

Computers | 5262

Syllabus outline for grade – II

ACD[2.6B][DR]

Air Foundation School System
92, Street 6, G-8/2, Islamabad

SYLLABUS INFORMATION

Textbook Online with Computers

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Affiliation employee outsource

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FIRST TERM Computers 2 [39 periods]	APRIL 12 teaching periods	Teaching Week 1 1-13 (1/30) 3 periods	Teaching Week 2 2-13 (2/30) 3 periods	Teaching Week 2 3-13 (3/30) 3 periods	Teaching Week 4 4-13 (4/30) 3 periods
	MAY 12 teaching periods	Teaching Week 5 5-13 (5/30) 3 periods	Teaching Week 6 6-13 (6/30) 3 periods	Teaching Week 7 7-13 (7/30) 3 periods	Teaching Week 8 8-13 (8/30) 3 periods
	JUNE	Week 9 Holidays	Week 10 Holidays	Week 11 Holidays	Week 12 Holidays
	JULY	Week 13 Holidays	Week 14 Holidays	Week 15 Holidays	Week 16 Holidays
	AUGUST 12 teaching periods	Teaching Week 17 9-13 (9/30) 3 periods	Teaching Week 18 10-13 (10/30) 3 periods	Teaching Week 19 11-13 (11/30) 3 periods	Teaching Week 20 12-13 (12/30) 3 periods
	SEPTEMBER 3 teaching periods	Teaching Week 21 13-13 (13/30) 3 periods	Week 22 Revision Work	Week 23 Examinations	Week 24 Examinations
SECOND TERM Computers 2 [51 periods]	OCTOBER 12 teaching periods	Teaching Week 25 1-17 (14/30) 3 periods	Teaching Week 26 2-17 (15/30) 3 periods	Teaching Week 27 3-17 (16/30) 3 periods	Teaching Week 28 4-17 (17/30) 3 periods
	NOVEMBER 12 teaching periods	Teaching Week 29 5-17 (18/30) 3 periods	Teaching Week 30 6-17 (18/30) 3 periods	Teaching Week 31 7-17 (20/30) 3 periods	Teaching Week 32 8-17 (21/30) 3 periods
	DECEMBER 6 teaching periods	Teaching Week 33 9-17 (22/30) 3 periods	Teaching Week 34 10-17 (23/30) 3 periods	Week 35 Holidays	Week 36 Holidays
	JANUARY 12 teaching periods	Teaching Week 37 11-17 (24/30) 3 periods	Teaching Week 38 12-17 (25/30) 3 periods	Teaching Week 39 13-17 (26/30) 3 periods	Teaching Week 40 14-17 (27/30) 3 periods
	FEBRUARY 9 teaching periods	Teaching Week 41 15-17 (28/30) 3 periods	Teaching Week 42 16-17 (29/30) 3 periods	Teaching Week 43 17-17 (30/30) 3 periods	Week 44 Revision Work
	MARCH	Week 45 Revision Work	Week 46 Examinations	Week 47 Examinations	Week 48 Holidays



FIRST TERM | UNITS OR CHAPTER DISTRIBUTION WITHIN 13 WEEKS OF THIS TERM.

APRIL	W1 [1/13 1/30] Computer Around Us Page No. 5 - 6	W2 [2/13 2/30] Computer Around Us Page No. 7	W3 [3/13 3/30] Computer Around Us Page No. 8	W4 [4/13 4/30] Computer Around Us Page No. 9
MAY	W5 [5/13 5/30] Computer Around Us Page No. 10	W6 [6/13 6/30] Computer Around Us Page No. 11, 12	W7 [7/13 7/30] Parts of a Computer Page No. 13, 14	W8 [8/13 8/30] Parts of a Computer Page No. 14
JUNE	W9 Holidays	W10 Holidays	W11 Holidays	W12 Holidays
JULY	W13 Holidays	W14 Holidays	W15 Holidays	W16 Holidays
AUGUST	W17 [9/13 9/30] Parts of a Computer Page No. 15	W18 [10/13 10/30] Parts of a Computer Page No. 16, 17	W19 [11/13 11/30] Parts of a Computer Page No. 17, 18	W20 [12/13 12/30] Parts of a Computer Page No. 19, 20
SEPTEMBER	W21 [13/13 13/30] Revision + Practical Work	W22 Revision Work	W23 Examinations	W24 Examinations



SECOND TERM | UNITS OR CHAPTER DISTRIBUTION WITHIN 17 WEEKS OF THIS TERM.

