Computers | 5261

Syllabus outline for grade – I

ACD[2.6A][DR]

SYLLABUS INFORMATION

Textbook	Online with Computers
Author	A.S.Mitchels
Publisher	Air Foundation Press
ISBN	9781846651489
Developed by	Afss Team
Affiliation	employee ☒ outsource ☐
Implementation	Wednesday, April 1, 2015

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

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FIRST TERM Computers 1 [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 1 [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

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

APRIL	W1 [1/13 | 1/30] Know you Computers Page No. 5	W2 [2/13 | 2/30] Know Your Computer Page No. 6	W3 [3/13 | 3/30] Know your Computer Page No. 7	W4 [4/13 | 4/30] Know your computers Page No. 8
MAY	W5 [5/13 | 5/30] Know Your Computer Page No. 9	W6 [6/13 | 6/30] Know your Computer Page No. 10	W7 [7/13 | 7/30] Know your Computer Page No. 11	W8 [8/13 | 8/30] Know your Computer Page No. 12
JUNE	W9 Holidays	W10 Holidays	W11 Holidays	W12 Holidays
JULY	W13 Holidays	W14 Holidays	W15 Holidays	W16 Holidays
AUGUST	W17 [9/13 | 9/30] Revision Know your Computer Page No. 12	W18 [10/13 | 10/30] Parts of a Computer Page No. 13	W19 [11/13 | 11/30] Parts of a Computer Page No. 14	W20 [12/13 | 12/30] Parts of a Computer Page No. 14
SEPTEMBER	W21 [13/13 | 13/30] Parts of a Computer Page No. 15	W22 Revision Work	W23 Examinations	W24 Examinations

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

OCTOBER	W25 [1/17 | 14/30] Parts of a Computer Page No. 15	W26 [2/17 | 15/30] Parts of a Computer Page No. 16	W27 [3/17 | 16/30] Parts of a computer page no. 17	W28 [4/17 | 17/30] Parts of a Computer Page No. 18
NOVEMBER	W29 [5/17 | 18/30] Parts of a Computer Page No. 19	W30 [6/17 | 19/30] Parts of a Computer Page No. 20	W31 [7/17 | 20/30] Revision	W32 [8/17 | 21/30] Keyboard Page No. 21
DECEMBER	W33 [9/17 | 22/30] Keyboard Page No. 22	W34 [10/17 | 23/30] Keyboard Page No. 23	W35 Holidays	W36 Holidays
JANUARY	W37 [11/17 | 24/30] Keyboard Page No. 24	W38 [12/17 | 25/30] Keyboard Page No. 25-27	W39 [13/17 | 26/30] Keyboard Page No. 28-30	W40 [14/17 | 27/30] Test Paper / Computer Mouse Page No. 31-34
FEBRUARY	W41 [15/17 | 28/30] Computer Mouse Page No. 35-38	W42 [16/17 | 29/30] Uses of Computers Page No. 39-44	W43 [17/17 | 30/30] Uses of Computers / Test Paper Page No. 44-48	W44 Revision Work
MARCH	W45 Revision Work	W46 Examinations	W47 Examinations	W48 Holidays

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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	

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PLANNING WEEK

1 /13 **1** /30

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

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Computers	Class-I | 40 min		TERM INFORMATION	I	Apr-Sep	13 weeks	1 to 13	39 periods
3 periods p/w | 90 p/a				II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 1: KNOW YOUR COMPUTER					
March	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS		
30-Mar-16	03-Apr-15	1.	Know your computer	Page No. 5		Learn about machines on Page No. 5		
		2.	Learn about different machines	Page No. 5		Learn about TV, refrigerator and mobile phone on Page No. 5		
		3.	Practical work			Practical work		

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PLANNING WEEK

2 /13   **2** /30

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			5261

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Computers	Class-I | 40 min		TERM INFORMATION	I	Apr-Sep	13 weeks	1 to 13	39 periods
3 periods p/w | 90 p/a				II	Oct-Mar	17 weeks	14 to 30	51 periods

MONTH	WEEK	PN	UNIT 1: KNOW YOUR COMPUTER	
April	Week 2	[90]	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
05-Apr-15	10-Apr-15	4.	Now you know Page No. 6	Learn about man made things and natural things on Page No. 6
		5.	Learn about different machines Page No. 6	Activity on Page No. 6
		6.	Practical Work	Practical Work

