



BLOOM PUBLIC SCHOOL
C-8 Vasant Kunj, New Delhi
Syllabus for the Session 2026-27

Class: IX

Subject: Information Technology (402 IT)

SYLLABUS			
MONTH	CHAPTER (NCERT Text book)	CONTENT (Topics)	Practical/Activities
April	Unit 1: Communication Skills	• Introduction to Communication Verbal Communication, Non-Verbal Communication, • Pronunciation Basics, • Greetings and Introduction, Talking about Self, • Asking Questions	Writing pros and cons of written, verbal and nonverbal communication. Draw a diagram of communication cycle
May	Unit 2: Self-Management Skills	• Introduction to Self-management, • Strength and Weakness Analysis. Self-confidence, • Positive Thinking, Personal Hygiene, Grooming	Role play exercises on building self confidence
July	(Subject Specific) Unit 1: INTRODUCTION TO IT-ITeS INDUSTRY	• Introduction to IT and ITeS, BPO services, • BPM industry in India, • Structure of the IT-BPM industry, • Applications of IT in the government and public service	Identify and list the various IT enabled services, Observe the application of IT in various areas.
August	Unit 3: ICT Skills-I (Subject Specific) Unit 2: DATA ENTRY AND KEYBOARDING SKILLS	• Introduction to ICT, ICT Tools: Smartphones and Tablets, • Parts of Computer and Peripherals, • Basic Computer Operations • Use keyboard and mouse for data entry • Use typing software	Preparing posters / collages for showing the role of ICT at workplace • Type the text, numbers, special character • Practice the correct typing ergonomics, • Practice to type text in typing tutor software
September	Unit 3: ICT Skills-I	• Performing Basic File Operations, • Communication and Networking, • Basics of Internet,	Preparing posters / collages for showing the role of ICT at workplace
October	(Subject Specific) Unit 3: DIGITAL DOCUMENTATION	• Create a document using a word processor • Apply Editing features • Apply formatting features	• Demonstrate and do the following in Word Processor: • Create table, • Insert and

	Employability Skills Unit 4: Entrepreneurial Skills-I	•Create and work with table •Use Print Options •Understand and apply mail merge •What is Entrepreneurship? •Role of Entrepreneurship, •Qualities of a Successful Entrepreneur. •Distinguishing Characteristics of Entrepreneurship and Wage Employment	delete rows and column in a table, • Split and merge tables Presentations by entrepreneurs on their experiences and success stories
November	(Subject Specific) Unit 4: ELECTRONIC SPREADSHEET Employability Skills Unit 4: Entrepreneurial Skills-I	•Create a Spreadsheet •Apply formula and functions in spreadsheet •Format data in the spreadsheet •Understand and apply Referencing - Insert charts •Types of Business Activities, Product, Service and Hybrid Businesses, •Entrepreneurship Development Process	Create different types of charts Presentations by entrepreneurs on their experiences and success stories
December	(Subject Specific) Unit 5: DIGITAL PRESENTATION Employability Skills Unit 5: Green Skills-I	•Create a presentation •Format text and apply animations •Insert and format image in presentation •Insert table •Slide masters •Society and Environment •Conserving Natural Resources, •Sustainable Development	Create the slide masters, • Apply the slide masters to the • presentation, • Add transitions to the presentation. Group discussion on hazards of deteriorating environment
January	Project/ Revision		
February	Annual Examination		
ASSESSMENT SYLLABUS			
PERIODIC ASSESSMENT -1		Employability Skills Unit 1: Communication Skills Unit 2: Self-Management Skills-I	
PERIODIC ASSESSMENT -2		Subject specific Skills Unit 3: Digital Documentation Employability Skills- Unit 3: ICT Skills	

MID TERM EXAM	Subject specific skills: Unit 1: Introduction to IT–ITeS Industry Unit 2: Data Entry and Keyboarding Skills Employability Skills: Unit 1: Communication Skills Unit 2: Self-Management Skills-I
FINAL EXAMINATION	Subject specific skills: Unit 1 : Introduction to IT–ITeS Industry Unit 2 : Data Entry and Keyboarding Skills Unit 3 : Digital Documentation Unit 4 : Electronic Spreadsheet Unit 5 : Digital Presentation Employability Skills: Unit 1: Communication Skills Unit 2: Self-Management Skills-I Unit 3: ICT Skills Unit 4: Entrepreneurial Skills-I Unit 5: Green Skills-I