



BISHOP SCOTT BOYS' SCHOOL

C - Curriculum

D - Development &

L - Learning

O - Objectives

5

ICT





BISHOP SCOTT BOYS' SCHOOL
STUDENT CURRICULUM MANUAL

Subject: ICT

Class: 5

Academic Plan: 2025 -26

Month	Course Description	Learning Outcome	Activity	No. of Periods	Portion for PT & TERM Assessment
April	CHAPTER-1 Photo Editor & Video Editor	Students will develop skills to: <ul style="list-style-type: none">• Start and navigate the Photo App for image editing.• Perform basic editing tasks such as opening, cropping, rotating, flipping, and applying filters.• Edit images by changing backgrounds, marking, and erasing elements.• Understand the components of OpenShot Video Editor and its interface.• Arrange media files and apply transition effects in OpenShot for video editing.	<ul style="list-style-type: none">• To create a collage in MS Word using photos edited by students in Photo Editor and Video Editor during the lab session.• Visit a nearby photo studio and find out which apps they use for editing. Make a list in MS Word.	5	PT-1 1. Photo Editor & Video Editor 2. Advanced Features of Word 2019 TERM-1 3. More on PowerPoint 2019 4. Introduction to Excel 2019 5. Editing Cell Contents in Excel 2019 PT-2 6. Internet and E-mail 7. Safeguarding your computer
	CHAPTER-2 Advanced Features of Word 2019	To enable students to: <ul style="list-style-type: none">• Use Spelling and Grammar tools to enhance document accuracy.• Utilize Find and Replace to edit text efficiently.	<ul style="list-style-type: none">• To create a sample document in MS Word and perform the following tasks:	6	TERM-2 8. Data Processing 9. More on Scratch 10. Robotics

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May	CHAPTER-2 Advanced Features of Word 2019	<ul style="list-style-type: none"> • Apply Column Formatting for structured document layout. • Perform Mail Merge to automate personalized document creation. • Use the Thesaurus to find synonyms and improve word choice. • Implement Page and Paragraph Formatting for professional document presentation. 	<ul style="list-style-type: none"> • Correct the incorrect spelling in the document using the Spelling & Grammar tool. • Format the story into two columns. • Increase the line spacing. • Set the page to Landscape orientation. 	2	
June	CHAPTER-3 More on PowerPoint 2019	Students will develop skills to: <ul style="list-style-type: none"> • Apply Slide Transitions to enhance presentation flow. • Insert and manage audio and video files in a presentation. • Use animations to add visual effects to slide elements. • Configure and execute presentation printing for different formats. 	<ul style="list-style-type: none"> • Open PowerPoint and create a new presentation on one of the following topics: <ul style="list-style-type: none"> • Save Water • Indian Folk Dance • Also, explore and identify additional features of MS PowerPoint. 	3	
July	CHAPTER-4 Introduction to Excel 2019 Revision of PT-1	To enable students to: <ul style="list-style-type: none"> • Understand the components of the Excel 2019 window and its interface. • Start Excel 2019 and create a new workbook. • Manage worksheets by adding, removing, and renaming them. • Save, open, and close workbooks for effective file management. 	Create a sample MS Excel file and perform the following tasks: <ul style="list-style-type: none"> • Rename the worksheet as "Table." • Save the workbook as "Table of 5." • Close the workbook. 	6	