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PLANNING WEEK

3 /13   **3** /30

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Computers	Class-I | 40 min	TERM INFORMATION		I	Apr-Sep	13 weeks	1 to 13	39 periods
3 periods p/w | 90 p/a				II	Oct-Mar	17 weeks	14 to 30	51 periods

MONTH	WEEK	PN	UNIT 1: KNOW YOUR COMPUTER		
April	Week 3	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS
13-Apr-15	17-Apr-15	7.	Computer An Electronic Machine	Page No. 7	Activity on Page No. 7
		8.	How computer can help us	Page No. 7	Activity on Page No. 7
		9.	Practical Work		Practical Work

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PLANNING WEEK

4 /13   **4** /30

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SUBJECT CODE
5261

Computers	Class-I | 40 min		TERM INFORMATION		I	Apr-Sep	13 weeks	1 to 13	39 periods
3 periods p/w | 90 p/a					II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 1: KNOW YOUR COMPUTER						
April	Week 4	[90]	TOPIC CONTENT & PAGE NUMBER				WORKBOOK OR ACTIVITY CONTENTS		
20-Apr-15	24-Apr-15	10.	Computer Etiquette	Page No. 8			Learn computer etiquettes on Page No. 8		
		11.	Now you know	Page No. 8			Learn about computer on Page No. 8		
		12.	Key Terms	Page No. 8			Learn on Page No. 8		

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PLANNING WEEK

5 /13   **5** /30

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

SUBJECT CODE
5261

Computers	Class-I	40 min	TERM INFORMATION		I	Apr-Sep	13 weeks	1 to 13	39 periods
3 periods p/w	90 p/a				II	Oct-Mar	17 weeks	14 to 30	51 periods

MONTH	WEEK	PN	UNIT 1: KNOW YOUR COMPUTER	
May	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
27-Apr-15	01-May-15	13.	Exercises Page No. 9	Choose the correct word on Page No. 9
		14.	Exercise Page No. 9	Fill in the blanks on Page No. 9
		15.	Practical Work	Practical Work

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PLANNING WEEK

6 /13   **6** /30

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		5261

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

Computers	Class-I | 40 min	TERM INFORMATION		I	Apr-Sep	13 weeks	1 to 13	39 periods
3 periods p/w | 90 p/a				II	Oct-Mar	17 weeks	14 to 30	51 periods

MONTH	WEEK	PN	UNIT 1: KNOW YOUR COMPUTER	
May	Week 2	[90]	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
04-May-15	08-May-15	16.	Exercises Page No. 9	True and false on Page No. 9
		17.	Exercises Page No. 10	Answer the following questions Q1 and Q2 Page No. 10
		18.	Practical work	Practical work

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PLANNING WEEK

7 /13   **7** /30

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SUBJECT CODE
5261

Computers	Class-I | 40 min		TERM INFORMATION	I	Apr-Sep	13 weeks	1 to 13	39 periods
3 periods p/w | 90 p/a				II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 1: KNOW YOUR COMPUTER					
May	Week 3	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS		
11-May-15	15-May-15	19.	Exercises	Page No. 10		Answer the following questions Q 3 and Q4 on Page No. 10		
		20.	Exercises	Page No. 11		Joining on Page No. 11		
		21.	Practical Work			Practical Work		

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PLANNING WEEK

8 /13   **8** /30

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

Computers	Class-I | 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: KNOW YOUR COMPUTER						
May	Week 4	[90]	TOPIC CONTENT & PAGE NUMBER				WORKBOOK OR ACTIVITY CONTENTS		
18-May-15	22-May-15	22.	Exercises	Page No. 11			Fill in the missing letter on Page No. 11		
		23.	Revise Chap 1				Revise Chap 1		
		24.	Practical Work				Practical Work		

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PLANNING WEEK

9 /13   **9** /30

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5261

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

Computers	Class-I | 40 min		TERM INFORMATION	I	Apr-Sep	13 weeks	1 to 13	39 periods
3 periods p/w | 90 p/a				II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 1: KNOW YOUR COMPUTER					
August	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS		
25-May-15	29-May-15	25.	Exercise	Page No. 12		Natural things and man-made things on Page No. 12		
		26.	Assessment Chap 1			Assessment Chap 1		
		27.	Practical Work			Practical Work		

