



SANT NANDLAL SMRITI VIDYA MANDIR, GHATSILA

YEARLY SYLLABUS OF INFORMATION TECHNOLOGY (402)

SESSION – 2026-27

STD – IX



MONTH	NO. OF WORKING DAYS	TOPIC TO BE TAUGHT	ACTIVITIES	LEARNING OUTCOME	VALUES & SKILLS IMPARTED	ASSESSMENT
APRIL	21	<p>COMMUNICATION SKILLS</p> <ul style="list-style-type: none"> ❖ Communication Cycle ❖ Various Methods of Communication ❖ Perspectives in Communication ❖ Basic Writing Skills 	<p>(Paper Folding activity) To understand the importance of all components of communication.</p> <p>Step 1- Teacher distributes half a sheet of paper to all students.</p> <p>Step 2 – Teacher instructs them not to ask any questions or look at others what they are doing. Teacher gives few instructions, like fold the paper (without telling which way), tear a corner (without telling which corner upper right/upper left/bottom right/bottom left...), make a small hole (without telling where and how big/small).</p> <p>Step 3 – After many such incomplete instructions, teacher asks students to open their papers.</p> <p>Step 4 – Students shall get surprised to see that most of the papers look different.</p>	<p>Demonstrate knowledge of various methods of communication</p>	<ul style="list-style-type: none"> • Methods of communication. • Verbal. • Non-verbal. • Visual. 	<ol style="list-style-type: none"> 1. Writing pros and cons of written, verbal and nonverbal communication. 2. Listing do's and don'ts for avoiding common body language mistakes.
MAY + JUNE	09	<p>SELF-MANAGEMENT SKILLS - I</p> <ul style="list-style-type: none"> ❖ Importance of Self-Management ❖ Building Self-Confidence 	<ul style="list-style-type: none"> • Goal Setting – Have the students create a list of personal goals they would like to achieve in the next 6-12 months. Encourage them to be specific and measurable. After creating the list, have them prioritize the goals based on their importance and create a plan of action to achieve each one. 	<ul style="list-style-type: none"> • Describe the meaning and importance of self - management. • Identify the factor that helps in building self-confidence. 	<p>Responsibility, Time Management, Self-Motivation, Self-Discipline, Goal Setting, Personal Reflection, Stress Management, Growth Mindset, Self-Care, Adaptability.</p>	<ol style="list-style-type: none"> 1. Identification of self-management skills 2. Strength and weakness analysis. 3. Role-play exercises on building self-confidence. 4. Use of positive metaphors/words. 5. Positive stroking on wakeup and before going bed. 6. Helping others and working for community.
	11	<p>ENTREPRENEURIAL SKILLS - I</p> <ul style="list-style-type: none"> ❖ Types of Business Activities ❖ Characteristics of Entrepreneurship 	<ul style="list-style-type: none"> • Brainstorming: Divide students into groups and ask them to come up with an innovative business idea. Encourage them to think creatively and outside the box. • SWOT Analysis: Assign each group a real or hypothetical company, and ask them to conduct a SWOT analysis (strengths, weaknesses, opportunities, and threats) of the company. This activity will help students identify the company's competitive advantages and areas for improvement. • Role-Playing: Divide students into two groups, one group representing entrepreneurs and the other group representing potential investors. The entrepreneurs must pitch their business ideas to the investors, and the investors 	<ul style="list-style-type: none"> • Identify various types of business activities. • Demonstrate the knowledge of distinguishing characteristics of Entrepreneurship. 	<p>Creativity and Innovation, Opportunity Recognition, Risk Management, Financial Literacy, Communication Skills, Problem-Solving Skills, Networking and Relationship Building, Adaptability and Flexibility, Leadership and Management, Ethical and Social</p>	<ol style="list-style-type: none"> 1. Prepare posters of business activities found in cities/ Villages, using pictures. 2. Discuss the various types of activities, 3. generally adopted by small businesses in a local community. 4. Best out of waste. 5. Costing of the product made out of waste. 6. Selling of items made from waste materials. 7. Prepare list of businesses



