ST. LAWRENCE HIGH SCHOOL
A JESUIT CHRISTIAN MINORITY INSTITUTION

Syllabus Planner for the year 2018 **TERM: FIRST** **TEACHER'S NAME: MR. SUPHAL GHOSH** **CLASS: 4** **SECTION: A,B,C**

Max No. of working days: 83 No. of periods available : 12 Subject : Computer Science

MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	HOME WORK	CLASS WORK
JANUARY	2	Chapter 1 Computer Storage Device	Characteristics of a computer Common terms used in the field of computer Storage devices	Test yourself- page 10, 13,	Tick the correct option, Fill in the blanks, Match the following, State whether the following statement s are true or false, Answer the following questions. Exercise of this chapter(page 14,15,16.)
FEBRUARY	4	Chapter 2 Memory Device	Memory unit of a computer Primary and Secondary memories How to measure memory units.	Test yourself- page 10, 13,	Tick the correct option, Fill in the blanks, Match the following, State whether the following statement s are true or false, Answer the following questions. Exercise of this chapter(page 14,15,16.)
MARCH	4	Chapter 3 GUI Operating System	Windows 7 Windows Desktop Start button	Test yourself- page 19,22, 26, 27,	Tick the correct option, Fill in the blanks, Tick the correct statements, Answer the following questions.
APRIL	2	Chapter 4 Desktop Management	Control Panel Personalising the Desktop Controlling System Date & Time	Test yourself- page 19,22, 26, 27, --	Tick the correct option, Fill in the blanks, Tick the correct statements, Answer the following questions.

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

Submitted on : 24/01/2018

Signature of the Teacher : ....Suphal Ghosh....

Academic Co-ordinator: ....

PRINCIPAL

VICE-PRINCIPAL Roychowdhury
31.1.18

ST. LAWRENCE HIGH SCHOOL

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Syllabus Planner for the year 2018   TERM: SECOND   TEACHER'S NAME: MR. SUPHAL GHOSH   CLASS: 4   SECTION: A,B,C

Max No. of working days:73   No. of periods available :13   Subject : Computer Science

MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	HOME WORK	CLASS WORK
MAY	2	2nd term Begins Chapter5 Tools of Word Processor - 1	Selecting Text Copying & Moving text Using Spell Check feature Font formatting	Tick the correct option, Fill in the blanks, Match the following, Write short notes on each of the following, Answer the following questions. Page (50-52). Exercise of this chapter.	Tick the correct option, Fill in the blanks, Match the following, Write short notes on each of the following, Answer the following questions. Page (50-52). Exercise of this chapter.
JUNE	3	Chapter 6 Tools of Word Processor - 2	Printing a document Adding & Removing text Using Undo & Redo tools Formatting a document Paragraph formatting	Keyboard shortcut page 35,Activity Time page 39,41	Tick the correct option, Fill in the blanks, Match the following, Write short notes on each of the following, Answer the following questions. Page (50-52). Exercise of this chapter.
JULY	4	Chapter 7 Internet and Web Browsing	The Internet & what need for its connection, A web browser & its various components, Navigating between the web pages, Using the search engine for finding information.	Activity Time- page 61	Tick the correct option, Fill in the blanks, State whether the following statements are true or false, Answer the following questions (page 62-63) Exercise of this chapter.
AUGUST	4	Chapter 8 Presentation Software – An Introduction Chapter 1 & 2(1st) Third term begin.	MS PowerPoint Starting MS PowerPoint Components of MS PowerPoint Screen	Creating Slides and Presentation.(page 68-72)	Tick the correct option,Fill in the blanks, State whether the following statements are true or false, Match the following, Answer the following page (74-75). Exercise of this chapter.

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Submitted on : 24/01/2018

Signature of the Teacher : …Suphal Ghosh……

PRINCIPAL

Academic Co-ordinator: …………………………………

VICE-PRINCIPAL   *Rajchowdhury* 38, 1, 18

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Syllabus Planning for the year: 2018   TERM: THIRD   TEACHER'S NAME: MR. SUPHAL GHOSH   CLASS:4   SECTION: A,B,C

Max No. of working days: 61   No. of periods available :7   Subject : Computer Science

MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	HOME WORK	CLASS WORK
SEPTEMBER	4	Chapter 9 Presentation Software- An Introduction	Creating a Presentation Slide Show Exiting MS PowerPoint.	Activity – use the Copy- Paste feature to print your school name 10 times on the screen. Page 72 and Open MS Word Page 74 , type the following sentence in MS Word. Page 77.	Tick the correct option, Fill in the blanks, State whether the following statements are true or false, Match the following, Answer the following page (77,78). Exercise of this chapter.
OCTOBER	3	Chapter10 Introduction to MS PowerPoint 2010 Chapter 11	Components of MS PowerPoint Screen, Creating a Presentation, Slide show, Exiting MS PowerPoint. Features of File Management.	Discus on how MS PowerPoint Presentation is useful for better understanding of a subject or a topic. Keyboard shortcuts page 85,86	Tick the correct option, Fill in the blanks, State whether the following statements are true or false, Answer the following questions (page 89,90). Exercise of this chapter.
NOVEMBER		Chapter 3&4(1st) + chapter 7&8(2nd) Project- "Computer Menory"			
DECEMBER				--	----

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Submitted on : 24/01/2018

Signature of the Teacher : …………………………………………

PRINCIPAL

Academic Co-ordinator: …………………………………………

VICE-PRINCIPAL   31.1.18