



# 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: Srijia Das

Name of the Book/s: New Log On To Computers-3

No. of Working Days: 91


No. of Periods Available: 19

Class: 3 Sections: A, B & C

MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	CLASS WORK	TEACHING AIDS
April	3	<b>First Term Begins</b> <b>Chapter 1-</b> Working of a Computer System	Characteristics of a computer, Working of a computer Parts of a Computer	Explanation of the topics (Page no. 8 to 13)	Students will draw a computer system.
May	3	<b>Chapter 1-</b> Working of a Computer System (Continued)	Hardware Software	Demonstration to be given in class (Page no. 14 to 16) Exercise (Page no. 17 to 19) Fill in the blanks to be done in class. Questions and answers to be done in class.	Students will draw IPO cycle and explain the process.
June	2	<b>Chapter 2-</b> Introduction to Windows 10	An Operating System Microsoft Windows Exploring The Windows 10 Desktop Shutting Down Your Computer	Explanation of the topics (Page no. 21 to 23) Write True or False to be done in the class. Demonstration to be given in class (Page no. 24 to 30) Exercise (Page no. 31, 32)	Students will turn on and shut down a computer.
July	5	<b>Chapter 3-</b> Introduction to Word 2019	Starting Word 2019 Components of Word 2019 Creating a document, Saving the current document Opening a saved file Printing a document	Explanation of the topics (Page no. 37 to 41) 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. 42 to 46) Exercise (Page no. 47, 48)	Student will create a document on themselves and save the document in Word 2019.

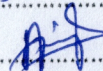
Teachers are requested to prepare a LESSON PLANS for each Topic month wise.

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-3

No. of Working Days:76

No. of Periods Available: 15

Class: 3 Sections: A, B & C

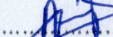
MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	CLASS WORK	TEACHING AIDS
August	4	<b>Chapter 4-</b> Editing Text in Word 2019  <b>Revision of First Term Syllabus- Chapters 1,2,3 &amp; 4</b>	Selecting Text, Inserting Text Copying Text, Moving Text Undo and Redo Spell Check and Grammar <b>Revision of First Term Syllabus- Chapters 1,2,3 &amp; 4</b>	Explanation of the topics (Page no. 50 to 56) Questions and answers to be done in class. Exercise (Page no. 57, 58)  <b>Revision of First Term Syllabus- Chapters 1,2,3 &amp; 4</b>	Students will type a document on 'Tiger' and edit that document in Word 2019.
September	2	<b>Revision of First Term Syllabus- Chapters 1,2,3 &amp; 4</b> <b>First Term Examination</b>	<b>Revision of First Term Syllabus- Chapters 1,2,3 &amp; 4</b> <b>First Term Examination</b>	<b>Revision of First Term Syllabus- Chapters 1,2,3 &amp; 4</b> <b>First Term Examination</b>	
October	3	<b>Second Term Begins</b> <b>Chapter 5-</b> More on Paint	Selecting an image Cropping an image, Resizing an image, Skewing an image, Rotating an image Flipping an image, Zoom in and Zoom out Copy and Paste Cut and Paste Setting a drawing as your desktop background Printing a file in Paint Saving a file in different file formats	Explanation of the topics in Practical classes (Page no. 70 to 74) Write True or False to be done in the class. Exercise (Page no. 75, 76)	Students will resize, skew and rotate an image.
November	3	<b>Chapter 6-</b> Coding:Stepwise Thinking	Stepwise thinking Reasoning and problem solving	Explanation of the topics (Page no. 80 to 84) Questions and answers to be done in the class. Exercise (Page no. 85,86)	Students will set a drawing drawn in MS Paint as desktop background.

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Signature of the Co-Teachers: 1.  2. 

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Term: Second Term

Name of the Subject Co-ordinator: Srima Das

Name of the Book/s: New Log On To Computers-3

No. of Working Days:76


No. of Periods Available: 15

Class: 3 Sections: A, B & C

MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	CLASS WORK	TEACHING AIDS
December	3	<b>Chapter 7-</b> Introduction to the Internet	Internet-An Introduction Advantages and disadvantages of the Internet Terms related to the Internet Access to connect to the Internet Netiquette, Responsibilities of a good digital citizen	Explanation of the topics (Page no. 91 to 98) 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. Exercise (Page no. 100, 101)	Students will make a chart on 'Winter' after collecting information from Internet.
January	4	<b>Chapter 8-</b> File Management -Organisation of Folders	File Explorer Creating a new folder on a desktop Creating a new file Renaming a file/folder, Deleting a file/folder Saving a file	Explanation of the topics (Page no. 104 to 111) Exercise (Page no. 112, 113) Questions and answers to be done in class.	Students will create new file/ folder, rename a file/folder.
February	2	<b>Revision of Second Term Syllabus Chapters 5,6,7 &amp; 8</b> <b>Second Term Examination</b>	<b>Revision of Second Term Syllabus Chapters 5,6,7 &amp; 8</b> <b>Second Term Examination</b>	<b>Revision of Second Term Syllabus Chapters 5,6,7 &amp; 8</b> <b>Second Term Examination</b>	
March		—	—	—	


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