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			must decide which business idea to invest in.		Responsibility.	that 12. provides goods and 13. services in exchange 14. for money.
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JULY	26	DIGITAL DOCUMENTATION ❖ Introduction to Word Processor ❖ Editing a Document ❖ Formatting a Document ❖ Working with Tables ❖ Printing a Document ❖ Mail Merge	<ul style="list-style-type: none"> List the available word processing applications. Introduce with the parts of the main window. Change document views. Start a new document. Open an existing document. Save a document. Close a document. 	Create a document using a word processor.	Effective Communication, Writing Skills, Typing Skills, Formatting, Editing Skills, Organizational Skills, Digital Literacy, Creative Skills, Professionalism.	Assign students to write an essay using a word processor and then evaluate their writing skills based on elements such as the coherence and organization of their arguments, their use of evidence to support their claims, and their use of language and style.
			<ul style="list-style-type: none"> 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. 	Apply editing features	Attention to Detail, Time Management, Communication Skills, Professionalism, Creative Skills, Digital Literacy, Writing Skills, Collaboration Skills	Assign students to create a presentation using a word processor and then evaluate their ability to use editing features such as fonts, colors, and graphics to create a visually engaging and effective presentation.
			<ul style="list-style-type: none"> 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, 	Apply formatting features	Communication, Creativity, Organization, Attention to Detail, Technical Skills, Time Management.	Assign students to work in groups to create a collaborative document using a word processor and then evaluate their ability to use formatting features such as track changes, comments, and revision history to



		<ul style="list-style-type: none"> • 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. <p>• Demonstrate and do the following in Word Processor:</p> <ul style="list-style-type: none"> • 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. 	Create and work with tables	Organizational skills, Attention to detail, Data management skills, Communication skills. Problem-solving skills.	collaborate and communicate effectively in a group setting.
		<ul style="list-style-type: none"> • Demonstrate to print the document, selected pages in the document • Print the document with various options, • Preview pages before printing. 	Use Print Options	Attention to detail, Time management, Resource management, Environmental awareness, technical skills.	Provide students with a table of data and ask them to sort and filter the data according to specific criteria. This can test their ability to use sorting and filtering tools in the word processor, as well as their data management skills.
		<ul style="list-style-type: none"> • 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, 	Understand and apply mail merge	Attention to detail, Organizational skills, technical skills, Communication	Ask students to research and analyze the environmental impact of printing, and provide them with various scenarios (such as printing on recycled paper or printing double-sided) to determine the most environmentally responsible option.
					Assign a project where students are required to create a mail merge document, such as a letter, using data from a