OCTOBER	W25 [1/17 14/30] Keyboard Page No. 21, 22	W26 [2/17 15/30] Keyboard Page No. 22, 23	W27 [3/17 16/30] Keyboard Page No. 24, 25	W28 [4/17 17/30] Keyboard Page No. 26, 27
NOVEMBER	W29 [5/17 18/30] Keyboard Page No. 28, 29	W30 [6/17 19/30] Test Paper 1 Page No. 30, 31	W31 [7/17 20/30] Using a Computer Page No. 32 – 34	W32 [8/17 21/30] Using a Computer Page No. 35 – 37
DECEMBER	W33 [9/17 22/30] Using a Computer Page No. 38 – 40	W34 [10/17 23/30] Uses of Computer Page No. 41 – 43	W35 Holidays	W36 Holidays
JANUARY	W37 [11/17 24/30] Uses of Computer Page No. 44 – 46	W38 [12/17 25/30] Uses of Computer Page No. 47 – 49	W39 [13/17 26/30] Introduction to MS Paint Page No. 50 – 52	W40 [14/17 27/30] Introduction to MS Paint Page No. 53 – 55
FEBRUARY	W41 [15/17 28/30] Introduction to MS Paint Page No. 56 – 58	W42 [16/17 29/30] Introduction to MS Paint Page No. 59 – 61	W43 [17/17 30/30] Introduction to MS Paint/Test Paper 2 Page No. 62 – 69	W44 Revision Work
MARCH	W45 Revision Work	W46 Examinations	W47 Examinations	W48 Holidays



PERIOD ALLOCATION TABLE

PUNJAB, KPK AND BALUCHISTAN REGIONS

SUBJECT	PERIODS PER WEEK	PERIODS PER ANNUM	DURATION
English I to VIII	5	150	40 min
Mathematics I to VIII			
Urdu I to VIII			
Science I to VIII			
Social Studies I to VIII	4	120	
Computers I to VIII	3	90	
Islamiyat I to VIII			
Art & Activity I to VIII			

SINDH REGION

SUBJECT	PERIODS PER WEEK	PERIODS PER ANNUM	DURATION
English I to VIII	5	150	40 min
Mathematics I to VIII			
Urdu I to VIII			
Science I to VIII			
Social Studies I to VIII	4	120	
Computers I to VIII	3	90	
Islamiyat I to VIII			
Sindhi + Art & Activity I to VIII	2+1	60+30	



PLANNING WEEK

1 /13 1 /30

SUBJECT CODE
5262

THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.

Computers Class-II 40 min 3 periods p/w 90 p/a			TERM INFORMATION	I Apr-Sep 13 weeks 1 to 13	39 periods
				II Oct-Mar 17 weeks 14 to 30	51 periods
MONTH	WEEK	PN	UNIT 1: COMPUTERS AROUND US		
April	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS
30-Mar-15	03-Apr-15	1.	Computer Around Us	Page No. 5	Learn about computer and its parts on Page No. 5
		2.	Computer Around Us	Page No. 6	Learn different man of computer on Page No. 6
		3.	Practical Work		Practical Work

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PLANNING WEEK

2 /13 2 /30

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Computers Class-II 40 min 3 periods p/w 90 p/a			TERM INFORMATION	I Apr-Sep 13 weeks 1 to 13	39 periods
				II Oct-Mar 17 weeks 14 to 30	51 periods
MONTH	WEEK	PN	UNIT 1: COMPUTERS AROUND US		
April	Week 2	[90]	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS	
06-Apr-15	10-Apr-15	4.	Difference between Computers and Human beings Page No. 7	Learn difference between computer and human beings on Page No. 7	
		5.	Type of Computer Page No. 7	Learn different types of computer on Page No. 7	
		6.	Desktop Computers, Tablet computers and Smartphone Page No. 7	Learn about Desktop, tablet and Smartphone on Page No. 7	