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10 /13   **10** /30

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

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5261

Computers	Class-I | 40 min		TERM INFORMATION	I	Apr-Sep	13 weeks	1 to 13	39 periods
3 periods p/w | 90 p/a				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.	Parts of a Computer		Page No. 13		Learn about computer Parts on Page No. 13	
		29.	Different Parts of Computer		Page No. 13		Learn computer parts on Page No. 13	
		30.	Practical Work				Practical Work	

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PLANNING WEEK

11 /13   **11** /30

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5261

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

Computers	Class-I	40 min		TERM INFORMATION		I	Apr-Sep	13 weeks	1 to 13	39 periods
3 periods p/w	90 p/a						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.	Monitor	Page No. 14	Learn about monitor on Page No. 14
		32.	Monitor	Page No. 14	Learn what is CPU on Page No. 14
		33.	Practical Work		Practical Work

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PLANNING WEEK

12 /13   **12** /30

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5261

Computers	Class-I | 40 min		TERM INFORMATION	I	Apr-Sep	13 weeks	1 to 13	39 periods
3 periods p/w | 90 p/a				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.	Keyboard	Page No. 14		Learn about keyboard on Page No. 14		
		35.	Keyboard	Page No. 14		Learn alphabets keys , number keys and special keys on Page No. 14		
		36.	Practical Work			Practical Work		

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PLANNING WEEK

13 /13   **13** /30

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5261

Computers	Class-I	40 min	TERM INFORMATION		I	Apr-Sep	13 weeks	1 to 13	39 periods
3 periods p/w	90 p/a				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.	Keyboard Page No. 15	Activity on Page No. 15
		38.	Keyboard Page No. 15	Learn keys on Page No. 15
		39.	Practical Work	Practical Work

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PLANNING WEEK

1 /17   **14** /30

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SUBJECT CODE
5261

Computers	Class-I | 40 min		TERM INFORMATION	I	Apr-Sep	13 weeks	1 to 13	39 periods
3 periods p/w | 90 p/a				II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 2: PARTS OF A COMPUTER					
September	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS		
31-Aug-15	04-Sep-15	40.	Mouse	Page No. 15		Learn about mouse on Page No. 15		
		41.	Mouse	Page No. 15		Learn working of mouse on Page No. 15		
		42.	Practical Work			Practical Work		

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PLANNING WEEK

2 /17   **15** /30

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Computers	Class-I | 40 min		TERM INFORMATION		I	Apr-Sep	13 weeks	1 to 13	39 periods
3 periods p/w | 90 p/a					II	Oct-Mar	17 weeks	14 to 30	51 periods

MONTH	WEEK	PN	UNIT 2: PARTS OF A COMPUTER	
October	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
05-Oct-15	09-Oct-15	43.	Computer Etiquette Page No. 16	Learn about computer etiquettes on Page No. 16
		44.	Now you know Page No. 16	Learn about computer on Page No. 16
		45.	Practical work	Practical work

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3 /17   **16** /30

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SUBJECT CODE
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Computers	Class-I | 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						
October	Week 2	[90]	TOPIC CONTENT & PAGE NUMBER				WORKBOOK OR ACTIVITY CONTENTS		
12-Oct-15	16-Oct-15	46.	Key Terms		Page No. 17		Learn on Page No. 17		
		47.	Exercise		Page No. 17		Choose the correct word on Page No. 17		
		48.	Practical Work				Practical Work		

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PLANNING WEEK

4 /17   **17** /30

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5261

Computers	Class-I | 40 min		TERM INFORMATION		I	Apr-Sep	13 weeks	1 to 13	39 periods
3 periods p/w | 90 p/a					II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 2: PARTS OF A COMPUTER						
October	Week 3	[90]	TOPIC CONTENT & PAGE NUMBER				WORKBOOK OR ACTIVITY CONTENTS		
19-Oct-15	23-Oct-15	49.	Exercise		Page No. 18		Fill in the blanks on Page No. 18		
		50.	Exercise		Page No. 18		True and false on Page No. 18		
		51.	Practical Work				Practical Work		

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PLANNING WEEK

5 /17   **18** /30

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SUBJECT CODE
5261

Computers	Class-I | 40 min	TERM INFORMATION		I	Apr-Sep	13 weeks	1 to 13	39 periods
3 periods p/w | 90 p/a				II	Oct-Mar	17 weeks	14 to 30	51 periods

