

Class-9th		Subject: IT (Practical)	
MONTH	UNITS		PRACTICAL
Apr-25	UNIT 1- Introduction to IT/ITes Industry	Orientation/Counselling session for introducing Vocational Education (Skill Subjects) from Class 9th and opting as per the interest of students. <ul style="list-style-type: none"> • Introduction to IT and ITes, BPO services, • BPM industry in India, • Structure of the IT-BPM industry, • Applications of IT in home computing, everyday life, library, workplace, education, entertainment, communication, business, science and engineering, banking, insurance, marketing, health care, IT in the government and public service. 	Orientation/Counselling session for introducing Vocational Education (Skill Subjects) from Class 9th and opting as per the interest of students. <ul style="list-style-type: none"> • Identify and list the various IT enabled services, Observe the application of IT in various areas.
	Employability Module UNIT 1- Communications Skills	Introduction to General Employability Module <ul style="list-style-type: none"> • Methods of communication • Meaning of communication • Importance of communication skills • Elements of communication cycle • Perspectives in communication • Factors affecting perspectives in communication • Writing skills related to the following-Phrases, Kinds of sentences, Parts of sentence, Parts of speech, Use of articles, Construction of a paragraph 	Activities: <ul style="list-style-type: none"> • Self Introduction • Role Play • Group Discussions • Debates • Art & Craft • Word Games • Story Telling • Brain Teasers • Mindfulness • Quiz
May-25	UNIT 1- Introduction to IT/ITes Industry	<ul style="list-style-type: none"> • Applications of IT in home computing, everyday life, library, workplace, education, entertainment, communication, business, science and engineering, banking, insurance, marketing, health care, IT in the government and public service. 	<ul style="list-style-type: none"> • Identify and list the various IT enabled services, Observe the application of IT in various areas. • Q&A/Doubts Clearing
Jun-25			
Jul-25	UNIT 2- Data Entry and Keyboarding Skills Part A	<ul style="list-style-type: none"> • Keyboarding Skills, • Types of keys on keyboard, Numeric keypad, • Home keys, Guide keys, • Typing and deleting text, • Typing ergonomics, • Positioning of fingers on the keyboard, Allocation of keys to fingers on four different rows, • Pointing device - Mouse, Mouse operations. 	<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 row of keyboard, • Practice various mouse operations.
	UNIT 2- Data Entry and Keyboarding Skills Part B	<ul style="list-style-type: none"> • Introduction to Rapid Typing Tutor, • Touch typing technique, • User interface of Typing Tutor, • Typing text and interpret results, • Working with lesson editor, • Calculating typing speed, • Typing rhythm. 	<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.
	Employability Module UNIT 2- Self Management Skills	<ul style="list-style-type: none"> • Meaning of self-management • Positive results of self-management • Self-management skills • Factors that help in building self-confidence - social, cultural, and physical factors • Self-confidence building tips - getting rid of the negative thoughts, thinking positively, staying happy with small things, staying clean, hygienic and smart, chatting with positive people, etc. 	<ul style="list-style-type: none"> • Identification of self-management skills • Strength and weakness analysis • Role play exercises on building self-confidence • Use of positive metaphors/ words • Positive stroking on wakeup and before going bed • Helping others and working for community • Activities/Q&A
Aug-25	UNIT 3- Digital Documentation Part A	<ul style="list-style-type: none"> • Introduction to word processing, • Word processing applications, • Introduction to Word Processing tool • Creating a document, Parts of a Word Processor Window • Text editing - Undo and Redo, • Moving and copying text, • Copy and Paste, • Selecting text, • Selection criteria • Selecting non-consecutive text items, • Selecting a vertical block of text, • Find and replace option, • Jumping to the page number, • Non-printing characters, • Checking spelling and grammar, • Using Synonyms and Thesaurus. 	<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. • 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.
	UNIT 3- Digital Documentation Part B	<ul style="list-style-type: none"> • Page style dialog • Formatting text - Removing manual formatting, Common text formatting, Changing text case, Superscript and Subscript • Formatting paragraph - Indenting paragraphs, Aligning paragraphs, Font colour, highlighting, and background colour, Using bullets and numbering, Assigning colour, border and background to paragraph. • Page formatting - setting up basic page layout using styles, Inserting page break, Creating header/footer and page numbers, • Defining borders and backgrounds, Inserting images shapes, special characters in a document, Dividing page into columns, Formatting the shape or image. 	<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, • 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.
	Employability Module	• Introduction to ICT	• Discussion on the role and importance of ICT in personal life and at workplace.
Sep-25	UNIT 3- Digital Documentation Part C	<ul style="list-style-type: none"> • Creating table in Word Processor • Inserting row and column in a table • Deleting rows and columns • Splitting and merging tables • Deleting a table • Copying a table • Moving a table. • Printing options in Word Processor. • Print preview, • Controlling printing, • Printing all pages, single and multiple pages. • Introduction to mail merge • Concept of data source for mail merge. 	<ul style="list-style-type: none"> • Demonstrate and do the following in Word Processor: <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. • Demonstrate to print the document, selected pages in the document • Print the document with various options, • Preview pages before printing. • Demonstrate to print the letters using mail merge, • Do the following to achieve <ul style="list-style-type: none"> • Create a main document, • Create the data source, • Enter data in the fields, • Merge the data source with main document, • Edit individual document, • Print the merged letter, • Save the merged letter.

	Employability Module UNIT 3- ICT Skills Part B	<ul style="list-style-type: none"> • Peripherals devices and their uses - mouse, keyboard, scanner, webcam, etc. of a computer system • Primary operations on a computer system - input, process, storage, output, communication networking, etc. 	<ul style="list-style-type: none"> • Identification of various parts and peripherals of a computer • Demonstration and practice on the use of mouse • Demonstration and practice on the use of keyboard • Demonstration of the uses of printers, webcams, scanner and other peripheral devices • Drawing diagram of computer system and labelling it
Oct-25	UNIT 4- Electronic Employability Module	<ul style="list-style-type: none"> • Introduction to spreadsheet application • Types of businesses - service, manufacturing, hybrid 	<ul style="list-style-type: none"> • Start the spreadsheet, • Prepare posters of business activities found in cities/villages, using pictures
Nov-25	UNIT 4- Electronic UNIT 4- Electronic Employability Module	<ul style="list-style-type: none"> • Formatting tool, • Concept of referencing, • Meaning of entrepreneurship development 	<ul style="list-style-type: none"> • Identify the formatting tool, • Demonstrate to use Relative referencing in spreadsheet, • Prepare charts showing advantages of entrepreneurship over wages
Dec-25	UNIT 5- Digital Presentation UNIT 5- Digital Presentation Employability Module	<ul style="list-style-type: none"> • Concept of presentation, • Inserting a duplicate slide, • Introduction to environment, 	<ul style="list-style-type: none"> • Identify and list the elements of presentation, • Demonstrate to insert a new slide and duplicate slide in a presentation, • Group discussion on hazards of deteriorating environment
Jan-26	UNIT 5- Digital Presentation	• Inserting tables in presentation,	Demonstrate the following:
Feb-26			
Mar-26			