

Month/No. of Working Days	Unit	Sub-Unit	Objective	Activities Planned	Learning Outcome	Assessment/Recap
April (17days)	Ls - 1. Parts of a Computer:	<ul style="list-style-type: none"> * How does a computer works? * Parts of a Computer * What makes computer powerful? * Disadvantages of a computer 	To make the student know the different parts of computer and how the processing is done and Usage of computers in different fields.	Teaching students the usage of computer in different fields.	The students will be able to get familiar with different part of computer and their usage.	Aptitude Assessment: Make a collage on "Parts of Computer" and label them.
June (20days)	Ls -2. Hardware and Software	<ul style="list-style-type: none"> * Definition of Hardware * Input Devices: Keyboard, Scanner, Mouse, Microphone, Light pen, Joystick. * Output Devices: Monitor, Printer, Speaker. * Storage Devices: CD, Hard Disk, Pen Drive. * Definition of Software * Types of Software: System Software, Application Software. 	To make the students know the difference between Hardware and Software.	Showing the different hardware parts of computer and introducing them to few application software to the students in the lab.	The students will be able to differentiate various hardware and software parts of a computer.	Skill Assessment: Lab Session on Calculator (Pg.28)
July (24 days)	Ls-3 Understanding Windows 10	<ul style="list-style-type: none"> * Features of Windows 10 * Windows Taskbar, Opening a program * Selecting and deselecting icon * Selecting adjacent & non-adjacent Items * Arranging, Sorting the desktop icons 	To make students know about the feature of windows 10 operation system	Teaching students how to Sort and arrange icons.	The students will be able to understand the interface of Windows 10 operating system	Skill Assessment: Lab Session on Arranging icons (Pg.48)

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August (21 days)	Ls-3 Understanding Windows 10	<ul style="list-style-type: none"> * Changing the desktop background and screen saver * Mouse pointer shape shutdown your computer 	To make students know about the feature of windows 10 operation system	Teaching students how to change background and screen saver. Sorting and arranging icons.	The students will be able to understand the interface of Windows 10 operating system	Skill Assessment: Lab Session on changing background(Pg.49)
September (12 days)		Revision & Half Yearly Exam				
October (11 Days)	Ls-5 Editing text in MS Word 2016	<ul style="list-style-type: none"> * Entering the Text * Selecting and Editing the Text * Inserting the Text * Moving, Copying and Deleting the Text * Using Undo and Redo Commands * Checking Spellings and Grammar * Using Thesaurus 	To make students know the uses of MS Word and components of Word window and few file menu options.	Teaching students how to move, copy and delete the text. Using Undo and Redo Commands.	The students will be able to understand copying, moving and deleting text. They will be able to check spell errors.	Skill Assessment: Activity Section (Pg.63)
November (19 Days)	Ls-6 Formatting a Document	<ul style="list-style-type: none"> * Changing the Font Type * Applying Bold, Italic and Underline Effects * Changing Text Color * Changing Text Case * Changing Text Alignment * Applying Superscript and Subscript Effects * Creating Bulleted and Numbered List * Applying Border and Shading * Applying Drop Cap Effect 	To make students know about the formatting features in MS word and how to give superscript and subscript effects	Teaching students how to format the text, apply borders and shadings, drop cap effect, creating Bulleted and Numbered List	The students will be able to format document using different features of MS Word. Alignment, text effect, text case etc.	Skill Assessment: MS Word Project 1,2 (Poster Making) pg.no-110

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December (23Days)	Ls-8. Introduction to Scratch	<ul style="list-style-type: none"> * Components of Scratch * Opening a Saved Project * Moving, Duplicating sprite * Drawing circle * Saving a Scratch Project * Opening a Saved Project 	To make children know about the computer Language-Scratch. How to start Scratch, what are the components of Scratch, saving a scratch project.	Teaching students the basics of scratch, moving a sprite, Drawing a colorful circle.	The students will be able to create project and draw shapes, Duplicate sprite.	Skill Assessment Lab Session (Pg.94-95)
January (17 Days)	Ls-9. Simple Movement of Sprite	<ul style="list-style-type: none"> * Creating a New Project * Changing the Appearance of Sprite * How to Make Sprite Say Something? * Repeating Actions * Adding Sound 	To make children know about how to do a project in Scratch	Teaching Students how to change the appearance of a sprite, adding sound.	The students will be able to create simple project and make changes in the appearance of Sprite.	Skill Assessment: Lab Session (Pg.104)
February (16 Days)	Revision & Annual Exam					