MONTH	WEEK	PN	UNIT 2: PARTS OF A COMPUTER	
October	Week 4	[90]	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
26-Oct-15	30-Oct-15	52.	Exercise Page No. 18	Answer the following question Q 1 and Q 2 Page No. 18
		53.	Exercise Page No. 19	Answer the following question Q3, Q4 and Q5 on Page No. 19
		54.	Practical Work	Practical Work

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Syllabus Breakup for Grade I | ACD[2.6A][DR]-5261

AFS-SMS-ACD-WI-5-2(6/1)

a country-wide
school **network**

PLANNING WEEK

6 /17   **19** /30

		SUBJECT CODE
		5261

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

Computers	Class-I | 40 min	TERM INFORMATION		I	Apr-Sep	13 weeks	1 to 13	39 periods
3 periods p/w | 90 p/a				II	Oct-Mar	17 weeks	14 to 30	51 periods

MONTH	WEEK	PN	UNIT 2: PARTS OF A COMPUTER		
November	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS
02-Nov-15	06-Nov-15	55.	Exercise	Page No. 19	Counting on Page No. 19
		56.	Exercise	Page No. 20	Write missing Parts on Page No. 20
		57.	Practical Work		Practical Work

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PLANNING WEEK

7 /17   **20** /30

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

SUBJECT CODE
5261

Computers	Class-I | 40 min		TERM INFORMATION	I	Apr-Sep	13 weeks	1 to 13	39 periods
3 periods p/w | 90 p/a				II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 2: PARTS OF A COMPUTER					
November	Week 2	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS		
09-Nov-15	13-Nov-15	58.	Revise Chap 2			Revise Chap 2		
		59.	Assessment Chap 2			Assessment Chap 2		
		60.	Practical Work			Practical Work		

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PLANNING WEEK

8 /17   **21** /30

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

SUBJECT CODE
5261

Computers	Class-I	40 min	TERM INFORMATION		I	Apr-Sep	13 weeks	1 to 13	39 periods
3 periods p/w	90 p/a				II	Oct-Mar	17 weeks	14 to 30	51 periods

MONTH	WEEK	PN	UNIT 3: KEYBOARD		
November	Week 3	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS
16-Nov-15	20-Nov-15	61.	Keyboard	Page No. 21	Learn about keyboard on Page No. 21
		62.	Keyboard	Page No. 21	Learn about different keys on Page No. 21
		63.	Practical Work		Practical Work

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school **network**

SUBJECT CODE
5261

Computers	Class-I | 40 min	TERM INFORMATION		I	Apr-Sep	13 weeks	1 to 13	39 periods
3 periods p/w | 90 p/a				II	Oct-Mar	17 weeks	14 to 30	51 periods

MONTH	WEEK	PN	UNIT 3: KEYBOARD		
November	Week 4	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS
23-Nov-15	27-Nov-15	64.	Alphabet Keys	Page No. 22	Learn about alphabet keys on Page No. 22
		65.	Number keys	Page No. 22	Learn about number keys on Page No. 22
		66.	Practical Work		Practical Work

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PLANNING WEEK

10 /17   **23** /30

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SUBJECT CODE
5261

Computers	Class-I | 40 min	TERM INFORMATION		I	Apr-Sep	13 weeks	1 to 13	39 periods
3 periods p/w | 90 p/a				II	Oct-Mar	17 weeks	14 to 30	51 periods

MONTH	WEEK	PN	UNIT 3: KEYBOARD		
December	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS
30-Nov-15	04-Dec-15	67.	Number Keys	Page No. 23	Learn about number keys on Page No. 23
		68.	Alphabets Keys	Page No. 23	Colouring on Page No. 23
		69.	Practical Work		Practical Work

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PLANNING WEEK

11 /17   **24** /30

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SUBJECT CODE
5261

Computers	Class-I	40 min	TERM INFORMATION		I	Apr-Sep	13 weeks	1 to 13	39 periods
3 periods p/w	90 p/a				II	Oct-Mar	17 weeks	14 to 30	51 periods

MONTH	WEEK	PN	UNIT 3: KEYBOARD	
December	Week 2	[90]	TOPIC CONTENT & PAGE NUMBER	WORKBOOK OR ACTIVITY CONTENTS
07-Dec-15	11-Dec-15	70.	Number Keys Page No. 24	Colouring on Page No. 24
		71.	Different Keys Page No. 24	Learn about different keys on Page No. 24
		72.	Practical Work	Practical Work

