



Unit	Week No.	Content/ Grammar	Reading/ Phonics	Projects / Graded Assignments	Exam Content	Government Objectives
1: Knowing your computer	1	Computer and Computer hardware	computer, hardware, data, monitor, CPU, input, output, storage, processing device, keyboard, mouse, device, keyboard, joystick, microphone, web camera, scanner, monitor, printer, speaker, headphone, hard disk, floppy disk, compact disc, pen drive, LAN, PAN, MAN, WAN, server, client, workstation, cable, router, modem, bluetooth, network, ms-word, ms, excel, ms-powerpoint, ms-outlook, ms-access, ms-publisher, office button, title bar, ruler, status bar	Downloading pictures of input, output, processing storage devices and then make a presentation on ms-word for objective scores(10)	NA	1. To give students the basic knowledge of the IPO cycle and make them understand the networking concepts.
	2	Input and output devices				
	3	Processing and storage devices/Input-process-output data flow diagram		Identify and match a list of devices under input, output, processing and storage devices for objective scores(10)		
	4	Networking/Computer networks				
2. MS office at a glance		Learning activity: Identifying whether a device is input or output.		Create a score card on ms-excel for objective score (10).		2.To familiarise the students with MS-office and make them understand various applications such as MS-word, MS-excel, MS-powerpoint, etc.
	5	Glancing through MS-office, and MS-word windows				
	6	Glancing through MS-excel /Components of MS-excel window		End of unit quiz for objectives cores(10)		
	7	Components/features of MS-powerpoint window				
		Learning activity: Matching pictures (CD)				



Unit	Week No.	Content/ Grammar	Reading/ Phonics	Projects / Graded Assignments	Exam Content	Government Objectives
Review 3. Creating tables in MS word	8	Creating/drawing/using a table	Reading and defining vocab words.	Word search for objective scores (10).	NA	N/A
	9	Formating a table				
Review	10	Input-process-output data flow diagram				
		Glancing through MS-office, and MS-word				
		Glancing through MS-excel, power point				
Midterm	11	Mid-term Exams				
	12	Creating/drawing/using a table	office button, title bar, ruler, status bar, vertical scroll bar, horizontal scroll bar, scroll bar, ribbon, status bar, minimize, maximize, close button, row, column, cell, sheet, formular bar, name box, sheet tab, table, page number, shapes, objects,clip art, word art, smart art, slide, design themes, bullets,transitions, animations , slide show	Create an exact copy of their school time table on ms-word for objective score (10).	NA	3.To make students learn to create, format and modify tables in MS-word.
	13	Formating a table				
4. Inserting object and drawing in MS word	14	Inserting pictures, clip art, word art and formating		Make a power point presentation on any topic of you choice for objective scores(10)		4.To make students learn and practice inserting objects, clip art, page numbers, in MS-word and to enhance their knowledge about the ready-made shapes in MS-word.
	15	Inserting page numbers and drawing shapes				
5. MS powerpoint- editing and formating slides	16	Inserting slides and adding graphics		End of unit quiz for objective scores(10)		5.To enhance the knowledge of students about powerpoint and make them learn to edit and format slides.
	17	Formating/rearranging slides				
	18	Setting up slide shows and playing slide shows				
		Learning activity: PPT Presentation about what they want to be when they grow up.				



Unit	Week No.	Content/ Grammar	Reading/ Phonics	Projects / Graded Assignments	Exam Content	Government Objectives
Review		REVIEW	Reading and defining vocab words.	Use ms-excel to calculate scores for objective scores (10)`.	NA	N/A
	19	Creating tables in MS word				
		Inserting object and drawing in MS word				
		MS powerpoint-editing and formating slides				
		Setting up slide shows and playing slide shows				
Final Exam	20	FINAL EXAM				