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PLANNING WEEK

3 /13 3 /30

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Computers Class-II 40 min 3 periods p/w 90 p/a			TERM INFORMATION				
			I	Apr-Sep	13 weeks	1 to 13	39 periods
			II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 1: COMPUTERS AROUND US				
April	Week 3	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS	
13-Apr-15	17-Apr-15	7.	Computer Etiquette	Page No. 8	Learn Computer etiquette on Page No. 8		
		8.	Revision: Now You Know:	Page No. 8	Learn about computer on Page No. 8		
		9.	Practical Work		Practical Work		

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PLANNING WEEK

4 /13 4 /30

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Computers Class-II 40 min 3 periods p/w 90 p/a			TERM INFORMATION				
			I	Apr-Sep	13 weeks	1 to 13	39 periods
			II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 1: COMPUTERS AROUND US				
April	Week 4	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS	
20-Apr-15	24-Apr-15	10.	Key Terms: PC and Laptop		Page No. 9	Learn about PC and Laptop on Page No. 9	
		11.	Exercise		Page No. 9	Choose the correct word on Page No. 9	
		12.	Exercise		Page No. 9	Fill in the blanks on Page No. 9	

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PLANNING WEEK

5 /13 5 /30

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Computers Class-II 40 min 3 periods p/w 90 p/a			TERM INFORMATION				
			I	Apr-Sep	13 weeks	1 to 13	39 periods
			II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 1: COMPUTERS AROUND US				
May	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS	
27-Apr-15	01-May-15	13.	Exercise	Page No. 10	True and False on Page No. 10		
		14.	Exercise	Page No. 10	Answer the following questions Q1, Q2, on Page No. 10		
		15.	Exercise	Page No. 10	Q3 and Q4 on Page No. 10		

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PLANNING WEEK

6 /13 6 /30

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Computers	Class-II 40 min	TERM INFORMATION	I	Apr-Sep	13 weeks	1 to 13	39 periods
PERIODS			II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 1: COMPUTERS AROUND US				
May	Week 2	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS	
04-May-15	08-May-15	16.	Exercise	Page No. 11	Match the following on Page No. 11		
		17.	Exercise	Page No. 11	Arrange the jumbled words on Page No. 11		
		18.	Exercise	Page No. 12	Colouring on Page No. 12		

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PLANNING WEEK

7 /13 7 /30

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Computers Class-II 40 min 3 periods p/w 90 p/a			TERM INFORMATION				
			I	Apr-Sep	13 weeks	1 to 13	39 periods
			II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 2: PARTS OF A COMPUTER				
May	Week 3	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS	
11-May-15	15-May-15	19.	Parts of a Computer	Page No. 13	Learn different parts of computer on Page No. 3		
		20.	Monitor	Page No. 13	Learn about monitor on Page No. 13		
		21.	CPU	Page No. 14	Learn about CPU on Page No. 14		

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PLANNING WEEK

8 /13 8 /30

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Computers	Class-II 40 min	TERM INFORMATION	I	Apr-Sep	13 weeks	1 to 13	39 periods
PERIODS			II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 2: PARTS OF A COMPUTER				
May	Week 4	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS	
18-May-15	22-May-15	22.	Keyboard	Page No. 14	Learn about keyboard on Page NO. 14		
		23.	Mouse	Page No. 14	Learn about mouse on Page No. 14		
		24.	Printer	Page No, 14	Learn about Printers on Page No. 14		

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PLANNING WEEK

9 /13 9 /30

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MONTH	WEEK	PN	UNIT 2: PARTS OF A COMPUTER	WORKBOOK OR ACTIVITY CONTENTS
June	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER	
25-May-15	29-May-15	25.	Speakers Page No. 14/15	Learn about speakers on Page No. 15
		26.	Microphone, Headphone Page No. 15	Learn about microphone and headphone on Page No. 15
		27.	UPS and CD Rom's and DVD's Page No. 15	Learn about ups, CD Rom and DVD on Page No. 15

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PLANNING WEEK

10/13 10/30

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Computers Class-II 40 min 3 periods p/w 90 p/a			TERM INFORMATION				
			I	Apr-Sep	13 weeks	1 to 13	39 periods
			II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 2: PARTS OF A COMPUTER				
August	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS	
03-Aug-15	07-Aug-15	28.	Computer Etiquette	Page No. 16	Learn computer etiquettes on Page No. 16		
		29.	Now You Know	Page No. 16	Learn about computers on Page No. 16		
		30.	Key Terms	Page No. 17	Learn about different parts on Page No. 17		

