

ST. LAWRENCE HIGH SCHOOL

A JESUIT CHRISTIAN MINORITY INSTITUTION
Syllabus planning for the Academic Year 2019

SUBJECT: COMPUTER TERM: FIRST

TEACHER'S NAME: MR. SHANE CHRISTENSEN

NO. OF WORKING DAYS: 66

NO. OF PERIODS AVAILABLE: 10

CLASS: 3 SECTION: A,B,C

MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	HOME-WORK	CLASS-WORK
JANUARY	4	Chapter-1 Working of a Computer System	- Input-Process-Output Cycle -How does a Computer work -Computer Hardware	As instructed in the class.	Questions and Answers from within the text.
FEBRUARY	3	Working of a Computer System Chapter-2 Introduction to Windows 7	-Computer Software -Operating System -Graphical User Interface -Starting a Computer -Exploring the Desktop	As instructed in the class	Exercises (Pages14-16) Questions and Answers from within the text.
MARCH	3	Introduction to Windows 7	-More about Icons -Wallpaper and Screensaver -Power modes of a Computer	As instructed in the class	Exercises (Pages28-29)
APRIL	1	Revision of Chapter-1 & Chapter-2 First Term Exams Begin	Revision		

Teachers are requested to prepare a LESSON PLAN for each Lesson to be taught. The Lesson plans are to be submitted along with the monthly planner.

Name of the Teacher: MR. SHANE CHRISTENSEN

Submitted on: 22/02/19

Signature of Teacher: 

Academic Co-ordinator: 

PRINCIPAL


VICE PRINCIPAL

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SUBJECT: COMPUTER TERM: SECOND

TEACHER'S NAME: MR. SHANE CHRISTENSEN

NO. OF WORKING DAYS: 47 NO. OF PERIODS AVAILABLE: 8

CLASS: 3 SECTION: A,B,C

MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	HOME-WORK	CLASS-WORK
MAY	1	Second Term begins Chapter-3 Introduction to MS Word	- MS Word -Starting MS Word	As instructed in the class.	Questions and Answers from within the text.
JUNE	3	Introduction to MS Word	-Exploring MS Word Window -Tabs in MS Word -Creating a document, saving, editing, moving, changing, copying of text	As instructed in the class	Exercises (Pages50-52)
JULY	4	Chapter-4 The Internet- An Introduction Revision of Chapter 1 (first term)	-What is the Internet -Advantages & Disadvantages -Common terms, opening a website -Safety tips, Responsibilities, Uses Revision	As instructed in the class	Questions and Answers from within the text. Exercises (Pages62-63)
AUGUST	3	Third Term begins Chapter-5 More on MS Paint	-Starting MS Paint -Parts of MS Paint Window -Polygon, Pencil, Airbrush, Text tools	As instructed in the class	Questions and Answers to be done from the text.

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Name of the Teacher: MR. SHANE CHRISTENSEN

Submitted on: 22/02/19

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SUBJECT: COMPUTER TERM: THIRD

TEACHER'S NAME: MR. SHANE CHRISTENSEN

NO. OF WORKING DAYS: 52 NO. OF PERIODS AVAILABLE: 9

CLASS: 3 SECTION: A,B,C


MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	HOME-WORK	CLASS-WORK
SEPTEMBER	4	More on MS Paint	-The Color boxes -Making your own color -Callout feature -Selecting an image -Cut, Copy, & Paste	As instructed in the class.	Exercises(Pages84-85)
OCTOBER	2	Chapter-6 File Management- Organisation of files and folders	-Windows Explorer -Creating a new folder -Creating a new file -Saving a new file	As instructed in the class	Questions and Answers from within the text.
NOVEMBER	3	File Management- Organisation of files and folders Project: "Hardware" Revision : Chapters 2 (first term), Chapters 3 & 4 (second term)	-Opening an existing file or folder -Desktop Gadgets Project: Write 5 sentences about 5 hardware devices and stick pictures. Revision	As instructed in the class	Exercises (Pages94-95)
DECEMBER					

Teachers are requested to prepare a LESSON PLAN for each Lesson to be taught. The Lesson plans are to be submitted along with the monthly planner.

Name of the Teacher: MR. SHANE CHRISTENSEN

Signature of Teacher: 

Submitted on: 22/07/19

Academic Co-ordinator: 

PRINCIPAL


VICE PRINCIPAL