



BISHOP SCOTT BOYS' SCHOOL

STUDENT CURRICULUM MANUAL

Subject : ICT	Class : IX	Academic Plan : 2025 -26
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Month	Course Description	Learning Outcome	Activity	No. of Periods	Portion for PT & TERM Assessment
April	Chapter-1 Computer System	After completing this chapter, the students shall be able to learn: <ul style="list-style-type: none"> • What is a Computer? • Characteristics of a Computer • Applications of Computers • Functions of a Computer • The Basic Organisation of a Computer • CPU and its Components • Units of Memory • Control Unit • Types of Computers Based on Principles of Operation • Types of Computers Based on Configuration • An Overview of Communication Technologies 	<ul style="list-style-type: none"> • Building a Virtual Computer System • Parts of a Computer - Identification & Function • Create a Computer System Diagram • Exploring Storage Devices • Understanding the Operating System • Simulating a Computer's Data Flow • Hardware vs. Software - A Debate 	10	PT – 1 Ch – 1 Computer System Ch – 2 Input & Output Devices Ch – 3 Types of Software Ch – 4 Operating System Term – 1 Ch – 1 Computer System Ch – 2 Input & Output Devices Ch – 3 Types of Software Ch – 4 Operating System Ch – 5
	Chapter-2 Input & Output Devices	After completing this chapter, the students shall be able to learn: <ul style="list-style-type: none"> • Input Unit • Output Unit • CPU 	<ul style="list-style-type: none"> • Classroom Input & Output Device Scavenger Hunt • Create Your Own Input/Output Device • Input vs. Output – A Quiz Competition • Role-Playing Input/Output Devices 	5	Ch – 3 Types of Software Ch – 4 Operating System Ch – 5

		<ul style="list-style-type: none"> Storage Devices 	<ul style="list-style-type: none"> Input and Output Devices in a Day Tech Show-and-Tell: Input/Output Devices Interactive Poster on Input & Output Devices 8. Input & Output Device Poster Game 		Working with an Operating System Ch - 6 Computer Networking Ch - 7 Cyber Safety Ch - 8 MS Word 210 - I Ch - 9 MS Word 210 - II PT - 2 CH - 10 MS Word 2010 - III Ch - 11 MS PowerPoint 2010 - I Ch - 12 MS PowerPoint 2010 - II Term - 2 All the chapters.
Chapter-3 Types of Software	After completing this chapter, the students shall be able to learn: <ul style="list-style-type: none"> Software and its Type System Software Operating System Language Processor Device Drivers Utility Software Virus Scanner/Cleaner Encryption/Decryption Tools Application Software General Purpose & Specific Purpose Application Software Customized Software Mobile Applications (App) 	<ul style="list-style-type: none"> Software Classification Poster Software in Our Lives Role of System Software vs. Application Software in a Computer System Debate 4. Software in Action Demonstrations 	10		

Month	Course Description	Learning Outcome	Activity	No. of Periods	Portion for PT & TERM Assessment
May	Chapter-4 Operating System	After completing this chapter, the students shall be able to learn: <ul style="list-style-type: none"> • What is an Operating System? • Need for an Operating System • Functions of an Operating System • Types of Operating System • Commonly used Operating Systems • Mobile Operating System 	<ul style="list-style-type: none"> • Operating System Role Play • Explore Different Operating Systems • Design Your Own Operating System • Operating System History Timeline • 5. Operating System Quiz Show 	6	

Month	Course Description	Learning Outcome	Activity	No. of Periods	Portion for PT & TERM Assessment
June	Chapter-5 Working with an Operating System	After completing this chapter, the students shall be able to learn: <ul style="list-style-type: none"> • Windows 7 • Starting Windows • Desktop • Start Button • Shut Down Your Computer • Icons & its Type • Taskbar • Windows Elements • Windows Explorer File System 	<ul style="list-style-type: none"> • File Management Practice • Operating System Settings Exploration • Navigating the Operating System: A Treasure Hunt • 4. Operating System Troubleshooting Challenge 	10	