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PLANNING WEEK

11/13 11/30

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Computers Class-II 40 min 3 periods p/w 90 p/a			TERM INFORMATION				
			I	Apr-Sep	13 weeks	1 to 13	39 periods
			II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 2: PARTS OF A COMPUTER				
August	Week 2	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS	
10-Aug-15	14-Aug-15	31.	Exercises	Page No. 17	Choose the correct word on Page No. 17		
		32.	Exercises	Page No. 18	True and False on Page No. 18		
		33.	Exercises	Page No. 19	Answer the following question on Page No. 18		

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PLANNING WEEK

12/13 12/30

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THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.

Computers Class-II 40 min 3 periods p/w 90 p/a			TERM INFORMATION				
			I	Apr-Sep	13 weeks	1 to 13	39 periods
			II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 2: PARTS OF A COMPUTER				
August	Week 3	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS	
17-Aug-15	21-Aug-15	34.	Exercises	Page No. 19	Name the parts of a Computer on Page NO. 19		
		35.	Exercises	Page No. 19	Circle the part of a computer on Page No. 19		
		36.	Exercises	Page No. 20	Match the following on Page No. 20		

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PLANNING WEEK

13/13 13/30

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Computers	Class-II 40 min	TERM INFORMATION				
PERIODS		I	Apr-Sep	13 weeks	1 to 13	39 periods
		II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 2: PARTS OF A COMPUTER			
August	Week 4	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS
24-Aug-15	28-Aug-15	37.	Revision + Practical Work			Revision + Practical Work
		38.	Revision + Practical Work			Revision + Practical Work
		39.	Revision + Practical Work			Revision + Practical Work

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PLANNING WEEK

1 /17 14/30

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Computers Class-II 40 min 3 periods p/w 90 p/a			TERM INFORMATION	I Apr-Sep 13 weeks 1 to 13	39 periods
				II Oct-Mar 17 weeks 14 to 30	51 periods
MONTH	WEEK	PN	UNIT 3: KEYBOARD		
September	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS
31-Aug-15	04-Sep-15	40.	Keyboard	Page No. 21	Learn about computer on Page No. 21
		41.	Alphabet Keys	Page No. 21	Learn about alphabet keys on Page No. 21
		42.	Number and function keys	Page No. 22	Learn about numbers and function keys on Page No. 22

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PLANNING WEEK

2 /17 15/30

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THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.

Computers	Class-II 40 min	TERM INFORMATION	I	Apr-Sep	13 weeks	1 to 13	39 periods
PERIODS			II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 3: KEYBOARD				
October	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS	
05-Oct-15	09-Oct-15	43.	Enter Key, spacebar key and backspace key	Page No. 22	Learn about enter, spacebar and backspace key on Page No. 22		
		44.	Delete Key and Caps Lock key	Page No. 23	Learn about delete key and capslock key on Page No. 23		
		45.	Number lock key and shift key	Page No. 23	Learn about number lock and shift key on Page No. 23		

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PLANNING WEEK

3 /17 16/30

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Computers Class-II 40 min 3 periods p/w 90 p/a			TERM INFORMATION				
			I	Apr-Sep	13 weeks	1 to 13	39 periods
			II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 3: KEYBOARD				
October	Week 2	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS	
12-Oct-15	16-Oct-15	46.	Punctuation keys, Arrow keys	Page No. 24	Learn about punctuation and arrow keys on Page No. 24		
		47.	Computer etiquette	Page No. 24	Learn about computer etiquettes on page No. 24		
		48.	Now You Know	Page No. 25	Learn about computer on Page No. 25		

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PLANNING WEEK

4 /17 17/30

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Computers Class-II 40 min 3 periods p/w 90 p/a			TERM INFORMATION	I Apr-Sep 13 weeks 1 to 13 39 periods
			II Oct-Mar 17 weeks 14 to 30 51 periods	
MONTH	WEEK	PN	UNIT 3: KEYBOARD	
October	Week 3	[90]	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
19-Oct-15	23-Oct-15	49.	Key Terms Page No. 25	Learn about different keys on Page No. 25
		50.	Exercises Page No. 26	Choose the best answer and fill in the blanks on Page No. 26
		51.	Exercises Page No. 27	True and False and Answer the following questions on Page No. 27

