Class-9th Syllabus Session(2023-2024)

Month	Week	Syllabus	Theory	Practical	Day	Day wise topics
APRIL	Week 1	Unit 1: Computer Basics-I	Introduction to Computer	Classification of Computers- Micro, Mini, Mainframe, Analog, Digital, etc	Day-1	Introduction about classification of computers
					Day-2	Use and function of different computers
					Day-3	Importance of different computers.
					Day-4	Information about hardware attachments
					Day-5	Safety Instructions & Do's and Don't
					Day-6	Recap
	Week 2		Starting and Shutting down the computer,Identify the Parts of Computer ,keyboard	About Desktop/Screen, Indentify icons of the desktop, Star button and task bar,My Computer, Recycle bin,	Day-1	Function of starting and shut tting down
					Day-2	Parts of computer
					Day-3	Basic about keys of keyboard
					Day-4	Basic about desktop and task bar
					Day-5	Icons and recyclebin
					Day-6	Hand on practice
	Week 3		Functionality of Keys of Keyboard, Identify the Mouse and its Buttons, Precautions to be taken while opening and closing computers	Components of a computer system – CPU, memory, storage devices and I/O devices, Input and Output devices Keyboard Mouse, Monitor, printer, speaker, etc.	Day-1	Introduction of I/O Devices, cpu and storage devices
					Day-2	Uses of I/O Devices
					Day-3	Introduction of monitor ,printer and speaker
					Day-4	Types of storage device
					Day-5	Uses of storage device
					Day-6	Recap
	Week 4		Feature of the Computers, Different types of computers, concept of ASCII,BCD etc.	Memory devices Primary and Secondary Memory	Day-1	Features of computers
					Day-2	Types of computer
					Day-3	Basic of memory devices
					Day-4	Use of memory
					Day-5	Concept of ASCII , BCD
					Day-6	Recap
	Week 1	Unit 2: Using Paint Brush	Introduction of paint	Pencil, eraser, Fill with Color, Pick color, brush, air Brush,	Day-1	Introduction of paint
					Day-2	Use of paint
					Day-3	Information of paint tabs
					Day-4	Classroom activity
					Day-5	Practice
					Day-6	Practice
					Day-1	Introduction of different shapes and structure

					Day	
MAY+JUNE	**Week 2**		Introduction about available paint-brush applications in computers	Selection of rectangle, freeform, View menu, Zoom-in, Zoom- out, Full Screen	Day-2	Hand on practice
					Day-3	Using colour and making different structures
					Day-4	Doubt session
					Day-5	Group activity
					Day-6	Practice
	Week 3	**Unit 3: Using GIMP Image**	Retouching & De-touching with GIMP to enhance photo quality	Printing pictures in GIMP	Day-1	Introduction of GIMP
					Day-2	Use of GIMP
					Day-3	Enhancement of photo quality
					Day-4	Printing pictures
					Day-5	Group activity
					Day-6	Practice
	Week 4		Revision , Class test	Monthly assessment	Day-1	Recap of first week
					Day-2	Recap of second week
					Day-3	Recap of third week
					Day-4	Practical
					Day-5	Doubt session
					Day-6	Assessment
JULY	**Week 1**	**Unit 4: Introduction to Computer Software**	Concept of Hardware and Software	Types of Software	Day-1	Introduction of hardware and software
					Day-2	Uses of Hardware and Software
					Day-3	Types of software
					Day-4	Use of different types of software
					Day-5	Doubt session
					Day-6	Recap
	Week 2		Introduction to OS	Concept of File/Folder	Day-1	Introduction of OS
					Day-2	How OS function?
					Day-3	Importance and function of OS
					Day-4	Types of OS
					Day-5	Concept of file
					Day-6	Assessment
	Week 3		Diiferent OS such as Ubuntuu, MS Windows, MS DOS	Creating/moving/deleting files and folders	Day-1	Introduction of Ubuntu
					Day-2	Why Ubuntu?
					Day-3	Importance and function of Ubuntu
					Day-4	Basic interface of Ubuntu

