



# D.A.V NANDRAJ PUBLIC SCHOOL

Marwari Arogya Bhawan No- 3, Bariatu, Ranchi

## SYLLABUS: 2024-25

|                         |                                       |                |                       |
|-------------------------|---------------------------------------|----------------|-----------------------|
| <b>Class</b>            | <b>IX</b>                             | <b>Subject</b> | <b>IT (Sub : 402)</b> |
| <b>Prescribed Books</b> | INFORMATION TECHNOLOGY (MICA EDUCO .) |                |                       |

| Month     | Days | Topic  |
|-----------|------|--|
| April     | 24   | <ul style="list-style-type: none"><li>• Communication Skills</li><li>• Self-Management</li></ul>                           |
| May       | 13   | <ul style="list-style-type: none"><li>• Information and communication Technology</li></ul>                                 |
| June      | 20   | <ul style="list-style-type: none"><li>• ICT : Computer and its Parts</li><li>• ICT: emails</li></ul>                       |
| July      | 26   | <ul style="list-style-type: none"><li>• ITeS</li><li>• Keyboard Skills</li></ul>   |
| August    | 23   | <ul style="list-style-type: none"><li>• Digital Documentation</li><li>• Formatting in Word Processor</li></ul>             |
| September | 08   | <ul style="list-style-type: none"><li>• Mail-Merge</li></ul>   |
| October   | 23   | <ul style="list-style-type: none"><li>• Electronic Spreadsheet</li><li>• Formatting Cells in Spreadsheet (Cont.)</li></ul> |
| November  | 19   | <ul style="list-style-type: none"><li>• Formatting Cells in Spreadsheet</li><li>• Digital Presentation</li></ul>           |
| December  | 24   | <ul style="list-style-type: none"><li>• Digital Slide</li></ul>  |
| January   | 21   | <ul style="list-style-type: none"><li>• Entrepreneurship skills</li><li>• Green Skills</li></ul>                           |

## Portion for Examination

|                                |   |
|--------------------------------|---|
| <b>Unit Test – I</b>           | CHAPTERS/TOPICS:<br><ol style="list-style-type: none"><li>1. Communication Skills</li><li>2. Self-Management</li></ol>  |
| <b>Half Yearly Examination</b> | <ol style="list-style-type: none"><li>1. Communication Skills</li><li>2. Self-Management</li><li>3. Information and communication Technology</li><li>4. ICT : Computer and its Parts</li><li>5. ICT: emails</li><li>6. ITeS</li><li>7. Keyboard Skills</li><li>8. Digital Documentation</li><li>9. Formatting in Word Processor</li></ol> |
| <b>Unit Test – II</b>          | <ol style="list-style-type: none"><li>10. Mail-Merge</li><li>11. Electronic Spreadsheet</li><li>12. Formatting Cells in Spreadsheet</li></ol>   |
| <b>Annual Examination</b>      | WHOLE SYLLABUS ( FROM CHAPTER 1 TO CHAPTER 16)  |