		<ul style="list-style-type: none">• Merge the data source with main document,• Edit individual document,• Print the merged letter,• Save the merged letter.		skills, Critical thinking skills.	spreadsheet or database. The project should require students to use a variety of mail merge features, such as inserting merge fields, sorting and filtering data, and customizing the document with formatting and images.
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MONTH	NO. OF WORKING DAYS	TOPIC TO BE TAUGHT	ACTIVITIES	LEARNING OUTCOME	VALUES & SKILLS IMPARTED	ASSESSMENT
AUGUST	24	<p>ICT Skills – I</p> <ul style="list-style-type: none"> ❖ Introduction to ICT ❖ Role and importance of ICT in personal life and at Workplace ❖ ICT in our daily life (examples) ❖ ICT tools – Mobile, tab, radio, TV, email, etc. ❖ Basic components of computer system. ❖ Hardware and software. ❖ Primary and secondary memory. ❖ Input, Output and Storage devices. ❖ Various peripheral devices and their use. ❖ Examples of peripherals ❖ Procedure for starting and shutting down a computer. ❖ Operating Systems (OS). ❖ Types of OS – DOS, Windows, Linux. ❖ Desktop of Windows and Linux. ❖ Files and folder. ❖ Keyboard and mouse operations ❖ Common desktop operations. ❖ Introduction to Internet. ❖ Applications of Internet. ❖ Internet Browser. ❖ Websites and webpages. ❖ Email applications ❖ Email accounts ❖ Sending and receiving email. ❖ Introduction to social media ❖ Blog. ❖ Twitter. ❖ Facebook. ❖ YouTube. 	<ul style="list-style-type: none"> ❖ Basic Computer Skills: Teach students how to use a computer, including how to turn it on and off, how to use the mouse and keyboard, and how to navigate the desktop. ❖ Word Processing: Teach students how to use a word processor, including how to create and format documents, insert images and tables, and save and print files. ❖ Internet Research: Teach students how to use search engines to find information on the internet, how to evaluate sources for reliability and accuracy, and how to cite sources properly. ❖ Email Communication: Teach students how to compose and send emails, including how to address recipients, format messages, and attach files. ❖ Online Safety: Teach students about online safety, including how to protect their personal information, avoid scams and phishing attempts, and behave responsibly online. ❖ Digital Citizenship: Teach students about responsible digital citizenship, including how to use technology ethically and responsibly, respect others' online privacy, and contribute positively to online communities. <p>Multimedia Presentations: Teach students how to create multimedia presentations, including how to use software to create slideshows, add audio and video, and create animations and special effects.</p>	<ul style="list-style-type: none"> ❖ Describe the role of ICT in day-to-day life. ❖ Identify the various components of computer system. ❖ Identify various peripheral devices. ❖ Perform basic Computer operations. <p>Connect with the world using Internet and its Applications</p>	<ul style="list-style-type: none"> • Digital Literacy • Problem-Solving Skills • Creativity and Innovation • Communication Skills • Information Management • Collaboration and Teamwork, Adaptability and Flexibility • Analytical Thinking • Ethical and Social Responsibility • Lifelong Learning 	<p>Here are some assessment ideas that can be used to evaluate the ICT Skills – I</p> <ol style="list-style-type: none"> 1. Online Safety Quiz 2. Word Processing Assignment - Assign students to create a document using a word processor, such as a resume or research paper, and evaluate their formatting, editing, and organizational skills. 3. Multimedia Presentation 4. Collaborative Project – <p>Assign students to work in groups to complete a collaborative project using digital tools such as shared documents, online discussion forums, or video conferencing, and evaluate their teamwork, communication, and problem-solving skills.</p>



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OCTOBER +	18	DATA ENTRY AND KEYBOARDING SKILLS ❖ Using Data Entry Tools ❖ Using Typing Software	<ul style="list-style-type: none"> 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, Practice the correct typing ergonomics, Practice to place fingers on correct key in four different rows of keyboard, Practice various mouse operations. 	<ul style="list-style-type: none"> Use keyboard and mouse for data entry Use typing software 	<p>Values - Accuracy, Time Management, Attention to detail.</p> <p>Skills - Typing speed and accuracy, Familiarity with software, Data organization, Error recognition and correction, Improved concentration and focus.</p>	Students can be given a typing test to assess their typing speed and accuracy. They can be given a certain amount of time to type a specific document or text passage, and their typing speed and accuracy can be measured and graded.
NOVEMBER	23	ELECTRONIC SPREADSHEET ❖ Introduction to Spreadsheets ❖ Editing Data in a Spreadsheet ❖ Formatting Data in a Spreadsheet ❖ Using Cell Reference ❖ Using Charts in a Spreadsheet	<ul style="list-style-type: none"> 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. 			
DECEMBER	19	DIGITAL PRESENTATION ❖ Introduction to Presentation Software ❖ Create a Presentation ❖ Working with Slides ❖ Using Tables in Presentation ❖ Using Images in a Presentation ❖ Working with Slide Master	<ul style="list-style-type: none"> Start the presentation application various components of main Impress window Observe the different workspace views. Create a new presentation using wizard. Run the presentation, Save the presentation, Close the presentation, Demonstrate to use Help in presentation. 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. 	<ul style="list-style-type: none"> Understand features of an effective presentation. Create a presentation. Work with slides Format text and apply animations. Format text and apply animations Insert and format image in presentation. Work with slide master. 	<p>Values: Creativity, Communication, Confidence, Attention to detail.</p> <p>Skills: Design skills, Content creation, Use of presentation software, public speaking, Time management</p>	Students can be assessed based on their proficiency with the presentation software they use. This can include evaluating their ability to use features such as slide transitions, animations, and multimedia elements.

Subject Teachers'

- Arpa Bhattacharya
- Bidyut Baran Chandra

Principal