					Day	
					Day-5	Creating file and folders
					Day-6	Recap
	Week 4		Commands of MS DOS,Ubuntu	How to install software in MS Windows OS/Linux OS/Unix OS/ Ubuntu components.	Day-1	Introduction of MS DOS
					Day-2	Basic function and history
					Day-3	Installation of softwares like Ubuntu
					Day-4	DOS interface and overview
					Day-5	Doubt session
					Day-6	Recap
AUGUST	Week 1	Unit 5: Introduction to writer	Introduction to Word processor, Tools of different word processors like MS Word, WordPad, etc	Checking Spelling	Day-1	Introduction of word writer
					Day-2	Types of writer
					Day-3	Basic about spelling check
					Day-4	Uses of writer like MS Word, Word pad etc
					Day-5	Classroom activity
					Day-6	Recap
	Week 2		Locating and Brief about the writeravailable/installed in the computer like LibreOffice Writer,	Automatic Spell Checking, Checking spelling manually	Day-1	Introduction of spell check and related functions
					Day-2	Importance of spell check.
					Day-3	How to use spell check(manual and automatic)
					Day-4	Practice - error finding and corrections.
					Day-5	Doubt session
					Day-6	Hand on practice
	Week 3		Creating a file Saving, opening,editing,printing a file Selection of text in a document, Insertion of picture into a document, Special characters	Formatting text-Font Size, color,sub-super script,bolditalic, underline, Numbering and bullets,Alignment, Change case	Day-1	How to insert picture into a documents.
					Day-2	Importance of picture in a documents.
					Day-3	Inforamation about font size, text formats
					Day-4	To create a file
					Day-5	Hand on practice
					Day-6	Assessment
	Week 4		Move and Copy text in a document,Find and Replace text, Formatting fonts of a document,Inserting symbols in a document	Hindi typing/Hindi Fonts, Inserting different things like – Word Art, Page break, images, Clip art, date and time, text box, page numbers etc	Day-1	Introduction and types of Writer tools
					Day-2	How to move and copy text in a documents.
					Day-3	Formatting fonts and inserting symbol
					Day-4	How to save word file
					Day-5	Hand on practice
					Day-6	Practical
					Day-1	Introduction of internet

Month	Week	Unit	Topic	Sub-topic	Day	Activity
SEPTEMBER	Week 1	Unit 6: Internet	What is internet	Need of Internet, requirements for internet connection,Jharkhand government, etc.	Day-2	Use of internet
					Day-3	Advantage and disadvantage of internet
					Day-4	Internet function and speed
					Day-5	Hardware for internet
					Day-6	Hand on practice
	Week 2		Internet Service Providers (ISPs), Hardware and software requirement for internet service	Creation of Email and using It.	Day-1	Introduction of ISPs
					Day-2	Requirement of internet service
					Day-3	What is Email & Use
					Day-4	Creating a Email ID
					Day-5	Practical-file attechments
					Day-6	Classroom activity
	Week 3		Search engines and opening and closing, Browsing Website of NCERT	Social networking sites, its advantages and disadvantages, Networking of networks	Day-1	Introduction of search engine
					Day-2	Types of search engine
					Day-3	Opening and closing of search engine
					Day-4	Advantage and disadvantage of search engine
					Day-5	Function of search engine
					Day-6	Self practice
	Week 4		Revision , Class test	Monthly assessment	Day-1	Recap of first week
					Day-2	Recap of second week
					Day-3	Recap of third week
					Day-4	Practical
					Day-5	Doubt session
					Day-6	Assessment
	Week 1		What is spreadsheet,Use of Spreadsheets	Row/column,Different types of View	Day-1	Introduction of spreadsheet
					Day-2	Introduction of column&cell
					Day-3	Introduction of Row
					Day-4	Remove text in Cell, Copy Cut
					Day-5	Doubt session
					Day-6	Hand-on practice
	Week 2		Different spreadsheet packages, Working with spreadsheet, Workbook, sheets, etc..	Freeze Panes, Using formula sum, average, min, max, count	Day-1	Introduction of formula
					Day-2	Use of different keys in worksheet
					Day-3	Types of worksheet
					Day-4	Finding sum and avg etc

