ST. LAWRENCE HIGH SCHOOL

27, BALLYGUNGE CIRCULAR ROAD, KOLKATA - 700019

Session Plan/ Syllabus Coverage for the Academic Year 2025-2026

Subject: Computer **Term: First Term** **Name of the Subject Co-ordinator: Srija Das** **Name of the Book/s: New Log On To Computers-2**

No. of Working Days: 91 **No. of Periods Available: 19** **Class: 2 Sections: A, B & C**

MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	CLASS WORK	TEACHING AIDS
April	3	**First Term Begins** **Chapter 1-** Computer- An Electronic Device	Working of a computer, IPO cycle How are computers different from us? How are humans superior to computer?	Explanation of the topics (Page no. 7 to 13). Questions and answers to be done in class.	Students will draw a computer system. Students will learn typing.
May	3	**Chapter 1-** Computer- An Electronic Device (Continued)	Advantages of a computer Disadvantages of a computer	Demonstration to be given in class (Page no. 14 to 16) Exercise (Page no. 16, 17) Fill in the blanks to be done in class. Questions and answers to be done in class.	Students will draw an electronic device which looks similar to monitor.
June	2	**Chapter 2-** Role of Computers	Uses of computers at various places Role of computers in enhancing the teaching and learning process	Explanation of the topics (Page no. 20 to 24). Write True or False to be done in the class. Demonstration to be given in class (Page no. 25 to 27) Exercise (Page no. 28, 29) Questions and answers to be done in class.	Students will stick pictures of places where computers are being used in their copies.
July	5	**Chapter 3-** Input and Output Devices	Input Devices Output Devices Storage Devices	Explanation of the topics (Page no. 30 to 33). Questions and answers to be done in the class. Match the followings to be done in the class. Demonstration to be given in class (Page no. 34 to 36) Exercise (Page no. 37, 38)	Students will draw the brain of the computer.

Teachers are requested to prepare a LESSON PLANS for each Topic month wise.
Kindly mention the chapters included for Terminal Examinations.

Signature of the Co-Teachers: 1. .... 2. ....

Submitted on: 29/04/25

Academic Co-ordinator: ....

PRINCIPAL

VICE PRINCIPAL

ST. LAWRENCE HIGH SCHOOL

27, BALLYGUNGE CIRCULAR ROAD, KOLKATA - 700019

Session Plan/ Syllabus Coverage for the Academic Year 2025-2026

Subject: Computer **Term: Second Term** **Name of the Subject Co-ordinator: Srija Das** **Name of the Book/s: New Log On To Computers-2**
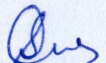
No. of Working Days: 76 **No. of Periods Available: 15** **Class: 2 Sections: A, B & C**

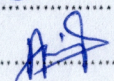| MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	CLASS WORK	TEACHING AIDS
August	4	**Chapter 4-** Keyboard-Special Keys **Revision of First Term Syllabus-Chapters 1,2,3 & 4**	Shift key, Num lock key, Home and End keys, Punctuation keys Keyboard shortcut and other keys **Revision of First Term Syllabus-Chapters 1,2,3 & 4**	Explanation of the topics (Page no. 41 to 44) Questions and answers to be done in class. Exercise (Page no. 45, 46) **Revision of First Term Syllabus-Chapters 1,2,3 & 4**	Students will draw a keyboard on a chart paper.
September	2	**Revision of First Term Syllabus-Chapters 1,2,3 & 4** **First Term Examination**	**Revision of First Term Syllabus-Chapters 1,2,3 & 4** **First Term Examination**	**Revision of First Term Syllabus-Chapters 1,2,3 & 4** **First Term Examination**	
October	3	**Second Term Begins** **Chapter 5-** Computer Mouse -An Input Device **Chapter 6-** Fun With Paint	Mouse, Mouse Pointer, Mouse Actions Different Polygons and Curved Lines Different tools of the tools group Opening a new file in paint Saving a drawing in paint Opening an already saved drawing Closing Paint program	Explanation of the topics (Page no. 48 to 50) Exercise (Page no. 51, 52) Explanation of the topics in Practical classes (Page no. 55 to 62) Write True or False to be done in the class. Demonstration to be given in class (Page no. 63 to 65) Exercise (Page no. 66, 67) Questions and answers to be done in class.	Students will draw different shapes in MS-Paint.
November	3	**Chapter 7-** Introduction to File Management	File, File Management, Saving a file Saving a file in the specified path	Explanation of the topics (Page no. 71 to 74) Questions and answers to be done in the class. Exercise (Page no. 75, 76)	Students will save a file in computer lab.

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MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	CLASS WORK	TEACHING AIDS
December	3	**Chapter 8-** Notepad	Starting Notepad, Parts of the Notepad Window Type in Notepad	Explanation of the topics (Page no. 77 to 81) Fill in the blanks to be done in class. Write True or False to be done in the class. Questions and answers to be done in class.	Students will type about themselves in Notepad.
January	4	**Chapter 8-** Notepad (Continued) **Chapter 9-**Coding: An Introduction	Saving a file in Notepad Exiting Notepad Coding-An Introduction Understanding different types of codes	Exercise (Page no. 82, 83) Questions and answers to be done in class. Fill in the blanks to be done in class. Exercise (Page no. 90)	Students will save a file and open an existing file in notepad.
February	2	**Revision of Second Term Syllabus (Chapters 5,6,7,8 & 9)** **Second Term Examination**	**Revision of Second Term Syllabus (Chapters 5,6,7,8 & 9)** Second Term Examination	**Revision of Second Term Syllabus (Chapters 5,6,7,8 & 9)** **Second Term Examination**	
March		—	—	—	

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PRINCIPAL

Submitted on: 29/04/25

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