



# BISHOP SCOTT BOYS' SCHOOL

**C** - Curriculum

**D** - Development &

**L** - Learning

**O** - Objectives

9

ICT





# 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"> <li>• What is a Computer?</li> <li>• Characteristics of a Computer</li> <li>• Applications of Computers</li> <li>• Functions of a Computer</li> <li>• The Basic Organisation of a Computer</li> <li>• CPU and its Components</li> <li>• Units of Memory</li> <li>• Control Unit</li> <li>• Types of Computers Based on Principles of Operation</li> <li>• Types of Computers Based on Configuration</li> <li>• An Overview of Communication Technologies</li> </ul>	<ul style="list-style-type: none"> <li>• Building a Virtual Computer System</li> <li>• Parts of a Computer - Identification &amp; Function</li> <li>• Create a Computer System Diagram</li> <li>• Exploring Storage Devices</li> <li>• Understanding the Operating System</li> <li>• Simulating a Computer's Data Flow</li> <li>• Hardware vs. Software - A Debate</li> </ul>	10	<b>PT – 1</b> <b>Ch – 1</b> Computer System <b>Ch – 2</b> Input & Output Devices <b>Ch – 3</b> Types of Software <b>Ch – 4</b> Operating System  <b>Term – 1</b> <b>Ch – 1</b> Computer System <b>Ch – 2</b> Input & Output Devices <b>Ch – 3</b> Types of Software <b>Ch – 4</b> Operating System
	Chapter-2 Input & Output Devices	After completing this chapter, the students shall be able to learn: <ul style="list-style-type: none"> <li>• Input Unit</li> <li>• Output Unit</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom Input &amp; Output Device Scavenger Hunt</li> <li>• Create Your Own Input/Output Device</li> <li>• Input vs. Output – A Quiz Competition</li> </ul>	5	

		<ul style="list-style-type: none"><li>• CPU</li><li>• Storage Devices</li></ul>	<ul style="list-style-type: none"><li>• Role-Playing Input/Output Devices</li><li>• Input and Output Devices in a Day</li><li>• Tech Show-and-Tell: Input/Output Devices</li><li>• Interactive Poster on Input &amp; Output Devices</li><li>• 8. Input &amp; Output Device Poster Game</li></ul>		<b>Ch – 5</b> Working with an Operating System <b>Ch – 6</b> Computer Networking <b>Ch – 7</b> Cyber Safety
Chapter-3 Types of Software	After completing this chapter, the students shall be able to learn: <ul style="list-style-type: none"><li>• Software and its Type</li><li>• System Software</li><li>• Operating System</li><li>• Language Processor</li><li>• Device Drivers</li><li>• Utility Software</li><li>• Virus Scanner/Cleaner</li><li>• Encryption/Decryption Tools</li><li>• Application Software</li><li>• General Purpose &amp; Specific Purpose Application Software Customized Software</li><li>• Mobile Applications (App)</li></ul>	<ul style="list-style-type: none"><li>• Software Classification Poster</li><li>• Software in Our Lives</li><li>• Role of System Software vs. Application Software in a Computer System Debate</li><li>• 4. Software in Action Demonstrations</li></ul>	10	<b>Ch – 8</b> MS Word 210 - I <b>Ch – 9</b> MS Word 210 – II  <b>PT – 2</b> <b>CH – 10</b> MS Word 2010 - III <b>Ch – 11</b> MS PowerPoint 2010 – I <b>Ch – 12</b> MS PowerPoint 2010 – II  <b>Term – 2</b> All the chapters.	



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"> <li>• What is an Operating System?</li> <li>• Need for an Operating System</li> <li>• Functions of an Operating System</li> <li>• Types of Operating System</li> <li>• Commonly used Operating Systems</li> <li>• Mobile Operating System</li> </ul>	<ul style="list-style-type: none"> <li>• Operating System Role Play</li> <li>• Explore Different Operating Systems</li> <li>• Design Your Own Operating System</li> <li>• Operating System History Timeline</li> <li>• 5. Operating System Quiz Show</li> </ul>	6	

Month	Course Description	Learning Outcome	Activity	No. of Periods	Portion for PT & TERM Assessment
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June	Chapter-5 Working with an Operating System	<p>After completing this chapter, the students shall be able to learn:</p> <ul style="list-style-type: none"> <li>• Windows 7</li> <li>• Starting Windows</li> <li>• Desktop</li> <li>• Start Button</li> <li>• Shut Down Your Computer</li> <li>• Icons &amp; its Type</li> <li>• Taskbar</li> <li>• Windows Elements</li> <li>• Windows Explorer File System</li> <li>• View Files and Folders</li> <li>• Creating a File /Folder</li> <li>• Renaming a File/Folder</li> <li>• Moving or Copying a File/Folder from One Drive to Another</li> <li>• Moving or Copying a File/Folder Between Storage Devices</li> <li>• Deleting a File/Folder</li> <li>• Searching a File/Folder</li> </ul>	<ul style="list-style-type: none"> <li>• File Management Practice</li> <li>• Operating System Settings Exploration</li> <li>• Navigating the Operating System: A Treasure Hunt</li> <li>• 4. Operating System Troubleshooting Challenge</li> </ul>	10	
	Chapter-6 Computer Networking	<p>After completing this chapter, the students shall be able to learn:</p> <ul style="list-style-type: none"> <li>• What is a Network?</li> <li>• Computer Network and its Components</li> <li>• Need of Networking</li> <li>• Types of Network</li> <li>• Network Components</li> <li>• Transmission Medium</li> <li>• Network Protocols</li> </ul>	<ul style="list-style-type: none"> <li>• Create Your Own Network Design</li> <li>• Types of Networks Role Play</li> <li>• Network Cables and Devices Hands-On</li> <li>• Networking Devices Quiz Show</li> <li>• Set Up a Simple Network</li> <li>• Network Topology Models</li> <li>• Networking and Security</li> </ul>	10	

