

CMI EDUCATION BOARD

WEEKLY LESSON PLAN FOR ACADEMIC YEAR 2024-2025

CLASS- IX

SUBJECT- INFORMATION TECHNOLOGY (402)

MONTH	WEEK	DATE	CH	TOPIC
APRIL	1	3,4,5,6	<u>PART-A</u> Chapter-1	Communication Skills
	2	8,12,13	Chapter-1	Communication Skills
	3	15,16,18,19,20	Chapter-2	Self -Management Skills
	4	22,23,24,25,27		CLASS TEST
JUNE	5	26,27,28,29	Chapter-3	Information and Communication Technology Skills
JULY	6	1,2,3,4,5,6	Chapter-4	Entrepreneurship Skills
	7	8,9,10,11,12,13	Chapter-4 & Chapter-5	Entrepreneurship Skills & Green Skills
	8	15,16,18,19,20	Chapter-5	Green Skills
		22,23,24,25,26,27		PRE MID TERM EXAM
JULY &AUGUST		29,30,31,1,2,3		PRE MID TERM EXAM
	9	5,6,7,8,9,10	<u>PART-B</u> Chapter-1	Introduction of IT and ITeS Industry
	10	12,13,14,16,17	Chapter-1	Introduction of IT and ITeS Industry
	11	20,21,22,23,24	Chapter-2	Data Entry and Keyboarding Skills
	12	27,28,29,30,31	Chapter-2	Data Entry and Keyboarding Skills
SEPTEMBER	13	2,3,4,5,6,7	Chapter-3	Creating a Document
	14	9,10,11,12,13,14	Chapter-4	Applying Editing Features
	15	17,18,19,20,21	Chapter-5	Applying Formatting Features
		23,24,25,26,27,28		MID TERM EXAM
SEPTEMBER& OCTOBER		30,1,3,4,5		MID TERM EXAM
	16	7,8,9,10	Chapter-6	Working with tables in Word

	17	14,15,16,18,19	Chapter-7	Printing in MS Word 2016
	18	21,22,23,24,25,26	Chapter-8	Mail Merge
	19	28	Chapter-8	Mail Merge
NOVEMBER	20	4,5,6,7,8,9	Chapter-9	Create a Spreadsheet
	21	11,12,13,14,16	Chapter-10	Apply Formula and Functions in Spreadsheet
	22	18,19,20,21,22,23	Chapter-11	Format Data in a Spreadsheet
	23	25,26,27,28,29,30	Chapter-12	Understand and Apply Referencing
DECEMBER	24	2,3,4,5,6,7	Chapter-13	Charts in a Spreadsheet
		9,10,11,12,13,14		POST MID TERM EXAM
		16,17,18,19,20,21		POST MID TERM EXAM
	25	23	Chapter-13	Charts in a Spreadsheet
JANUARY	26	2,3,4	Chapter-14	Introduction to Presentation Software
	27	6,7,8,9,10,11	Chapter-15	Working with Slides
	28	13,14,15,16,17,18	Chapter-16	Format Text and Custom Animation
	29	20,21,22,23,24,25	Chapter-17 & Chapter-18	Create and use Tables & Images and Slide Master
	30	27,28,29,30,31		MODEL EXAM
FEBRUARY	31	1 TO 8		MODEL EXAM
	32	10,11,13,14,15		REVISION
FEBRUARY		17		ANNUAL EXAM

PRE MID TERM EXAM SYLLABUS- (Part-A) Chapter- 1,2,3

MID TERM EXAM SYLLABUS- (Part-A) Chapter- 1,2,3,4,5 and **(Part-B)** Chapter-1

POST MID TERM EXAM SYLLABUS- (Part-A) Chapter- 1,2,3,4,5 and

(Part-B) Chapter-1,2,3,4,5,6,7,8,9,10,11,12,13

MODEL EXAM SYLLABUS /ANNUAL EXAM SYLLABUS- FULL SYLLABUS

SIGNATURE:-