

DELHI POLICE PUBLIC SCHOOL

Annual Syllabus: 2024-25

Subject: INFORMATION TECHNOLOGY (SUBJECT CODE - 402)

Class: IX

MONTH	UNIT/CHAPTER/TOPIC
APRIL AND MAY	<p>PART A - UNIT 1: COMMUNICATION SKILLS-I</p> <ul style="list-style-type: none">• INTRODUCTION TO COMMUNICATION• VERBAL COMMUNICATION• NON-VERBAL COMMUNICATION• WRITING SKILLS: PARTS OF SPEECH• WRITING SKILLS: SENTENCES• PRONUNCIATION BASICS• GREETINGS AND INTRODUCTION• TALKING ABOUT SELF• ASKING QUESTIONS I• ASKING QUESTIONS II <p>PART B - UNIT 5: DIGITAL PRESENTATION</p> <ul style="list-style-type: none">• UNDERSTAND FEATURES OF AN EFFECTIVE PRESENTATION• CREATE A PRESENTATION• WORK WITH SLIDES• FORMAT TEXT AND APPLY ANIMATIONS• CREATE AND USE TABLES• INSERT AND FORMAT IMAGE IN PRESENTATION• WORK WITH SLIDE MASTER
JULY	PART B - UNIT 1: INTRODUCTION TO IT- ITES INDUSTRY - APPRECIATE THE APPLICATIONS OF IT
AUGUST	<p>PART B - UNIT 2: DATA ENTRY & KEYBOARDING SKILLS</p> <ul style="list-style-type: none">• USE KEYBOARD AND MOUSE FOR DATA ENTRY• USE TYPING SOFTWARE <p>PART B - UNIT 3: DIGITAL DOCUMENTATION</p> <ul style="list-style-type: none">• CREATE A DOCUMENT USING A WORD PROCESSOR• APPLY EDITING FEATURES• APPLY FORMATTING FEATURES• CREATE AND WORK WITH TABLES• USE PRINT OPTIONS• UNDERSTAND AND APPLY MAIL MERGE
SEPTEMBER	REVISION FOR HALF YEARLY EXAM
OCTOBER	<p>PART A - UNIT 2: SELF-MANAGEMENT SKILLS-I</p> <ul style="list-style-type: none">• INTRODUCTION TO SELF-MANAGEMENT• STRENGTH AND WEAKNESS ANALYSIS• SELF-CONFIDENCE• POSITIVE THINKING• PERSONAL HYGIENE

	<p>GROOMING</p> <p>PART A - UNIT 3: ICT SKILLS-I</p> <ul style="list-style-type: none"> • INTRODUCTION TO ICT • ICT TOOLS: SMARTPHONES AND TABLETS — I • ICT TOOLS: SMARTPHONES AND TABLETS — II • PARTS OF COMPUTER AND PERIPHERALS • BASIC COMPUTER OPERATIONS • PERFORMING BASIC FILE OPERATIONS • COMMUNICATION AND NETWORKING • BASICS OF INTERNET • COMMUNICATION AND NETWORKING •
NOVEMBER	<ul style="list-style-type: none"> • INTERNET BROWSING • COMMUNICATION AND NETWORKING —INTRODUCTION TO E-MAIL • COMMUNICATION AND NETWORKING — CREATING AN E-MAIL ACCOUNT • COMMUNICATION AND NETWORKING — WRITING AN E-MAIL • COMMUNICATION AND NETWORKING — RECEIVING AND REPLYING TO E-MAILS <p>PART B - UNIT 4: ELECTRONIC SPREADSHEET</p> <ul style="list-style-type: none"> • CREATE A SPREADSHEET • APPLY FORMULA AND FUNCTIONS IN SPREADSHEET • FORMAT DATA IN THE SPREADSHEET • UNDERSTAND AND APPLY REFERENCING • CREATE AND INSERT DIFFERENT TYPES OF CHARTS IN A SPREADSHEET
DECEMBER	<p>PART A - UNIT 4: ENTREPRENEURIAL SKILLS-I</p> <ul style="list-style-type: none"> • WHAT IS ENTREPRENEURSHIP? • ROLE OF ENTREPRENEURSHIP • QUALITIES OF A SUCCESSFUL ENTREPRENEUR • DISTINGUISHING CHARACTERISTICS OF • ENTREPRENEURSHIP AND WAGE EMPLOYMENT • TYPES OF BUSINESS ACTIVITIES • PRODUCT, SERVICE AND HYBRID BUSINESSES <p>ENTREPRENEURSHIP DEVELOPMENT PROCESS</p>
JANUARY	<p>PART A - UNIT 5: GREEN SKILLS-I</p> <ul style="list-style-type: none"> • SOCIETY AND ENVIRONMENT • CONSERVING NATURAL RESOURCES • SUSTAINABLE DEVELOPMENT AND GREEN ECONOMY
FEBRUARY	REVISION FOR ANNUAL EXAM