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August	CHAPTER-5 Editing Cell Contents in Excel 2019	To enable students to: <ul style="list-style-type: none"> • Select and manage cells efficiently in Excel 2019. • Edit, copy, and move cell content for better data organization. • Utilize the AutoFill feature to quickly complete data patterns. • Enter and format date and time accurately in worksheets. • Apply Undo and Redo commands to efficiently correct actions. • Delete cell content as needed for data modification. 	<ul style="list-style-type: none"> • Open an Excel worksheet and practice selecting single and multiple cells, rows, and columns using the keyboard and mouse. • Use the Cut, Copy, and Paste commands to reorganize the data. • Use the Format Cells option to modify the date and time appearance. • Type a series (e.g., numbers, days of the week) and use AutoFill to complete the pattern. 	6	
	CHAPTER-6 Internet and E-mail	This lesson aims to equip students with the skills to: <ul style="list-style-type: none"> • Understand the Internet and its role in communication and information sharing. • Use a web browser effectively for browsing and searching online. 	<ul style="list-style-type: none"> • Discuss the role of the internet and identify real-life applications. • Open a web browser and explore its key components (address bar, search bar, tabs, bookmarks). 	4	
September	CHAPTER-6 Internet and E-mail Revision of Term-1	<ul style="list-style-type: none"> • Learn the basics of email, including composing, sending, receiving, and managing email messages. • Explore different types of internet connections and their applications. 	<ul style="list-style-type: none"> • Create an email account. • Practice composing, sending, receiving, and organizing emails. • Understand the importance of secure websites. 	2	

		<ul style="list-style-type: none"> • Use URLs correctly to access websites and online resources. 			
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October	CHAPTER-7 Safeguarding Your Computer	To enable students to: <ul style="list-style-type: none"> • Understand computer malware and its various types. • Identify the harm caused by malware and its impact on computer systems. • Recognize the symptoms of an infected computer. • Learn about antivirus software and its role in malware protection. • Examine some of the most dangerous malwares known. • Understand how computers get infected and the risks involved. • Learn best practices to protect computers from malware threats. 	<ul style="list-style-type: none"> • Create a collage in MS Word about computer safety tips. • Write a short essay on different types of malwares, how it spreads, and ways to protect against it. • Create a checklist for family members on how to keep their computers safe from malware. 	5	
November	CHAPTER 8 Data Processing	This lesson empowers students to: <ul style="list-style-type: none"> • Understand the concepts of data and information and their differences. • Learn methods for representing information effectively. 	<ul style="list-style-type: none"> • Create a list of names and ask students to sort them alphabetically. • Ask a student to collect and present their classmates' favorite colour in a table. 	6	

	Revision of PT-2	<ul style="list-style-type: none"> • Apply techniques for sorting data to organize and analyze information. • Develop skills in decoding data for interpretation and problem-solving. 	<ul style="list-style-type: none"> • Gather the marks of any five students from the previous exam and arrange the collected marks in ascending order in a tabular format. 		
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Month	Course Description	Learning Outcome	Activity	No. of Periods	Portion for PT & TERM Assessment
December	CHAPTER-9 More on Scratch	To enable students to: <ul style="list-style-type: none"> • Understand and apply operators in programming. • Use sensing blocks to create interactive programs. • Define and manipulate variables for storing data. • Implement conditional blocks for decision-making in code. • Use loops to repeat actions efficiently. • Apply these concepts to create a game in a programming environment. 	<ul style="list-style-type: none"> • Show how basic math operators (+, -, *, /) work in Scratch. • Create a simple program where a sprite responds to keyboard inputs. • Use "if" blocks to make decisions (e.g., "If the sprite touches an obstacle, say 'Game Over'"). • Use loops to repeat actions (e.g., making a sprite move continuously or keeping score). 	6	
	CHAPTER-10 Robotics	To enable students to: <ul style="list-style-type: none"> • Understand what robots are and their basic functions. • Explore various fields where robots are used, such as healthcare, industry, and education. 	<ul style="list-style-type: none"> • Create a PowerPoint presentation on different types of robots, including their manufacturing year and inventor. 	3	

January	CHAPTER-10 Robotics	<ul style="list-style-type: none"> Learn about some of the latest robots, including T-HR3, Sophia, Digit, Nao, Paro, Zenbo, Root, and Dash & Dot. 		1	
February	Revision of Term-2				
March	FINAL TERM EXAM				

