



**Curriculum
Session 2024-2025
Subject - Computer Applications (Code -165)
Class - IX**

Month	April	May	June	July
Contents	Basics of Information Technology	Working with Word Processor	Working with Word Processor / Working with Presentation	Working with Presentation / Effects in Presentation
Learning Outcomes	Students will be able to : <ul style="list-style-type: none"> Define the basic terminology used in computer applications. Memorize the design of a computer. Understand working of input/output and storage devices. Explain popular internet protocols and services. Explain types of networks and multimedia. Differentiate between types of software. 	Students will be able to : <ul style="list-style-type: none"> Describe the components and features of Open Office Writer (OOW). Use basic format commands on text documents. Create and format word documents. Apply grammar and spell check on text documents. Implement commands using menu bar and toolbars. Create tables and use mathematical expressions. 	Students will be able to : <ul style="list-style-type: none"> Operate on various OOW tools. Implement mail merge in OOW. Describe the components and features of Open Office Impress (OOI). Explain types of slide layouts and views. Apply templates on a presentation. 	Students will be able to : <ul style="list-style-type: none"> Execute edit and format menu commands. Implement insertion of sound/video in presentation. Create charts and tables in presentation. Implement transition/ animation on slides. Apply rehearse timing on slides. Execute grouping of the objects.
Skills	Knowledge and Understanding	Knowledge , Understanding and Application	Knowledge, Understanding and Application	Knowledge, Understanding and Application
Software	-----	Open Office Writer	Open Office Write/ Impress	Open Office Impress
Competency skills based activity / Experiential learning	Navigate the file system.	Create a letter/report/greeting in OOW.	Create a presentation and use views to work on it.	Create a presentation and apply animations/ transitions on it.
Art Integration	English, Math			

Assessment: Class Response, Homework, Class Test and Practical Work.

Book: Computer Applications (Dr. Sanjay Jain)

Publisher: Orange Publication



Curriculum
Session 2024-2025
Subject – Computer Applications (Code -165)
Class - IX

Month	August	September	October/ November	December
Content	Working with Spreadsheets	Data Analysis	Data Analysis / Cyber Safety	Project
Learning Outcomes	Students will be able to : <ul style="list-style-type: none"> Describe the components and features of Calc. Explain the types of data. Create a workbook and apply basic functions like sorting, filtering etc. 	Students will be able to : <ul style="list-style-type: none"> Apply formulas on data. Use inbuilt functions. 	Students will be able to : <ul style="list-style-type: none"> Define and use cell reference in Calc. Create charts and graphs in spreadsheets. Understand cyber safety measures. Explain malware and cybercrime. Define laws/ethics for safe browsing and social media. 	Students will be able to : <ul style="list-style-type: none"> Create a project to implement the concepts learnt. (Any one OOW or OOI or Calc)
Skills	Knowledge, Understanding, Application and Analysis	Knowledge, Understanding, Application and Analysis	Knowledge, Understanding, Application and Analysis	Knowledge, Understanding and Application
Software	Open Office Calc	Open Office Calc	Open Office Calc	Open Office
Competency skills based activity / Experiential learning	Create a worksheet to record the score of students in various subjects.	Calculate minimum, maximum, average values using functions for given data.	Create charts and graphs for the student's result subject wise.	Project based on OOW/ OOI/ Calc.
Art Integration	English, Math			

Assessment: Class Response, Homework, Class Test and Practical Work.

Book: Computer Applications (Dr. Sanjay Jain)

Publisher: Orange Publication