

KOTHARI INTERNATIONAL SCHOOL

GRADE: 9

SUBJECT: COMPUTER APPLICATION SUBJECT CODE:165

ANNUAL PLANNER (2021-22)

S.No	TERM	MONTH	TOPIC	SUBJECT ENRICHMENT
1.	<p><u>PRE MID TERM</u></p> <p><u>PERIOD</u> - (5th April -19th May)</p> <p>(30% of the Annual syllabus to be completed 25% of annual syllabus will come in Assessment-1)</p> <p><u>REVISION</u> - (20th May-28th May & 1st - 2nd July)</p> <p><u>ASSESSMENT 1</u>- (5th July-14th July)</p> <p>Time: 1.5 hrs Marks: 40</p>	<p>APRIL Working Days -18</p>	<p>Unit I: Basics of Information Technology</p> <ul style="list-style-type: none">• Familiarity with the basics of computers: design of computers, and overview of communication technologies• Computer Systems: characteristics of a computer, components of a computer system – CPU, memory, storage devices and I/O devices• Memory: primary (RAM and ROM) and secondary memory• Storage devices: hard disk, CD ROM, DVD, pen/flash drive, memory stick• I/O devices: keyboard, mouse, monitor, printer, scanner, web camera• Types of software: system software (operating systems), application software, mobile applications•	<p>Lab Activity:</p> <p>MS-Word</p> <ol style="list-style-type: none">1. Make a list of characteristics of a computer.2. Write the difference between Primary and secondary memory. <p>Make a list of all the Input and Output devices</p>

		MAY Working Days -18	Unit 3: Office Tools <ul style="list-style-type: none"> • Introduction to a word processor: create and save a document. • Edit and format text: text style (B, I, U), font type, font size, text colour, alignment of text. Format paragraphs with line and/or paragraph spacing. Add headers and footers, numbering pages, grammar and spell check utilities, subscript and superscript, insert symbols, use print preview, and print a document. • Insert pictures, change the page setting, add bullets and numbering, borders and shading, and insert tables – insert/delete rows and columns, merge and split cells. Use auto-format, track changes, review comments, use of drawing tools, shapes and mathematical symbols. 	
2.	<u>MID TERM</u> <u>PERIOD</u> - (15thJuly- 10th Sept) (70 % of annual syllabus to be completed 60% of syllabus will be coming for the Mid Term) <u>REVISION</u> - (13thSept- 17th Sept)	JULY Working Days -21	Unit I: Basics of Information Technology <ul style="list-style-type: none"> • Operating systems: kernel, device drivers, and file systems (very basic idea) • Computer networking: wired/wireless communication, common protocols: Wi-Fi, Bluetooth, 	Lab Activity: MS- PowerPoint 1. Make a presentation on various services provided by WWW. Make a presentation on Cyber security

ASSESSMENT 2 - (20thSept- 30th Sep) Assessment Time: 3 hrs Marks: 80		cloud computers (private/public) <ul style="list-style-type: none"> • Multimedia: images, audio, video, animation • Chat sites, and social networks. 	
	AUGUST Working Days -20	Unit 2: Cyber Safety <ul style="list-style-type: none"> • Safely browsing the web and using social networks: identity protection, proper usage of passwords, privacy, confidentiality of information, cyber stalking, reporting cybercrimes • Safely accessing websites: viruses and malware 	
	SEPTEMBER Working Days- 22	Unit 3: Office Tools <ul style="list-style-type: none"> • Presentation tool: understand the concept of slide shows, basic elements of a slide, different types of slide layouts, create and save a presentation, and learn about the different views of a slide set – normal view, slide sorter view and hand-outs. 	

			<ul style="list-style-type: none"> Edit and format a slide: add titles, subtitles, text, background, and watermark, headers and footers, and slide numbers. <p>Insert pictures from files, create animations, add sound effects, and rehearse timings</p>	
3	<p><u>POST MID TERM</u></p> <p><u>PERIOD</u> – (1st Oct–30th Nov)</p> <p>(100 % of annual syllabus to be completed 90% of syllabus will be coming for the Mid Term)</p> <p><u>REVISION</u> – (1st Dec – 8th Dec)</p> <p><u>ASSESSMENT 3</u> – (10th Dec–21st Dec)</p>	<p>OCTOBER Working Days -16</p>	<p>Unit 3: Office Tools</p> <ul style="list-style-type: none"> Spreadsheets: concept of a worksheet and a workbook, create and save a worksheet. Working with a spreadsheet: enter numbers, text, date/time, series using auto fill; edit and format a worksheet including changing the colour, size, font, alignment of text; insert and delete cells, rows and columns. Enter a formula using the operators (+, -, *, /), refer to cells, and print a worksheet. Use simple statistical functions: SUM (), AVERAGE (), MAX (), MIN (), IF () (without compound statements); embed charts of various types: line, pie, scatter, bar and area in a worksheet. 	<p>Lab Activity:</p> <p>MS-Excel</p> <ol style="list-style-type: none"> Exercises on operators. Exercises on functions Basic programs in on Scratch.
		<p>NOVEMBER</p>	<p>UNIT 4: SCRATCH</p> <ul style="list-style-type: none"> Introduction to Scratch. 	

		Working Days – 18	<ul style="list-style-type: none"> • Drag and drop commands, creating simple scripts, repeating blocks of commands. • Discuss x-y plane, create scripts to move the cat (Scratch mascot). <p>Create a script to draw diagrams using the pen feature.</p>	
		DECEMBER Working Days -22	<p>Topic wise Revision</p> <ul style="list-style-type: none"> • Oral • Worksheets 	
5.	<p>Term End Assessment</p> <p>(100 % of annual syllabus)</p> <p><u>REVISION</u> – (22nd Dec–31st Jan)</p> <p><u>ASSESSMENT 4</u> - (1st Feb – 14th Feb)</p>	JANUARY Working Days -15	<p>Topic wise Revision</p> <ul style="list-style-type: none"> • Oral • Worksheets 	