		<ul style="list-style-type: none"> • View Files and Folders • Creating a File /Folder • Renaming a File/Folder • Moving or Copying a File/Folder from One Drive to Another • Moving or Copying a File/Folder Between Storage Devices • Deleting a File/Folder • Searching a File/Folder 			
	Chapter-6 Computer Networking	<p>After completing this chapter, the students shall be able to learn:</p> <ul style="list-style-type: none"> • What is a Network? • Computer Network and its Components • Need of Networking • Types of Network • Network Components • Transmission Medium • Network Protocols • Cloud Computing • Advantages/Disadvantages of Cloud Computing • Social Networking • Data and Information • Multimedia & its Elements • Applications of Multimedia 	<ul style="list-style-type: none"> • Create Your Own Network Design • Types of Networks Role Play • Network Cables and Devices Hands-On • Networking Devices Quiz Show • Set Up a Simple Network • Network Topology Models • Networking and Security 	10	

Month	Course Description	Learning Outcome	Activity	No. of Periods	Portion for PT & TERM Assessment
July	Chapter-7 Cyber Safety	<p>After completing this chapter, the students shall be able to learn:</p> <ul style="list-style-type: none"> • What is Cyber Safety? • What is Online Identity? • Many Ways Websites Track You • Anonymous Browsing • Private Browsing • Confidentiality of Information • Online Safety • Damage Caused by Malware • Cybercrime • Cyber Law 	<ul style="list-style-type: none"> • Create a Cyber Safety Poster • Cyber Safety Role-Play • Cyber Safety Quiz Competition • Cyber Safety Checklist • Create a Cyber Safety Campaign • 6. Password Strength Test 		
	Chapter-8 Microsoft Word 2010 - I	<p>After completing this chapter, the students shall be able to learn:</p> <ul style="list-style-type: none"> • Introduction to Word Processor • Important Features of a Word Processor • Popular Word Processors • Introduction to MS Word 2010 • Opening MS Word 2010 • Components of MS Word Window 2010 • Creating a Document • Word Wrap Feature vs The Enter Key • Formatting Marks • Saving a Document • Saving a Document using Password Protection 	<ul style="list-style-type: none"> • Create a Professional Resume • Formatting a Newsletter • Create a Report with Tables and Charts • Create a Poster Using Word • 5. Design a Business Letter 		

		<ul style="list-style-type: none"> • Closing a Document and Application • Opening an Existing Document • Editing a document • Find and replace Utility 			
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Month	Course Description	Learning Outcome	Activity	No. of Periods	Portion for PT & TERM Assessment
August	Chapter-9 Microsoft Word 2010 - II	After completing this chapter, the students shall be able to learn: <ul style="list-style-type: none"> • Formatting a Document • Character Formatting • Paragraph Formatting • Checking Spellings and Grammar • Using Thesaurus • Inserting Symbols • Page Formatting • Adding Borders to a Paragraph or Text • Applying Page Border to a Page • Applying Shading on a Page • Previewing & Printing a Document 	<ul style="list-style-type: none"> • Create and Format a Flyer • Insert and Format Pictures and Shapes • Mail Merge Practice • Using Styles and Themes in a Document • Insert a Table of Contents 		
	Chapter-10 Microsoft Word 2010 - III	After completing this chapter, the students shall be able to learn: <ul style="list-style-type: none"> • Inserting Graphics In Word • Working with Shapes Bullets and Numbering • Working with Tables • Merging and Splitting Cells • Performing Calculations in a Table • Converting Table to Text 	<ul style="list-style-type: none"> • Create a Personal Diary or Journal • Write and Format a Story • Interactive Brochure Design • Insert and Format Hyperlinks in a Document • 5. Create a Table with Data and Apply Conditional Formatting 		

		<ul style="list-style-type: none"> • Converting Text to Table • Using WordArt Option • Tracking Changes • Reviewing Comments 			
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Month	Course Description	Learning Outcome	Activity	No. of Periods	Portion for PT & TERM Assessment
September	Revision for Term-1 Exam				