		<ul style="list-style-type: none"> <li>• Cloud Computing</li> <li>• Advantages/Disadvantages of Cloud Computing</li> <li>• Social Networking</li> <li>• Data and Information</li> <li>• Multimedia &amp; its Elements</li> <li>• Applications of Multimedia</li> </ul>			
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Month	Course Description	Learning Outcome	Activity	No. of Periods	Portion for PT & TERM Assessment
July	Chapter-7 Cyber Safety	After completing this chapter, the students shall be able to learn: <ul style="list-style-type: none"> <li>• What is Cyber Safety?</li> <li>• What is Online Identity?</li> <li>• Many Ways Websites Track You</li> <li>• Anonymous Browsing</li> <li>• Private Browsing</li> <li>• Confidentiality of Information</li> <li>• Online Safety</li> <li>• Damage Caused by Malware</li> <li>• Cybercrime</li> <li>• Cyber Law</li> </ul>	<ul style="list-style-type: none"> <li>• Create a Cyber Safety Poster</li> <li>• Cyber Safety Role-Play</li> <li>• Cyber Safety Quiz Competition</li> <li>• Cyber Safety Checklist</li> <li>• Create a Cyber Safety Campaign</li> <li>• 6. Password Strength Test</li> </ul>		
	Chapter-8 Microsoft Word	After completing this chapter, the students shall be able to learn: <ul style="list-style-type: none"> <li>• Introduction to Word Processor</li> <li>• Important Features of a Word</li> </ul>	<ul style="list-style-type: none"> <li>• Create a Professional Resume</li> <li>• Formatting a Newsletter</li> <li>• Create a Report with Tables and Charts</li> </ul>		

	2010 - I	<p>Processor</p> <ul style="list-style-type: none"> <li>• Popular Word Processors</li> <li>• Introduction to MS Word 2010</li> <li>• Opening MS Word 2010</li> <li>• Components of MS Word Window 2010</li> <li>• Creating a Document</li> <li>• Word Wrap Feature vs The Enter Key</li> <li>• Formatting Marks</li> <li>• Saving a Document</li> <li>• Saving a Document using Password Protection</li> <li>• Closing a Document and Application</li> <li>• Opening an Existing Document</li> <li>• Editing a document</li> <li>• Find and replace Utility</li> </ul>	<ul style="list-style-type: none"> <li>• Create a Poster Using Word</li> <li>• 5. Design a Business Letter</li> </ul>		
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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	<p>After completing this chapter, the students shall be able to learn:</p> <ul style="list-style-type: none"> <li>• Formatting a Document</li> <li>• Character Formatting</li> <li>• Paragraph Formatting</li> <li>• Checking Spellings and Grammar</li> <li>• Using Thesaurus</li> <li>• Inserting Symbols</li> <li>• Page Formatting</li> </ul>	<ul style="list-style-type: none"> <li>• Create and Format a Flyer</li> <li>• Insert and Format Pictures and Shapes</li> <li>• Mail Merge Practice</li> <li>• Using Styles and Themes in a Document</li> <li>• Insert a Table of Contents</li> </ul>		



		<ul style="list-style-type: none"> <li>• Adding Borders to a Paragraph or Text</li> <li>• Applying Page Border to a Page</li> <li>• Applying Shading on a Page</li> <li>• Previewing &amp; Printing a Document</li> </ul>			
	Chapter-10 Microsoft Word 2010 - III	After completing this chapter, the students shall be able to learn: <ul style="list-style-type: none"> <li>• Inserting Graphics In Word</li> <li>• Working with Shapes Bullets and Numbering</li> <li>• Working with Tables</li> <li>• Merging and Splitting Cells</li> <li>• Performing Calculations in a Table</li> <li>• Converting Table to Text</li> <li>• Converting Text to Table</li> <li>• Using WordArt Option</li> <li>• Tracking Changes</li> <li>• Reviewing Comments</li> </ul>	<ul style="list-style-type: none"> <li>• Create a Personal Diary or Journal</li> <li>• Write and Format a Story</li> <li>• Interactive Brochure Design</li> <li>• Insert and Format Hyperlinks in a Document</li> <li>• 5. Create a Table with Data and Apply Conditional Formatting</li> </ul>		

