



## Fortnightly Syllabus Planning (2019-20)

### Class-I

### Computer Applications- Practical

**New Session begins on 1<sup>st</sup> April , 2019**

S.No.	Duration	No. of Teaching Days	Syllabus planned
1	1 <sup>st</sup> April – 15 <sup>th</sup> April	2	Basic Computer Etiquettes and Uses of Computer
2	16 <sup>th</sup> April – 30 <sup>th</sup> April	2	Demonstration of different parts of Computer
3	1 <sup>st</sup> May – 15 <sup>th</sup> May	2	"How the Keyboard Works"
3	16 <sup>th</sup> May – 31 <sup>st</sup> May	2	"How the Mouse Works"
<b>Summer Vacation- 18<sup>th</sup> May – 30<sup>th</sup> June 2019</b>			
5	1 <sup>st</sup> July – 15 <sup>th</sup> July	2	Hands on with Keyboard and Mouse
<b>Evaluation- 1 (22<sup>nd</sup> July 2019 - 9<sup>th</sup> August 2019)</b>			
6	16 <sup>th</sup> July – 31 <sup>st</sup> July	2	Typing of Alphabets in MS-Word ( A to Z)
7	1 <sup>st</sup> August – 15 <sup>th</sup> August	2	Typing of Numbers in MS-Word ( 1 to 50)
8	16 <sup>th</sup> August – 31 <sup>st</sup> August	2	How to Switch On and Off the Computer
9	1 <sup>st</sup> Sept – 15 <sup>th</sup> Sept	2	Introduction to Desktop and MS Paint
10	16 <sup>th</sup> Sept – 30 <sup>th</sup> Sept	2	MS Paint:Creating and Colouring in Shapes
<b>Autumn Break- 5th - 8th October 2019</b>			
11	1 <sup>st</sup> Oct – 15 <sup>th</sup> Oct	2	MS Paint:HUT
<b>Diwali Break - 26<sup>th</sup> - 29<sup>th</sup> October 2019</b>			
11	16 <sup>th</sup> Oct – 31 <sup>st</sup> Oct	2	MS Paint:Panda
12	1 <sup>st</sup> Nov – 15 <sup>th</sup> Nov	2	MS Paint:Panda
<b>Annual Day: 16<sup>th</sup> November'2019</b>			
<b>Evaluation-2 ( 25<sup>th</sup> November - 16<sup>th</sup> December 2019)</b>			
13	16 <sup>th</sup> Nov - 30 <sup>th</sup> Nov	2	MS Paint: Christmas Tree
14	1 <sup>st</sup> Dec – 15 <sup>th</sup> Dec	2	MS Paint: Christmas Tree
15	16 <sup>th</sup> Dec – 31 <sup>st</sup> Dec	2	MS Paint: Christmas Tree
<b>Winter break (30<sup>th</sup> December 2019- 12<sup>th</sup> January 2020)</b>			
16	1 <sup>st</sup> Jan – 15 <sup>th</sup> Jan	2	MS Paint: New Year Card
17	16 <sup>th</sup> Jan - 31 <sup>st</sup> Jan	2	MS Paint: New Year Card
<b>Syllabus completion for Evaluation 3- 31<sup>st</sup> January 2020</b>			
18	1 <sup>st</sup> Feb – 15 <sup>th</sup> Feb	2	<b>REVISION</b>
<b>Syllabus for Assessment</b>			
<b>Exam</b>	<b>Test Date</b>	<b>Syllabus</b>	
<b>EVALUATION 1</b>		Basics of Computer	
<b>EVALUATION 2</b>		MS Paint	
<b>EVALUATION 3</b>		MS Paint	