



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: Srijita Das

Name of the Book/s: CISCE e-world-4


No. of Working Days: 91

No. of Periods Available: 19

Class: 4 Sections: A, B & C


MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	CLASS WORK	TEACHING AIDS
April	3	<u>First Term Begins</u> Chapter 1- Computers- Storage and Memory device	Measuring Memory Primary Memory	Explanation of the topics (Page no. 1 to 5).	Students will make a table on 'Units of measuring the computer memory'.
May	3	Chapter 1- Computers- Storage and Memory device (Continued)	Secondary Memory	Demonstration to be given in class (Page no. 6 to 8) Exercise (Page no. 10, 11) Fill in the blanks to be done in class. Questions and answers to be done in class.	Students will draw the chart on 'Computer Memory'.
June	2	Chapter 2- GUI Operating System- Desktop Management	Functions of an Operating System Microsoft Windows Operating System Windows 10	Explanation of the topics (Page no. 14 to 17) Write True or False to be done in the class. Demonstration to be given in class (Page no. 18 to 20)	Students will turn on and shut down a computer.
July	5	Chapter 2- GUI Operating System- Desktop Management (Continued)	Customising the Windows Environment	Explanation of the topics (Page no. 21 to 24) Questions and answers to be done in the class. Exercise (Page no. 25 to 27)	Students will change the desktop background, change the date and time.

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. 

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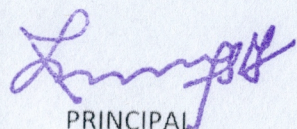
Submitted on: 29/04/25

Academic Co-ordinator: 

VICE PRINCIPAL



PRINCIPAL





ST. LAWRENCE HIGH SCHOOL

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



Subject: Computer Term: Second Term

Name of the Subject Co-ordinator: Srijia Das Name of the Book/s: CISCE e-world-4

No. of Working Days: 76

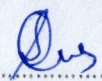
No. of Periods Available: 15

Class: 4 Sections: A, B & C

MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	CLASS WORK	TEACHING AIDS
August	4	Chapter 3- Tools of Word Processor Revision of First Term Syllabus- Chapters 1,2 & 3	Selecting Text, Adding a new Text, Deleting the Text Copying and moving the text Undo and Redo commands Changing the font, font size and colour Paragraph formatting Using Spelling and grammar feature, using Thesaurus Previewing and printing a document Revision of First Term Syllabus- Chapters 1,2 & 3	Explanation of the topics by showing them in computer lab (Page no. 30 to 44). Questions and answers to be done in class. Exercise (Page no. 46, 47) Revision of First Term Syllabus- Chapters 1,2 & 3	Students will edit a text in Word 2019.
September	2	Revision of First Term Syllabus- Chapters 1,2 & 3 First Term Examination	Revision of First Term Syllabus- Chapters 1,2 & 3 First Term Examination	Revision of First Term Syllabus- Chapters 1,2 & 3 First Term Examination	
October	3	Second Term Begins Chapter 4- The Internet- Web Browser (Continued)	Uses of Internet, Internet Service Provider www, Web Browser, Webpage, Hyperlinks, Website URL, Accessing a webpage using a browser Searching information using search engines Precautions while using Internet	Explanation of the topics (Page no. 51 to 62) Fill in the blanks to be done in class. Exercise (Page no. 64, 65)	Students will search for school website to collect some information given in class.
November	3	Chapter 5- Presentation Software-An Introduction	Introduction to Microsoft PowerPoint 2013 Starting Microsoft PowerPoint 2013 Components of a PowerPoint Window Creating a new presentation Running a slide show Saving a presentation, closing a presentation, opening an existing presentation	Explanation of the topics in lab (Page 68 to 80) Questions and answers to be done in the class. Exercise (Page 81, 82)	Students will create a presentation in Microsoft PowerPoint.


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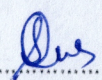
No. of Periods Available: 15

Class: 4 Sections: A, B & C

MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	CLASS WORK	TEACHING AIDS
December	3	Chapter 6- Step-wise Thinking	Why step-wise thinking Stages involved in Stepwise Thinking Advantages of Stepwise Thinking Case Studies Computers and Stepwise Thinking	Explanation of the topics (Page no. 85 to 91) Questions and answers to be done in class. Exercise (Page no. 92, 93)	Students will create a presentation in Microsoft PowerPoint and will present it.
January	4	Chapter 7- Features of File Management	Files, Folders Opening File Explorer Parts of the File Explorer Window Working in File Explorer Managing file- The right way	Explanation of the topics (Page no. 96 to 107) Exercise (Page no. 108,109) Questions and answers to be done in class.	Students will create new file/ folder, rename a file/folder.
February	2	Revision of Second Term Syllabus- Chapters 4,5,6 & 7 Second Term Examination	Revision of Second Term Syllabus- Chapters 4,5,6 & 7 Second Term Examination	Revision of Second Term Syllabus- Chapters 4,5,6 & 7 Second Term Examination	
March		—	—	—	

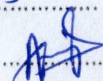
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