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	After completing this chapter, the students shall be able to learn: <ul style="list-style-type: none"> <li>• Microsoft PowerPoint and its Feature</li> <li>• Starting PowerPoint</li> <li>• The PowerPoint Window</li> <li>• Guidelines to Make an Effective Presentation</li> <li>• Basic Elements of a Slide</li> <li>• Different Types of Slide Layouts</li> <li>• Creating a Blank Presentation</li> <li>• Adding Text</li> <li>• Built-in Template</li> <li>• Saving a Presentation</li> <li>• Closing/Opening a Presentation</li> <li>• Editing and Formatting a Slide</li> <li>• Formatting Text</li> <li>• Different Views of a Slide</li> <li>• Exiting PowerPoint Application</li> </ul>	<ul style="list-style-type: none"> <li>• Create a Presentation on a Favorite Topic</li> <li>• Design a Business Presentation</li> <li>• Create a Digital Storybook</li> <li>• Create an Educational Presentation</li> </ul>		

Month	Course Description	Learning Outcome	Activity	No. of Periods	Portion for PT & TERM Assessment
November	Chapter-12 Microsoft PowerPoint	After completing this chapter, the students shall be able to learn: <ul style="list-style-type: none"> <li>• Adding New Slides in a Presentation</li> <li>• Modifying a Slide Layout</li> <li>• Working in Slide Sorter View</li> </ul>	<ul style="list-style-type: none"> <li>• Design a Travel Brochure Presentation</li> <li>• Create a Resume in PowerPoint</li> <li>• Create a Timeline Presentation</li> </ul>		

	2010 - II	<ul style="list-style-type: none"> <li>• Changing Background Colour of a Slide</li> <li>• Inserting Header and Footer using Automatic Layout Options</li> <li>• Inserting Pictures from Files</li> <li>• Inserting Images from Clip Art/Internet Setting Image as Watermark</li> <li>• Inserting Shapes in a Slide</li> <li>• Using Fill Effects</li> <li>• Rotating a Picture, Shape, Text, or Object</li> <li>• Editing an Image</li> <li>• Grouping and Ungrouping Shapes</li> <li>• Applying Transition Effects to a Slide</li> <li>• Applying an Animation Effect</li> <li>• Inserting Sound Effects in a Slide</li> <li>• To Remove an Animation Effect</li> <li>• Applying Rehearse Timings</li> <li>• Printing a Slide</li> </ul>	<ul style="list-style-type: none"> <li>• 4. Create a Photo Album</li> </ul>		
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Month	Course Description	Learning Outcome	Activity	No. of Periods	Portion for PT & TERM Assessment
	Chapter-13 Microsoft Excel 2010 - I	After completing this chapter, the students shall be able to learn: <ul style="list-style-type: none"> <li>• Important Features of Spreadsheets Basic Worksheet and Workbook Concepts</li> <li>• Components of Worksheet</li> </ul>	<ul style="list-style-type: none"> <li>• Create a Personal Budget Spreadsheet</li> <li>• Create a Student Marks Sheet</li> <li>• Generate a Monthly Sales Report</li> <li>• Create a Grocery List and Cost Analysis</li> <li>• Create a Calendar with Events</li> </ul>		

December		<ul style="list-style-type: none"> <li>• Creating a New Workbook</li> <li>• Inserting a Worksheet</li> <li>• Saving a Workbook</li> <li>• Renaming/Deleting a Worksheet</li> <li>• Moving/Copying a Worksheet</li> <li>• Opening and Closing an Existing Worksheet</li> <li>• Entering Data in Worksheets</li> <li>• Editing the Cell Contents and Ranges</li> <li>• Inserting Cells, Columns, and Rows in a Worksheet</li> <li>• Deleting Rows and Columns from a Worksheet</li> <li>• Working with Formulas</li> <li>• Cell Reference</li> <li>• Using Simple Functions</li> <li>• Advanced Features of Excel</li> </ul>	<ul style="list-style-type: none"> <li>• Create a Survey and Analyze Results</li> </ul>		
	Chapter-14 Microsoft Excel 2010 - II	<p>After completing this chapter, the students shall be able to learn:</p> <ul style="list-style-type: none"> <li>• Formatting a Worksheet</li> <li>• Formatting Numbers</li> <li>• Formatting Text</li> <li>• Changing Cell Alignment/Text Orientation</li> <li>• Adding Borders</li> <li>• Wrap-Text</li> <li>• Changing Column Width</li> <li>• Charts and its Types</li> <li>• Components of a Chart</li> </ul>	<ul style="list-style-type: none"> <li>• Create a Simple Inventory Management System</li> <li>• Create a Project Timeline using Gantt Chart</li> <li>• Track Your Fitness Progress</li> <li>• Create a Family Tree Chart</li> <li>• Generate a Random Number Game</li> </ul>		

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|  | <ul style="list-style-type: none"><li>• Creating a Chart in Excel</li><li>• Moving, Resizing, Deleting Charts in Excel</li><li>• Formatting a Chart</li><li>• Previewing &amp; Printing a Worksheet</li></ul> |  |  |  |
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