CONTINUOUS LEARNING PROCESS (CLP)
CLASS IX
COMPUTER APPLICATIONS

S.No	Month	Chapter	Learning Outcomes
1	April	**Ch-1 Computer System**	The Learner ➤ Defines the fundamental structure of computer system ➤ Generalizes hardware components and software components that make up a computer system and the role of each of these components ➤ Distinguish between an operating system and an application program, and what each is used for in a computer ➤ Analyses CPU processes data and instructions and controls the operation of all other devices. ➤ Identifies the names, distinguishing features, and units for measuring different kinds of memory and storage devices. Skills:- Time Management skill and Analytical skill.
		Ch-2 Input and Output Devices System	The Learner ➤ Identifies the names and distinguishing features of different kinds of input and output devices. ➤ Analyses the CPU processing data and instructions and controls the operation of all other devices. ➤ Recalls names and functions of hardware ports and the parts of the motherboard. Skills:-Problem solving skill and Communicative skill
2	May	**Ch-3 Types of Software**	The learner ➤ Distinguishes Systems software and Application software. ➤ Analyses commonly used operating systems. ➤ Identifies the primary functions of an Operating System. ➤ Applies the "boot" process. ➤ Identifies Desktop and Windows features. ➤ Defines Utility programs. ➤ Recalls the pros and cons of the three major operating systems. Skills:- Analytical skill and Creative skill
3	July	**Ch-9 Microsoft Word 2010 –II**	The leaner ➤ Indicates the names and functions of the Word interface components. ➤ Applies Create, edit, save, and print documents to include documents with lists and tables. ➤ Formatted text and to use styles. ➤ Add a header and footer to a document.

			➢ Identifies the Formatting and Managing Documents - Using Character formatting, character formatting ➢ Finds Checking Spellings and grammar, Using thesaurus, Inserting Symbols and page formatting. ➢ Inserted Symbols and adding shapes Skills:- Creative skill and Communities skill.
		Ch-10 **Microsoft Word 2010 -III**	The learner ➢ Generalizes with Advanced Graphics & Objects - Inserting Text Boxes - Inserting WordArt - Creating & Editing Smart Art - Using Building Blocks and Quick Parts ➢ Defines Tables in Word - Inserting Tables - Editing Tables - Formatting Tables - Working with Table Data ➢ Applies Equations & Charts - Working with Equations - Creating Charts - Formatting Charts & Analyzing Chart Data Skills:- Analytical skill and Creative skill.
4	**August**	**Ch-11** **Microsoft PowerPoint 2010- I**	The learner ➢ Identifies the names and functions of the PowerPoint interface. ➢ Applies the options of Create, edit, save, and print presentations. ➢ Formatted presentations. ➢ Defines Add a graphic to a presentation. ➢ Applies the ways of Create and manipulate simple slide shows with outlines and notes. Skills: - Imaginative skill and Time Management skill.
		Ch-12 **Microsoft PowerPoint 2010- II**	The learner ➢ Examines slide show presentation concepts using Transitions and Animations and explore the Microsoft Office PowerPoint environment. ➢ Modify presentation themes using built in templates.. ➢ Add new slides to a presentation and slide layouts ➢ Insert clipart images and shapes to slides and header footer. ➢ Generalizes the different methods like blank and recent, installed templates and themes. ➢ Recalls printing a slide and removing effects Skills:- Creative skill and communicative skill.
5	**September**	**Ch-5** **Working with an Operating System**	The learner ➢ Defines the general structure of Operating System. ➢ Explains Operating System and its types. ➢ Recognizes the Windows screen elements and parts of a Window. ➢ Generalizes Create Option, Rename, Select, Delete, Copy, View files and folders..

			➤ Organizes the Resizes, Move, and Scroll windows. ➤ Defines Maximize, Restore, Minimize, and Close windows.. ➤ Analyses Compress files. ➤ Recalls the Windows operating system to practice performing common tasks Skills: - Time Management skill and Creative skill.
6	**October**	**Ch-13 Microsoft Excel 2010 – I**	The learner ➤ Defines formulae with the use of build-in functions, and relative and absolute references. ➤ Identifies and use functions like sum, average, count numbers, max, min and if. ➤ Formatted data with specified condition filter and sort data. Skills:- Thinking Skill and Analytical skill.
7	**November**	**Ch-14 Microsoft Excel 2010 -II**	The learner ➤ Analyses a line chart to show a time series trend. ➤ Finds how to adjust the Y axis scale. ➤ Applies a line chart to present a comparison of two trends. ➤ Finds how to use a column chart to show a frequency distribution. ➤ Generalizes a separate chart sheet for a chart embedded in a worksheet. ➤ Recalls printing, deleting and resizing charts. Skills:- Time Management skill and Problem Solving skill
8	**December**	**Ch-6 Computer Networking**	The learner ➤ Identifies the different types of network topologies and protocols. ➤ Enumerates the layers of the OSI model and TCP/IP. Explain the function(s) of each layer. ➤ Finds different types of network devices and their functions within a network. ➤ Applies basic protocols of computer networks, and how they can be used to assist in network design and implementation. Skills:- Communicative skill and leadership skill.
9	**January**	**Ch-7 Cyber Safety**	The learner ➤ Identifies different types of software piracy. ➤ Defines and discuss cyber crime and safety preventions. ➤ Generalizes the Protection themselves from online threats ➤ Recalls the ways of security and safety of data Skills:- Problem solving and Communicative skill