

**CLASS – IX (Session 2021-2022)**  
**INFORMATION TECHNOLOGY (SUBJECT CODE - 402)**

**Total Marks: 100 (Theory-50 + Practical-50)**

	TERM	UNITS	NO. OF HOURS for Theory and Practical 200		MAX. MARKS for Theory and Practical 100
<b>Part A</b>	<b>Employability Skills</b>				
	<b>TERM I</b>	Unit 1 : Communication Skills-I	10		5
		Unit 2 : Self-Management Skills-I	10		
		Unit 3 : ICT Skills-I	10		
	<b>TERM II</b>	Unit 4 : Entrepreneurial Skills-I	15		5
		Unit 5 : Green Skills-I	05		
		<b>Total</b>	<b>50</b>		<b>10</b>
<b>Part B</b>	<b>Subject Specific Skills</b>		<b>Theory (In Hours)</b>	<b>Practical (In Hours)</b>	<b>Marks</b>
	<b>TERM I</b>	Unit 1: Introduction to IT- ITeS industry	2	4	4
		Unit 2: Data Entry & Keyboarding Skills	4	10	6
		Unit 3: Digital Documentation	10	26	10
	<b>TERM II</b>	Unit 4: Electronic Spreadsheet	18	35	10
		Unit 5: Digital Presentation	10	31	10
			<b>Total</b>	<b>44</b>	<b>106</b>
<b>Part C</b>	<b>Practical Work</b>				
		Practical Examination			15
		Written Test			10
		Viva Voce			10
			<b>Total</b>		
<b>Part D</b>	<b>Project Work/Field Visit</b>				
		Practical File/ Student Portfolio			10
		Viva Voce			05
			<b>Total</b>		
		<b>GRAND TOTAL</b>	<b>200</b>		<b>100</b>