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PLANNING WEEK

5 /17 18/30

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Computers Class-II 40 min 3 periods p/w 90 p/a			TERM INFORMATION				
			I	Apr-Sep	13 weeks	1 to 13	39 periods
			II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 3: KEYBOARD				
October	Week 4	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS	
26-Oct-15	30-Oct-15	52.	Exercises	Page No. 27, 28		Matching and finding keys on Page No. 27, 28	
		53.	Exercises	Page No. 28, 29		Missing letters on Page No. 28, 29	
		54.	Practical			Practical Work	

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PLANNING WEEK

6 /17 19/30

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Computers Class-II 40 min 3 periods p/w 90 p/a			TERM INFORMATION				
			I	Apr-Sep	13 weeks	1 to 13	39 periods
			II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 3: KEYBOARD				
November	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS	
02-Nov-15	06-Nov-15	55.	Test Paper 1, Chapter 1		Page No. 30	Questions on Page No. 30	
		56.	Test Paper 1		Page No. 31	Question on Page No. 31	
		57.	Practical Work			Practical Work	

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PLANNING WEEK

7 /17 20/30

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Computers Class-II 40 min 3 periods p/w 90 p/a			TERM INFORMATION				
			I	Apr-Sep	13 weeks	1 to 13	39 periods
			II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 4: USING A COMPUTER				
November	Week 2	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS	
09-Nov-15	13-Nov-15	58.	Starting a Computer	Page No. 32	How to use a computer on Page No. 32		
		59.	ON Computer	Page No. 33	How to use a computer on Page No. 33		
		60.	ON, Shutting down aComputer	Page No. 34	How to use a Computer on Page No. 34		

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PLANNING WEEK

8 /17 21/30

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Computers Class-II 40 min 3 periods p/w 90 p/a			TERM INFORMATION	I Apr-Sep 13 weeks 1 to 13	39 periods
				II Oct-Mar 17 weeks 14 to 30	51 periods
MONTH	WEEK	PN	UNIT 4: USING A COMPUTER		
November	Week 3	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS
16-Nov-15	20-Nov-15	61.	Shut down steps of computer Page No. 35		Learn how to use a computer on Page No. 35
		62.	Computer etiquette and knowing about computers Page No. 36		Learn about computer etiquettes on Page No. 36
		63.	Key Term and Exercises Page No. 37		Choosing, fill in the blanks and true and false on Page No. 37

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PLANNING WEEK

9 /17 22/30

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Computers Class-II 40 min 3 periods p/w 90 p/a			TERM INFORMATION				
			I	Apr-Sep	13 weeks	1 to 13	39 periods
			II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 4: USING A COMPUTER				
November	Week 4	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS	
23-Nov-15	27-Nov-15	64.	Exercises	Page No. 38	Answer the following question on Page No. 38		
		65.	Exercises	Page No. 39	Arranging jumbled words on Page No. 39		
		66.	Exercises	Page No. 40	Labeling on Page No. 40		

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PLANNING WEEK

10/17 23/30

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Computers Class-II 40 min 3 periods p/w 90 p/a			TERM INFORMATION				
			I	Apr-Sep	13 weeks	1 to 13	39 periods
			II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 5: USES OF COMPUTER				
December	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS	
30-Nov-15	04-Dec-15	67.	In Offices	Page No. 41	Learn different uses of computer on Page No. 41		
		68.	In Schools	Page No. 42	Learn the use of computer in schools on Page No. 42		
		69.	At homes	Page No. 43	Learn uses of computers at home on Page No. 43		

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PLANNING WEEK

11/17 24/30

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Computers Class-II 40 min 3 periods p/w 90 p/a			TERM INFORMATION				
			I	Apr-Sep	13 weeks	1 to 13	39 periods
			II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 5: USES OF COMPUTER				
December	Week 2	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS	
07-Dec-15	11-Dec-15	70.	In Bank & Hospitals		Page No. 44	Learn use of computer in banks on Page No. 44	
		71.	At railway station, airport and bus depots, In animation			Page No. 45	Learn use of computer of railway stations, Airports and Bus Depots on Page No. 45
		72.	In publishing, In photography		Page No. 46	Learn the use of computer in publishing on Page No. 46	

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PLANNING WEEK

12/17 25/30

SUBJECT CODE
5262

THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.