OCTOBER		**Unit 7: Introduction to Spreadsheets packages**	workbook, sheets, etc..		Day-5	Doubt session	
					Day-6	Hand-on practice	
	Week 3		Formatting Spreadsheet : Row/column - height width, Deleting/hiding	Auto fill, fill handle , Printing Sheets	Day-1	Basic formatting of spreadsheet	
					Day-2	Information about auto fill and fill handle	
					Day-3	Process of printing sheets	
					Day-4	Classroom activity	
					Day-5	Doubt session	
					Day-6	Hand-on practice	
	Week 4		Revision , Class test	Monthly assessment	Day-1	Recap of first week	
					Day-2	Recap of second week	
					Day-3	Recap of third week	
					Day-4	Practical	
					Day-5	Doubt session	
					Day-6	Assessment	
NOVEMBER	**Week 1**	**Unit 8: Introduction to Multimedia**	Introduction to multimedia, uses of multimedia, Hardware and software required,etc in the system	Media Player	Day-1	Introduction of multi media	
					Day-2	Required hardware and software system	
					Day-3	Uses of multi media system	
					Day-4	Do's and Don'ts	
					Day-5	Recap	
					Day-6	Hand-on practice	
	Week 2		Introduction about different media player	Playing Video/Audio	Day-1	Introduction of different media player	
					Day-2	Video and audio player	
					Day-3	Basic information about playing video and audio	
					Day-4	Do's and Don'ts	
					Day-5	Recap	
					Day-6	Hand-on practice	
	Week 3, 4		Locating media player, sound recorder ,	How to use Sound recorder video ,Making/Editing – inserting images ,setting timeline, publishing	Day-1	sound recorder	
					Day-2	How to use Sound recorder, video making/editing	
					Day-3	Insertion of images	
					Day-4	Do's and dont's	
					Day-5	Recap	
					Day-6	Hand-on practice	
					Day-1	Introduction of Impress and MS powerpoint	

DECEMBER	Week 1, 2	**Unit 9: Introduction to Presentation Package**	Introduction about different applications available for making presentation such as MS power point, LibreOffice Impress	Different views in Impress	Day-2	File Menu of Imprees	
					Day-3	Edit Mene of Impress	
					Day-4	Practical	
					Day-5	Recap & Doubt session	
					Day-6	Creating powerful presentation : ADARSH Vidyalay	
	Week 3		Creating & Saving a Presentation, Adding Text and Picture in slide	Setting up Slide background and applying Design in Template, Setup Slide Show and animation	Day-1	Utility of Presentation	
					Day-2	Setting Backgroud of Slide	
					Day-3	Slide Transition	
					Day-4	Design template and Page setup	
					Day-5	Recap & Doubt session	
					Day-6	Different slide show option and Set up slide show.	
	Week 4		Revision , Class test	Monthly assessment	Day-1	Recap of first week	
					Day-2	Recap of second week	
					Day-3	Recap of third week	
					Day-4	Practical	
					Day-5	Doubt session	
					Day-6	Assessment	
JANUARY	Week 1	**Unit 10: Introduction to Computer Security**	Threats to Computers	Safely browsing the web and using social networks:	Day-1	Introduction of Threats	
					Day-2	Threats Trends	
					Day-3	Threat classification	
					Day-4	Cyber threat management	
					Day-5	Threat hunting	
					Day-6	Recap	
	Week 2		Viruses and its types	Identity protection, proper usage of passwords, privacy, confidentiality of information, cyber	Day-1	What is a Computer Virus?	
					Day-2	Types of Computer Viruses	
					Day-3	What Causes Computer Viruses?	
					Day-4	How Do Computer Viruses Work?	
					Day-5	Do's and Don'ts	
					Day-6	Recap	
	Week 3		Antivirus software and its examples	Different antivirus	Day-1	What is antivirus software (antivirus program)?	
					Day-2	How antivirus software works	
					Day-3	Benefits of antivirus software	
					Day-4	Types of antivirus programs	

					Day-5	Virus detection techniques
					Day-6	Challenges facing antivirus software
	Week 4		Firewall and its uses	Firewall protection	Day-1	What Is Firewall?
					Day-2	Types of Firewalls
					Day-3	How Does a Firewall Work?
					Day-4	Why Are Firewalls Important & Key Use
					Day-5	How to Use Firewall Protection?
					Day-6	Difference Between a Firewall and Antivirus

Class-10th Syllabus Session(2023-2024)

