



D.A.V NANDRAJ PUBLIC SCHOOL

Marwari Arogya Bhawan No- 3, Bariatu, Ranchi

SYLLABUS: 2026-27

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

Month	Days	Topic
April	24	Part A- Employability Skills <ul style="list-style-type: none">• Communication Skills• Self-Management
May	20	Part A-Employability Skills <ul style="list-style-type: none">• ICT Skills-I
June	13	Part A-Employability Skills <ul style="list-style-type: none">• ICT: Computer and its Parts• ICT: emails
July	23	Part B-Subject Specific Skills <ul style="list-style-type: none">• ITeS• Keyboard Skills
August	25	<ul style="list-style-type: none">• Digital Documentation• Formatting in Word Processor
September	07	<ul style="list-style-type: none">• Mail-Merge
October	21	<ul style="list-style-type: none">• Electronic Spreadsheet• Formatting Cells in Spreadsheet (Cont.)
November	16	<ul style="list-style-type: none">• Formatting Cells in Spreadsheet• Digital Presentation
December	24	<ul style="list-style-type: none">• Digital Slide
January	23	Part A-Employability Skills <ul style="list-style-type: none">• Entrepreneurship skills• Green Skills

Portion for Examination

Unit Test – I	Part A-Employability Skills <ul style="list-style-type: none">• Communication Skills-I• Self-Management Skills-I
Half Yearly Examination	<ul style="list-style-type: none">• Communication Skills• Self-Management• Information and communication Technology• ICT: Computer and its Parts• ICT: emails• ITeS• Keyboard Skills• Digital Documentation• Formatting in Word Processor
Unit Test – II	<ul style="list-style-type: none">• Mail-Merge• Electronic Spreadsheet• Formatting Cells in Spreadsheet
Annual Examination	Whole Syallabus