Month	Course Description	Learning Outcome	Activity	No. of Periods	Portion for PT & TERM Assessment
October	Chapter-11 Microsoft PowerPoint 2010 - I	<p>After completing this chapter, the students shall be able to learn:</p> <ul style="list-style-type: none"> • Microsoft PowerPoint and its Feature • Starting PowerPoint • The PowerPoint Window • Guidelines to Make an Effective Presentation • Basic Elements of a Slide • Different Types of Slide Layouts • Creating a Blank Presentation • Adding Text • Built-in Template • Saving a Presentation • Closing/Opening a Presentation • Editing and Formatting a Slide 	<ul style="list-style-type: none"> • Create a Presentation on a Favorite Topic • Design a Business Presentation • Create a Digital Storybook • Create an Educational Presentation 		

		<ul style="list-style-type: none"> • Formatting Text • Different Views of a Slide • Exiting PowerPoint Application 			
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Month	Course Description	Learning Outcome	Activity	No. of Periods	Portion for PT & TERM Assessment
November	Chapter-12 Microsoft PowerPoint 2010 - II	<p>After completing this chapter, the students shall be able to learn:</p> <ul style="list-style-type: none"> • Adding New Slides in a Presentation • Modifying a Slide Layout • Working in Slide Sorter View • Changing Background Colour of a Slide • Inserting Header and Footer using Automatic Layout Options • Inserting Pictures from Files • Inserting Images from Clip Art/Internet Setting Image as Watermark • Inserting Shapes in a Slide • Using Fill Effects • Rotating a Picture, Shape, Text, or Object • Editing an Image • Grouping and Ungrouping Shapes • Applying Transition Effects to a Slide • Applying an Animation Effect • Inserting Sound Effects in a Slide 	<ul style="list-style-type: none"> • Design a Travel Brochure Presentation • Create a Resume in PowerPoint • Create a Timeline Presentation • 4. Create a Photo Album 		

		<ul style="list-style-type: none"> • To Remove an Animation Effect • Applying Rehearse Timings • Printing a Slide 			
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Month	Course Description	Learning Outcome	Activity	No. of Periods	Portion for PT & TERM Assessment
December	Chapter-13 Microsoft Excel 2010 - I	<p>After completing this chapter, the students shall be able to learn:</p> <ul style="list-style-type: none"> • Important Features of Spreadsheets Basic Worksheet and Workbook Concepts • Components of Worksheet • Creating a New Workbook • Inserting a Worksheet • Saving a Workbook • Renaming/Deleting a Worksheet • Moving/Copying a Worksheet • Opening and Closing an Existing Worksheet • Entering Data in Worksheets • Editing the Cell Contents and Ranges • Inserting Cells, Columns, and Rows in a Worksheet • Deleting Rows and Columns from a Worksheet • Working with Formulas • Cell Reference • Using Simple Functions • Advanced Features of Excel 	<ul style="list-style-type: none"> • Create a Personal Budget Spreadsheet • Create a Student Marks Sheet • Generate a Monthly Sales Report • Create a Grocery List and Cost Analysis • Create a Calendar with Events • Create a Survey and Analyze Results 		

	<p>Chapter-14</p> <p>Microsoft Excel 2010 - II</p>	<p>After completing this chapter, the students shall be able to learn:</p> <ul style="list-style-type: none"> • Formatting a Worksheet • Formatting Numbers • Formatting Text • Changing Cell Alignment/Text Orientation • Adding Borders • Wrap-Text • Changing Column Width • Charts and its Types • Components of a Chart • Creating a Chart in Excel • Moving, Resizing, Deleting Charts in Excel • Formatting a Chart • Previewing & Printing a Worksheet 	<ul style="list-style-type: none"> • Create a Simple Inventory Management System • Create a Project Timeline using Gantt Chart • Track Your Fitness Progress • Create a Family Tree Chart • Generate a Random Number Game 		
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