

# HP Board of School Education Dharamshala

## Syllabus

**Subject: Computer Science**

**Class: 9<sup>th</sup>**

**Marks**

<b>CS-101</b>	<p><b>Digital Literacy (Fundamental) :- Basics of Computer</b>            Computer System (Characteristic, Basic Application &amp; 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 &amp; ROM) Storage devices /Secondary Memory:- (Hard Disk, CD &amp; DVD, Pen Drive) &amp; unit of memory:- Nibble, Bits, Bytes Kilobytes, Megabytes, Gigabytes, Terabytes.</p>	<b>10 Theory</b>
<b>CS-102</b>	<p><b>Basic concepts of Operating System:-</b>            Introduction of MS –Window, Basic concepts of Operating system &amp; 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 &amp; 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).</p>	<b>09 Theory 07 Practical</b>
<b>CS-103</b>	<p><b>Digital Documentation-Word Processing (Elementary) :-</b>            MS-Word: Introduction to Word Processor, Creating, Saving, Opening and Print &amp; 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 &amp; 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.</p>	<b>12 Theory 14 Practical</b>
<b>CS-104</b>	<p><b>Digital Presentation-Power Point:-</b>            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</p>	<b>09 Theory 14 Practical</b>

	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	
<b>CS-105</b>	<b>Practical or Project Work (10% of 200 Hrs.)</b>	<b>05 Practical</b>

#### **DISTRIBUTION OF TIME/PERIODS**

<b>Module Code</b>	<b>Name of Unit</b>	<b>Theory Hours</b>	<b>Practical Hours</b>	<b>Total Hours</b>
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
<b>Total</b>		<b>40</b>	<b>75</b>	<b>115</b>