



ST. LAWRENCE HIGH SCHOOL

A Jesuit Christian Minority Institution
27, BALLYGUNGE CIRCULAR ROAD, KOLKATA- 700019



TERM: FIRST & SECOND

TEACHER'S NAME: SOUMAK CHATTERJEE & MOUMITA MUKHERJEE

Syllabus planning for the academic year 2018

Subject: COMPUTER SCIENCE

CLASS: VI

SECTION: ABC

No. of working days: 60

No. of periods available: 24

MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	HOMEWORK	CLASS WORK
JANUARY	6	1. COMPUTERS	<ul style="list-style-type: none"> CHARACTERISTICS AND APPLICATIONS OF A COMPUTER 	<ul style="list-style-type: none"> FORMATIVE ASSESSMENT RAM, ROM, PRIMARY MEMORY, SECONDARY MEMORY 	<ul style="list-style-type: none"> NOTES ON TYPES OF COMPUTERS DEFINITIONS OF TYPES OF MEMORY PRACTICAL: MS WORD
FEBRUARY	6	2. MORE ON MS WINDOWS 7	<ul style="list-style-type: none"> FEATURES OF WINDOWS, MENU BAR, CONTROL PANEL, MOUSE & DISK 	<ul style="list-style-type: none"> FORMATIVE ASSESSMENT CONTROL PANEL, BUTTON CONFIGURATION 	<ul style="list-style-type: none"> STEPS TO OPEN CONTROL PANEL STEPS TO SET DATE, TIME & MOUSE OPTIONS PRACTICAL: MS WORD- TABLE
MARCH	8	3. MS WORD TABLES 4. MS WORD MAIL MERGE	<ul style="list-style-type: none"> HOW TO CREATE & USE FEATURES OF TABLES SUCH AS INSERTION, MODIFICATION & DELETION HOW TO PERFORM MAIL MERGE IN MS WORD 2007 	<ul style="list-style-type: none"> FORMATIVE ASSESSMENT SPLIT CELLS, MERGE CELLS 	<ul style="list-style-type: none"> LAB ACTIVITY PRACTICAL: MS WORD
FIRST TERM SYLLABUS: CHAPTER: 1, 2, 3, 4				PRACTICAL: MS WORD [EXAM ON 05.03.2018]	
APRIL	2 ND TERM BEGINS 4	5. MS WORD: MORE FEATURES	<ul style="list-style-type: none"> HOW TO WORK WITH HEADER AND FOOTER HOW TO INSERT END NOTE, FOOTNOTE, SYMBOLS & SPECIAL CHARACTERS 	<ul style="list-style-type: none"> FORMATIVE ASSESSMENT HEADER, FOOTER, ENDNOTE 	<ul style="list-style-type: none"> DEFINITIONS OF THE TERMS IN THE CHAPTER STEPS TO INSERT HEADER & FOOTER & WORK ON ENDNOTES, FOOTNOTE

Teachers are requested to prepare a LESSON PLAN 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 Teacher: Soumak Chatterjee / Moumita Mukherjee

PRINCIPAL

ACADEMIC CO-ORDINATOR
[Signature]
25/1/18
St. Lawrence High School

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VICE PRINCIPAL



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TERM: SECOND & THIRD

TEACHER'S NAME: SOUMAK CHATTERJEE & MOUMITA MUKHERJEE

Subject: COMPUTER SCIENCE

CLASS: VI

SECTION: ABC

Syllabus planning for the academic year 2018

No. of working days: 57

No. of periods available: 22

MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	HOMEWORK	CLASS WORK
MAY	4	6. EXCELLENT EXCEL	<ul style="list-style-type: none"> WORKING IN EXCEL & ITS DATATYPES UNDERSTANDING WORKSHEETS & ENTERING DATA 	<ul style="list-style-type: none"> FORMATIVE ASSESSMENT MAIL MERGE, WORKSHEET 	<ul style="list-style-type: none"> PRACTICAL CLASES TO BE TAKEN LAB ACTIVITY: MS EXCEL
JUNE	6	7. EDITING CELL CONTENTS	<ul style="list-style-type: none"> WORKING WITH TOOLS TO INSERT, MODIFY, DELETE DATA IN CELLS OF MS EXCEL 	<ul style="list-style-type: none"> FORMATIVE ASSESSMENT AUTOFILL, COPY & MOVE CELL CONTENTS 	<ul style="list-style-type: none"> PRACTICAL CLASES TO BE TAKEN LAB ACTIVITY MS EXCEL
JULY	8	8. EXCEL: FORMATTING DATA	<ul style="list-style-type: none"> WORKING WITH FONT ALIGNMENT & FORMATTING CELLS 	<ul style="list-style-type: none"> FORMATIVE ASSESSMENT NUMBER TAB, ALIGNMENT TAB, FONT TAB 	<ul style="list-style-type: none"> PRACTICAL CLASES TO BE TAKEN LAB ACTIVITY: MS EXCEL EXAM
SECOND TERM SYLLABUS: CHAPTER: 5, 6, 7, 8 REVISION CHAPTERS: 1, 2 PRACTICAL: MS EXCEL [EXAM ON 05.07.2018]					
AUGUST	3 RD TERM BEGINS 4	9. INTERNET AND EMAIL	<ul style="list-style-type: none"> SEARCH ENGINES OPENING & WORKING ON EMAIL ACCOUNT BROWSING THE INTERNET INTERNET CONNECTION 	<ul style="list-style-type: none"> FORMATIVE ASSESSMENT ISP, EMAIL 	<ul style="list-style-type: none"> DEFINITIONS OF INTERNET, SEARCH ENGINES, EMAIL STEPS TO SEND & USING EMAIL ACCOUNT STEPS TO BROWSE THE INTERNET

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Subject: COMPUTER SCIENCE

CLASS: VI

SECTION: ABC

Syllabus planning for the academic year 2018

No. of working days: 38

No. of periods available: 14

MONTH	NO. OF PERIODS	LESSONS	TOPICS COVERED	HOMEWORK	CLASS WORK
SEPTEMBER	6	10. QBASIC	<ul style="list-style-type: none"> COMPUTER PROGRAMMING USING QBASIC PROGRAMMING WITH QBASIC COMMANDS 	<ul style="list-style-type: none"> FORMATIVE ASSESSMENT MENU, QBASIC INTERFACE 	<ul style="list-style-type: none"> PRACTICAL CLASSES TO BE TAKEN BASED ON HOW TO WRITE PROGRAMS IN QBASIC SUCH AS CALCULATING SUM, FINDING AREA ETC. LAB ACTIVITY: QBASIC
OCTOBER	6	11. QBASIC: GRAPHICS AND SOUNDS	<ul style="list-style-type: none"> ADVANCED QBASIC INSERTING COMMANDS TO DRAW LINE, CIRCLE, PAINT, SOUND 	<ul style="list-style-type: none"> FORMATIVE ASSESSMENT QBASIC PROGRAMMING 	<ul style="list-style-type: none"> PRACTICAL CLASSES TO BE TAKEN BASED ON HOW TO DRAW CIRCLES, RECTANGLES & WORK WITH GRAPHICS LAB ACTIVITY : QBASIC EXAM
NOVEMBER	2	REVISION CHAPTER: 3, 4, 6, 7, 8	REVISION		
THIRD TERM SYLLABUS: ALL CHAPTER			PRACTICAL: QBASIC [EXAM ON 14.09.2018]		

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