

Class-9th		Subject: Informatics Practices	
MONTH	UNITS	THEORY	PRACTICAL
Apr-25	UNIT 1- Introduction to IT/ITes Industry	<p>Orientation/Counselling session for introducing Vocational Education (Skill Subjects) from Class 9th and opting as per the interest of students.</p> <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. 	<p>Orientation/Counselling session for introducing Vocational Education (Skill Subjects) from Class 9th and opting as per the interest of students.</p> <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	<p>Introduction to General Employability Module</p> <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 	<p>Activities:-</p> <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	<ul style="list-style-type: none"> Introduction to ICT 	<ul style="list-style-type: none"> 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: 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 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	<ul style="list-style-type: none"> • Inserting tables in presentation, 	<ul style="list-style-type: none"> • Demonstrate the following:
Feb-26			
Mar-26			