ARUNANCHAL PUBLIC SCHOOL, SEONI

SESSION – 2023- 24
ANNUAL SYLLABUS
CLASS – IX (Information Technology)

Total No. of Working Days:	*204*
Total No. of Teaching Days:	169
Total No. of Weeks:	28
No. of Period per Week:	06
Total No. of Period:	169
Reference & Prescribed Books: Information Technology (All in one: Arihant Pub.)	

MONTH WISE SYLLABUS

Months	No. of W.D.	Content
June	25	**Part - A** Unit 1 – Communication Skills – I
July	25	**Part - A** Unit 2 – Self – Management Skills – I Unit 3 – ICT Skills – I
August	25	**Part - A** Unit 4 – Entrepreneurial Skills – I Unit 5 – Green Skills – I
September	23	**Part - B** Unit 1 – Introduction to IT – IteS Industry
October	21	**Part - B** Unit 2 – Data Entry & Keyboarding Skills Unit 3 – Digital Documentation
November	19	**Part - B** Unit 4 – Electronic Spreadsheet Unit 5 – Digital Presentation
December	23	Project & Practical File Revision
January	25	Project & Practical File Revision
February	18	Revision