Computers	Class-II 40 min	TERM INFORMATION	I Apr-Sep 13 weeks 1 to 13	39 periods
PERIODS			II Oct-Mar 17 weeks 14 to 30	51 periods
MONTH	WEEK	PN	UNIT 5: USES OF COMPUTER	
December	Week 3	[90]	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
14-Dec-15	18-Dec-15	73.	Computer Etiquettes/Key Terms and Exercises Page No. 47	Learn about computer etiquettes on Page No. 47
		74.	Exercises Page No. 48	Fill in the blanks, true and false and answer the following questions on Page No. 48
		75.	Exercises Page No. 49	Matching and Colouring on Page No. 49

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PLANNING WEEK

13/17 26/30

SUBJECT CODE
5262

THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.

Computers Class-II 40 min 3 periods p/w 90 p/a			TERM INFORMATION				
			I	Apr-Sep	13 weeks	1 to 13	39 periods
			II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 5: USES OF COMPUTER & UNIT 6: INTRODUCTION TO MS-PAINT				
January	Week 4	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS	
04-Jan-16	08-Jan-16	76.	Exercises	Page No. 50	Activity on Page No. 50		
		77.	Introduction to MS Paint	Page No. 51	Learn about Paint on Page No. 51		
		78.	How to start Paint	Page No. 52	Learn about Paint on Page No. 52		

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PLANNING WEEK

14/17 27/30

SUBJECT CODE
5262

THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.

Computers Class-II 40 min 3 periods p/w 90 p/a			TERM INFORMATION				
			I	Apr-Sep	13 weeks	1 to 13	39 periods
			II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 6: INTRODUCTION TO MS-PAINT				
January	Week 2	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS	
11-Jan-16	15-Jan-16	79.	Components of Paint Window	Page No. 52-55	Learn different groups on Page No. 53		
		80.	Components of Paint Window	Page No. 52-55	Learn more tools on Page No. 54		
		81.	How to draw a coloured line	Page No. 55	Learn How to draw on Page No. 55		

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PLANNING WEEK

15/17 28/30

SUBJECT CODE
5262

THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.

Computers Class-II 40 min 3 periods p/w 90 p/a			TERM INFORMATION				
			I	Apr-Sep	13 weeks	1 to 13	39 periods
			II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 6: INTRODUCTION TO MS-PAINT				
January	Week 3	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS	
18-Jan-16	22-Jan-16	82.	Rectangle Tool	Page No. 56	Learn about Rectangle tool on Page No. 56		
		83.	Ellipse Tool	Page No. 57	Learn about Ellipse Tool on Page No. 57		
		84.	Fill with colour Tool	Page No. 58	Learn using colour tool on Page No. 58		

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PLANNING WEEK

16/17 29/30

SUBJECT CODE
5262

THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.

Computers Class-II 40 min 3 periods p/w 90 p/a			TERM INFORMATION				
			I	Apr-Sep	13 weeks	1 to 13	39 periods
			II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 6: INTRODUCTION TO MS-PAINT				
January	Week 4	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS	
25-Jan-16	29-Jan-16	85.	Pencil Tool / Eraser Tool	Page No. 59	Learn about Pencil and eraser tool on Page No. 59		
		86.	Now You Know	Page No. 60	About Computer on Page No. 60		
		87.	Key Terms / Exercises	Page No. 61	Different activities on Page No. 61		

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PLANNING WEEK

17/17 30/30

SUBJECT CODE
5262

THIS IS OUR NEW TEACHING WEEK. PLAN IT CAREFULLY. FILL OUT THE FIELDS TO IMPLEMENT IT EFFECTIVELY.

Computers Class-II 40 min 3 periods p/w 90 p/a			TERM INFORMATION				
			I	Apr-Sep	13 weeks	1 to 13	39 periods
			II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 6: INTRODUCTION TO MS-PAINT				
February	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS	
01-Feb-16	05-Feb-16	88.	Exercises	Page No. 62	True and false / Answer the following questions on Page No. 62		
		89.	Exercises	Page No. 63	Labeling Page No. 63		
		90.	Test Paper 2	Page No. 64	Question on Page No. 64		

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