CAMBRIAN PUBLIC SCHOOL, KANKE ROAD, RANCHI
SESSION- 2024-2025
SUBJECT- INFORMATION TECHNOLOGY, SUB CODE-402
CLASS- IX

LEARNING OUTCOMES
TERM-I

Month	PART	NAME OF THE CHAPTER	LEARNING OUTCOMES
April-May	PART-A	Communication Skills:	The student will be able to understand the various aspects of communication and will be able to improve communication and soft skills.
	PART-B	ITeS:	The student will be able to understand about how IT tools play a major role in various business domains.
	PART-B	KeyBoard skills:	The student will be able to understand the various keys of keyboard, concepts of Egonomics and also improve typing skills
June-July	PART-A	Self Management:	The student will be able to understand factors affecting self confidence and will be able to improvise them.
	PART-B	Digital Documentation:	The student will be able to understand the concepts of Word processor and how to do basic operation in Word processor.
	PART-B	Formatting in Word processor:	Students will be able to understand how to apply the various options of word processor to a document.
Aug-Sep	PART-A	ICT:	The student will be able to understand the concepts of ICT tools and applications.
	PART-B	Mail merge:	Students will be able to understand how to apply Mail Merge.

TERM-II

Month	PART	NAME OF THE CHAPTER	LEARNING OUTCOMES
Oct-Nov	PART-A	ICT-Computer and Its parts:	The student will be able to understand different parts of computer and perform basic computer operation.
	PART-B	Electronic Spreadsheet:	The student will be able to understand the concepts of Spreadsheet and how to do basic operation and calculation in spreadsheet.
	PART-B	Formatting Cells in Spreadsheet:	The student will be able to understand & use the advanced features of Spreadsheet like charts, auto fill, custom list.
Dec	PART-A	ICT-eMail:	The student will be able to understand the various concepts related to email and basic operation on computer.
Jan	PART-B	Digital Presentation:	The student will be able to understand the various concepts of Presentation and how to create and format basic presentations.

	PART-B	**Digital Slides:**	The student will be able to apply advanced editing options of presentation.
Feb	PART-A	**Entrepreneurship:**	The student will be able to understand the various aspects of entrepreneurship.
	PART-A	**Green Skills:**	The student will be able to understand the various aspects of environment and green economy.

Note- PART-A--- EMPLOYABILITY SKILLS

PART-B--- SUBJECT SPECIFIC SKILLS