THE ADVENT SCHOOL (2025-26)

CLASS - IX, SUBJECT – COMPUTER

NAMES OF TEXTBOOKS –
1. **Information technology (Sumita Arora)**

MONTH	Names of Units
APRIL	**PART A**
	UNIT 1 – Communication skills
	i) Communication
	ii) Types of communication
MAY	**UNIT 1-** Communication skill
	i) English language skill
	UNIT 3- Basic ICT skill
	REVISION & PRE-MID TERM ASSESSMENTS
JULY	**UNIT 2-** Self management
	i) Knowing own strength
AUGUST	**UNIT 4-** Entrepreneurial Skills
	i) Types and fields for Entrepreneurship
	ii) Entrepreneurship development process
SEPTEMBER	**UNIT 5-** Green skills
	i) Green economy and Green skills
	REVISION & MID TERM ASSESSMENTS
OCTOBER	**PART - B**
	UNIT 1- Introduction to IT – ITES Industry
	i) BPO Industry
	ii) BPM Industry
NOVEMBER	**UNIT 2-** Data Entry and keyboarding skills
	i) Introducing to touch typing
	ii) Lesson editor and Self-Paced course
DECEMBER	**REVISION & POST-MID TERM ASSESSMENTS**
	UNIT 3- Digital Documentation
	i) Creating a Document, Mail Merge
JANUARY	**UNIT 4-** Electronic Spreadsheet
	i) Getting started with spreadsheets
	ii) Charts in spreadsheet
FEBRUARY	**UNIT 5-** Digital Presentation
	i) Understanding and creating presentation, Slide master etc.
	REVISION & FINAL ASSESSMENTS
MARCH	**FINAL ASSESSMENTS**