

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: 4 SECTION: A,B,C

| MONTH | NO. OF PERIODS | LESSONS | TOPICS COVERED | HOME-WORK | CLASS-WORK |
|----------|----------------|--|--|-----------------------------|---|
| JANUARY | 4 | Chapter-1 Computer- Storage & Memory Devices | - Characteristics of a Computer - Common terms used in the field of Computer - Computer Memory | As instructed in the class. | Questions and Answers from within the text. |
| FEBRUARY | 3 | Computers- Storage and Memory Device Chapter-2 GUI- Operating System- Desktop Management | -Memory Measuring Units -What is Windows 7 -Windows 7 Desktop -Using Start button | As instructed in the class | Exercises (Pages14-16) Questions and Answers from within the text. |
| MARCH | 3 | GUI Operating System- Desktop Management | -Control Panel -Personalising the Desktop -Controlling System Data and Time | As instructed in the class | Exercises (Pages30-31) |
| 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

ST. LAWRENCE HIGH SCHOOL

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Syllabus planning for the Academic Year 2019

SUBJECT: COMPUTER TERM: SECOND

TEACHER'S NAME: MR. SHANE CHRISTENSEN

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

CLASS: 4 SECTION: A,B,C

| MONTH | NO. OF PERIODS | LESSONS | TOPICS COVERED | HOME-WORK | CLASS-WORK |
|--------|----------------|--|---|-----------------------------|---|
| MAY | 1 | Second Term begins Chapter-3 Tools of Word Processor | - Editing a document -Selecting text, Adding text, Removing text, Changing text, Copying text | As instructed in the class. | Questions and Answers from within the text. |
| JUNE | 3 | Tools of Word Processor | -Moving text, Undo-Redo, Spell-check -Formatting a document -Printing a document | As instructed in the class | Exercises (Pages50-52) |
| JULY | 4 | Chapter-4 Internet and Web Browsing Revision of Chapter 1 (1 st term) | -internet, Web Browsing, Navigating between web pages -Searching for information on the net Revision | As instructed in the class | Questions and Answers from within the text. Exercises (Pages62-63) |
| AUGUST | 3 | Third Term begins Chapter-5 Presentation Software- An Introduction | -MS PowerPoint -Starting MS PowerPoint, Components of MS PowerPoint -Creating a presentation, slide show -Exiting MS PowerPoint | As instructed in the class | Questions and Answers from within the text. Exercises (Pages74-75) |

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Name of the Teacher: MR. SHANE CHRISTENSEN

Submitted on: 22/08/19

Signature of Teacher: 

Academic Co-ordinator: 

PRINCIPAL


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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: 4 SECTION: A,B,C

| MONTH | NO. OF PERIODS | LESSONS | TOPICS COVERED | HOME-WORK | CLASS-WORK |
|-----------|----------------|--|--|-----------------------------|---|
| SEPTEMBER | 4 | Chapter-6 Stepwise Thinking Chapter-7 Features of File Management | -Reasoning and problem solving -Case studies -Windows Explorer | As instructed in the class. | Questions and Answers from within the text. Exercises(Pages80-82) |
| OCTOBER | 2 | Features of File Management | -Different operations of File Management -Tampering with documents | As instructed in the class | Questions and Answers from within the text. Exercises (Pages89-90) |
| NOVEMBER | 3 | Project - "Computer Memory" Revision of Chapters 2 (first term) Chapter 3 & 4 (second term) | Write 5 lines on 5 memory devices and stick pictures | As instructed in the class | |
| DECEMBER | | | | | |

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Name of the Teacher: MR. SHANE CHRISTENSEN

Submitted on: 22/02/19

Signature of Teacher: 

Academic Co-ordinator: 

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