COMMON ANNUAL EXAMINATION (2024-2025)
SYLLABUS

CLASS: IX　　　　　　　　　　　　　　　　　　　　**SUBJECT:** IT

TEXTBOOKS:
1. EDUSOFT : CBSE CODE 402(SKILL SUBJECT) IT
2. TOUCHPAD: IT CODE 402 (SKILL EDUCATION) ORANGE PUBLICATIONS

ANNUAL EXAMINATION

S.NO.	UNIT/ CHAPTER / TOPIC	SUBTOPICS	WEIGHTAGE
1	Employability Skills	1. Communication Skills-I 2. Self-Management Skills-I 3. ICT Skills-I 4. Entrepreneurial Skills-I 5. Green Skills-I	10
2	Subject Specific Skills	Unit 1: Introduction to IT- ITeS industry	4
		Unit 2: Data Entry & Keyboarding Skills	6
		Unit 3: Digital Documentation	10
		Unit 4:Electronic Spreadsheet	10
		Unit 5: Digital Presentation	10
			TOTAL MARKS=50

NOTE: The above syllabus is for assessment purpose and remaining chapters/topics may be taught as subject-learning enrichment.

For the annual exams, schools may consider the following suggestions:

- Make sure you are thorough with the entire syllabus before allocating weightage.

- Please rationalize the syllabus based on the Annual Examination Schedule.

- Please mention the chapters which are not meant for evaluation/assessment purpose and should be done for learning enrichment.

- Classes (IX-XII) subject teachers to adhere to the instructions as per the CBSE Curriculum.