

HP Board of School Education Dharamshala

Syllabus

Subject: Computer Science

Class: 9th

CS-101	Digital Literacy (Fundamental) :- Basics of Computer Computer System (Characteristic, Basic Application & components Viz CPU, VDU, Keyboard etc. Input Devices: (Mouse, Keyboard, Scanner, Joystick, Light Pen, Digital Camera, OCR, MICR, Bar Code Reader, Magnetic Stripe Reader) Output Devices: (Monitor or VDU, Printer, Plotter, Speaker, Projector) Concept of Computer memories- (Primary:- RAM & ROM) Storage devices /Secondary Memory:- (Hard Disk, CD & DVD, Pen Drive) & unit of memory:- Nibble, Bits, Bytes Kilobytes, Megabytes, Gigabytes, Terabytes.
CS-102	Basic concepts of Operating System:- Introduction of MS –Window, Basic concepts of Operating system & its functions:- Desktop, Icons on the Desktop (My Computer, Recycle Bin, Task Bar, Start Menu and Menu selection using mouse) Running an Application, Setting system date and Time, Window Explorer to view File, Folders, Directories, Creating ,Renaming and Deleting of Files & Folders, Opening and closing of Window, Minimize and Maximize form of a window. Basic Window Accessories: Notepad, WordPad, Paint, Calculator, Documents, Music, Pictures, Control Panel. Mouse Button functions (Left, Right, Scroll Button).
CS-103	Digital Documentation-Word Processing (Elementary) :- MS-Word: Introduction to Word Processor, Creating, Saving, Opening and Print & Print Preview, Closing of Document. Editing and Formatting a Document Text Style – Cut, Copy Paste Redo, Undo, (Bold, Italic, Underline, Font Type, Size, Color Change). Alignment of Text (Left, Right, Center & Justified) Margins- Left, Right, Top and Bottom. Scroll Formatting Paragraphs with line and paragraph spacing, Adding Header and Footer, Page Numbering, Using Grammar and Spell Check Utility.
CS-104	Digital Presentation-Power Point:- MS-Power Point: Introduction to Power Point, Creating, Saving, Opening Presentation.

	Concept of Slide Show, Basic Element of Slide, Different Elements of Slide Layout, Different Types of View of a Slide (Normal, Slide Sorter and Slide Show). Editing and Formatting of Slide, Adding Title and Sub Titles, Text, Backgrounds, Water Mark, Header and Footer & Numbering of Slides. Inserting Pictures in Slide, Design Templates, Animations, Sound & Transition Effects
CS-105	Practical or Project Work (10% of 200 Hrs.)

DISTRIBUTION OF TIME/PERIODS

Module Code	Name of Unit	Theory Hours	Practical Hours	Total Hours
CS – 101	Digital Literacy (Fundamental)	06	12	18
CS – 102	Basic Concepts of Operating System	10	15	25
CS – 103	Digital Documentation Word Processing (Elementary)	12	16	28
CS – 104	Digital Presentation-Power Point	12	17	29
CS – 105	Practical/Project Work	0	15	15
Total		40	75	115

DISTRIBUTION OF MARKS

Unit	Theory	Practical	INA	Total
CS-101	10	-	-	10
CS-102	07	08	-	15
CS-103	10	16	-	26
CS-104	08	16	-	24
CS-105 (Practical/Project Work)	--	05	-	05
Viva Voce	-	05	-	05
INA	-	-	15	15
TOTAL	35	50	15	100

