ASSAM RIFLES PUBLIC SCHOOL PALLEL 26 SECT ASSAM RIFLES

**PLITUP SYLLABUS SESSION 2023-24**

**CLASS- IX**

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| **LESSON** | **TOPIC NAME** | **CONCEPTS** | **LEARING OUT COMES** | **PRACTICAL** |
| **April** | **Part-A**  **Unit-I**  **Part-B**  **Unit-I** | **Communication skill**  **Introduction of IT- ITes industry** | **Communication cycle**  **Various method of communication**  **Perspectives in communication**  **Basic writing skills**  **Application of It-Ites industry** | **Application of It-Ites industry** |
| **June & July** | **Part-A**  **Unit-II**  **Part-B**  **Unit-II** | **Self management skll**  **Data entry and keyboard skills** | **Importance of self management**  **Building self**  **Using data entry tools**  **Using typing software** | * **Using data entry tools** * **Using typing software** |
| August | **Part-A**  **Unit-III**  **Part-B**  **Unit-III** | **Information and communication Technology skill**  **Digital document** | **Introduction of ICT**  **Components of computer system**  **Peripheral devies**  **Basic computer operations**  **Operating system**  **Introduction to internet**  **Introduction of email**  **Introduction of social media**  **Introduction too word processor**  **Editing a document**  **Formatting a document**  **Working with table**  **Printing a document**  **Mail merge** | * **Introduction too word processor** * **Editing a document** * **Formatting a document** * **Working with table** * **Printing a document** * **Mail merge** |
| Sept | **Part-A**  **Unit-IV** | **Entrepreneurial skill** | **Type of businesses activity**  **Characteristics of Entrepreneurial** | **Revision of Digital document** |
| **Oct. & Nov.** | **Part-B**  **Unit-IV** | **Electronic spreadsheet** | **Introduction to spreadsheet**  **Editing data in a spreadsheet**  **Formatting data in a spreadsheet**  **Using cell reference**  **Using charts in a spreadsheet** | **Introduction to spreadsheet**  **Editing data in a spreadsheet**  **Formatting data in a spreadsheet**  **Using cell reference**  **Using charts in a spreadsheet** |
| **Dec. & Jan.** | **Part-A**  **Unit –V**  **Part-B**  **Unit-V** | **Green skill**  **Digital presentation** | **Environment protection and conservation**  **Importance of green economy**  **Introduction to presentation software**  **Creating a presentation**  **Working with slides**  **Using table in a presentation**  **Using images in a presentation**  **Working with slide master** | **Introduction to presentation software**  **Creating**  **Creating a presentation**  **Working with slides**  **Using table in a presentation**  **Using images in a presentation**  **Working with slide master** |
| **Feb** |  | **REVESION** |  |  |