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PLANNING WEEK

12 /17   **25** /30

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SUBJECT CODE
5261

Computers	Class-I | 40 min		TERM INFORMATION	I	Apr-Sep	13 weeks	1 to 13	39 periods
3 periods p/w | 90 p/a				II	Oct-Mar	17 weeks	14 to 30	51 periods

MONTH	WEEK	PN	UNIT 3: KEYBOARD		
December	Week 3	[90]	TOPIC CONTENT & PAGE NUMBER		WORKBOOK OR ACTIVITY CONTENTS
14-Dec-15	18-Dec-15	73.	Computer Etiquette	Page No. 25	Learn about Computers on Page No. 25
		74.	Exercise	Page No. 26	Choose the correct answer and fill in the blanks on Page No. 26
		75.	Exercise	Page No. 27	Answer the following question on Page No. 27

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PLANNING WEEK

13 /17   **26** /30

SUBJECT CODE
5261

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

Computers	Class-I | 40 min		TERM INFORMATION	I	Apr-Sep	13 weeks	1 to 13	39 periods
3 periods p/w | 90 p/a				II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 3: KEYBOARD					
January	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS		
04-Jan-16	08-Jan-16	76.	Exercise	Page No. 28		Colouring on Page No. 28		
		77.	Exercise	Page No. 29		Count on Page No. 29		
		78.	Exercise	Page No. 30		Helping Mouse on Page No. 30		

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PLANNING WEEK

14 /17   **27** /30

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SUBJECT CODE
5261

Computers	Class-I | 40 min		TERM INFORMATION		I	Apr-Sep	13 weeks	1 to 13	39 periods
3 periods p/w | 90 p/a					II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 3: KEYBOARD & UNIT 4: COMPUTER MOUSE						
January	Week 2	[90]	TOPIC CONTENT & PAGE NUMBER				WORKBOOK OR ACTIVITY CONTENTS		
11-Jan-16	15-Jan-16	79.	Test Paper 1		Page No. 31		Exercise Page No. 31		
		80.	Computer Mouse		Page No. 32/33		Learn about mouse on Page No. 32,33		
		81.	Mouse Pointer		Page No. 34		Learn more about mouse on Page No. 34		

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PLANNING WEEK

15 /17   **28** /30

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SUBJECT CODE
5261

Computers	Class-I | 40 min		TERM INFORMATION	I	Apr-Sep	13 weeks	1 to 13	39 periods
3 periods p/w | 90 p/a				II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 4: COMPUTER MOUSE					
January	Week 3	[90]	TOPIC CONTENT & PAGE NUMBER			WORKBOOK OR ACTIVITY CONTENTS		
18-Jan-16	22-Jan-16	82.	Computer Etiquette	Page No. 35		Learn more about mouse on Page No. 35		
		83.	Exercises	Page No. 36/37		Answer the following questions on Page No. 36,37		
		84.	Exercises	Page No. 38		Activity on Page No. 38		

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PLANNING WEEK

16 /17   **29** /30

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SUBJECT CODE
5261

Computers	Class-I | 40 min		TERM INFORMATION		I	Apr-Sep	13 weeks	1 to 13	39 periods
3 periods p/w | 90 p/a					II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 5: USES OF COMPUTER						
January	Week 4	[90]	TOPIC CONTENT & PAGE NUMBER				WORKBOOK OR ACTIVITY CONTENTS		
25-Jan-16	29-Jan-16	85.	Uses of Computer		Page No. 39/40		Learn uses of Computer on Page No. 39,40		
		86.	Computer At many Places		Page No. 41/42		Learn computer is used at different places on Page No. 41,42		
		87.	Exercises		Page No. 43/44		Activities on Page No. 43,44		

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PLANNING WEEK

17 /17   **30** /30

SUBJECT CODE
5261

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Computers	Class-I | 40 min		TERM INFORMATION		I	Apr-Sep	13 weeks	1 to 13	39 periods
3 periods p/w | 90 p/a					II	Oct-Mar	17 weeks	14 to 30	51 periods
MONTH	WEEK	PN	UNIT 34: COMPUTER MOUSE						
February	Week 1	[90]	TOPIC CONTENT & PAGE NUMBER				WORKBOOK OR ACTIVITY CONTENTS		
01-Feb-16	05-Feb-16	88.	Exercise	Page No. 45/46			Activities on Page No. 45,46		
		89.	Test Paper 2	Page No. 47,48			Test Paper on Page No. 47/48		
		90.	Revision + Practical				Revision + Practical work.		

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