in a table, • Selecting a cell, row, column, table, • Adjusting column width and row height, • Table borders and background	Create and use tables	Demonstrate the following: • Insert table in presentation, • Enter and edit data in a table, • Select a cell, row, column, table, • Adjust column width and row height, • Assign table borders and background.
			• Inserting an image from a file • Inserting an image from the gallery • Formatting images • Moving images, Resizing images • Rotating images • Formatting using the Image toolbar • Drawing graphic objects – line, shapes • Grouping and un-grouping objects	Insert and format image in presentation	• Demonstrate to insert an image from file, gallery in presentation, • Apply formatting options to image in presentation, • Demonstrate to move, resize and rotate images, • Apply formatting options of Image toolbar, • Drawing line, shapes using graphic objects, Demonstrate to group and ungroup objects.
6.	NOV	12	• Slide masters, Creating the slide masters, Applying the slide masters to all slide, • Adding transitions.	Work with slide master	• Create the slide masters, • Apply the slide masters to the • presentation, • Add transitions to presentation.
			PART-A UNIT-IV **ENTREPRENEURIAL SKILLS – I**	• Identify various types of business activities • Understand characteristics of entrepreneurship • Recognize the role and rewards of entrepreneurship	
			PART-A UNIT-V **GREEN SKILLS – I**	• Understand the importance of sustainable development Describe the concept of a green economy and green skills	