**D.A.V NANDRAJ PUBLIC SCHOOL**

Marwari Arogya Bhawan No- 3, Bariatu, Ranchi

SYLLABUS: 2025-26

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| Class  | IX | Subject  | Information Technology (402) |
| Prescribed Books | **Information Technology (MICA EDUCO PUBLICATION)** |

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| Month | Days | Topic |
| April | 22 | **Part A- Employability Skills**Unit 1: Communication Skills-IUnit 2: Self-Management Skills-I |
| May | 20 | **Part A-Employability Skills**Unit 3: ICT Skills-I**Part B-Subject Specific Skills**Unit 1: Introduction to IT- ITeS industry |
| June | 18 | **Part B-Subject Specific Skills**Unit 2: Data Entry & Keyboarding Skills |
| July | 27 | **Part B-Subject Specific Skills**Unit 3: Digital Documentation(cont.) |
| August | 22 | **Part B-Subject Specific Skills**Unit 3: Digital Documentation |
| September | 15 |  **Revision & Half Year Exam**  |
| October | 19 | **Part B-Subject Specific Skills**Unit 4: Electronic Spreadsheet(cont.) |
| November | 23 | **Part B-Subject Specific Skills**Unit 4: Electronic Spreadsheet |
| December | 25 | **Part B-Subject Specific Skills**Unit 5: Digital Presentation |
| January | 21 | **Part A-Employability Skills**Unit 4: Entrepreneurial Skills-IUnit 5: Green Skills-I |

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| Portion for Examination |
| Unit Test – I | **Part A-Employability Skills**Unit 1: Communication Skills-IUnit 2: Self-Management Skills-I |
| Half Yearly Examination | **Part A-Employability Skills**Unit 1: Communication Skills-IUnit 2: Self-Management Skills-IUnit 3: ICT Skills-I**Part B-Subject Specific Skills**Unit 1: Introduction to IT- ITeS industryUnit 2: Data Entry & Keyboarding SkillsUnit 3: Digital Documentation  |
| Unit Test – II | **Part B-Subject Specific Skills**Unit 4: Electronic Spreadsheet |
| Annual Examination |  Whole Syallabus |