Month	Week	Syllabus	Theory	Practical	Day	Day wise topics
APRIL	Week 1, 2	Unit 1: Networking	Internet: World Wide Web, web servers, web clients, web sites, web pages, web browsers, blogs, news groups, HTML, web address, e-mail address	Internet protocols: TCP/IP, SMTP, POP3, HTTP, HTTPS	Day-1	Introduction about web servers and web clients
					Day-2	Basic of web and email address
					Day-3	Internet protocols
					Day-4	Information about HTTPS, SMTP
					Day-5	Do's and Dont's
					Day-6	Recap
	Week 3, 4		Downloading and uploading files from a remote site, Remote login and file transfer protocols	Protocols: SSH, SFTP, FTP, SCP, TELNET, SMTP, TCP/IP	Day-1	Information about login and file tranfer protocol
					Day-2	Basic about SFTP, FTP etc
					Day-3	Basic about downloading and uploading files
					Day-4	Safety Instructions
					Day-5	Do's and Dont's
					Day-6	Recap
May+June	Week 1	Unit 1: Networking	Services available on the internet: information retrieval, locating sites using search engines and finding people on the net;	Mobile technologies: SMS, MMS, 3G, 4G	Day-1	Services available on internet
					Day-2	Locating sites
					Day-3	Mobile techonologies
					Day-4	Finding people on net
					Day-5	Safety Instructions
					Day-6	Recap
	Week 2, 3	Unit 1: Networking	Web services: chat, email, video conferencing	Social networking, e-Learning, e-Banking, e-Shopping, e-Reservation, e-Governance, e-Groups,	Day-1	Introduction about web services
					Day-2	Information about chat and video conferencing
					Day-3	Some other sites
					Day-4	Information about social networking
					Day-5	Safety Instructions

					Day-6	Recap
	Week 4		Revision , Class test	Monthly assessment	Day-1	Recap of first week
					Day-2	Recap of second and third week
					Day-3	Practical
					Day-4	Practical
					Day-5	Doubt session
					Day-6	Assessment
JULY	Week 1		Introduction to web page designing using HTML: create and save an HTML document, access a web page using a web browser, Bgcolor, link, vlink, alink, br (break), hr(horizontal rule), inserting comments	h1..h6 (heading), p (paragraph), b (bold), i (italics), u (underline), ul (unordered list), ol (ordered list), and li (list item).	Day-1	Introduction to web Page designing
					Day-2	Saving a HTML document
					Day-3	Horizontal rule and inserting comments
					Day-4	Access of web page
					Day-5	Practical
					Day-6	Recap
	Week 2, 3	Unit 2: Using HTML	HTML tags: html, head, title, body, (attributes: text, background,Description lists: dl, dt and dd	Embedding audio and video in a HTML page, Attributes of ol (start, type), ul (type)	Day-1	Introduction of HTML tags
					Day-2	Font tags
					Day-3	Audio and video in HTML page
					Day-4	Doubt session
					Day-5	Practical
					Day-6	Recap
	Week 4		Revision , Class test	Monthly assessment	Day-1	Recap of first week
					Day-2	Recap of second and third week
					Day-3	Practical
					Day-4	Practical
					Day-5	Doubt session
					Day-6	Assessment

AUGUST	**Week 1,2**	**Unit 2: Using HTML**	Insert images: img (attributes: src, width, height, alt), sup (super script), sub (subscript).	Links: significance of linking, anchor element (attributes: href, mailto), targets.	Day-1	Introduction about inserting imgaes
					Day-2	Image attributes
					Day-3	Links and anchor element
					Day-4	Doubt session
					Day-5	Practical
					Day-6	Recap
	Week 3,4		HTML Forms: Textbox, radio buttons, checkbox, password, list, combobox.	Cascading style sheets: colour, background-colour, border-style, margin,height, width, outline, font (family, style, size), align, float	Day-1	HTML Forms
					Day-2	Basic about Cascading style sheets
					Day-3	How to align and float
					Day-4	Classroom activity
					Day-5	Doubt session
					Day-6	Recap
SEPTEMBER	**Week 1,2**		Netiquettes, Software licenses and the open source software movement.	Freedom of information and the digital divide	Day-1	Introduction about netiquettes
					Day-2	Software licenses
					Day-3	Open source software movement
					Day-4	Basic Cyber ethics
					Day-5	Safety Instructions
					Day-6	Recap
	Week 3	**Unit 3: Cyber Ethics**	Intellectual property rights, plagiarism and digital property rights	E-commerce: Privacy, fraud, secure data transmission.	Day-1	Introduction of property rights
					Day-2	Information about privacy and fraud
					Day-3	Secure data transmission
					Day-4	About plagiarism
					Day-5	Safety Instructions
					Day-6	Recap
					Day-1	Recap of first and second week

Month	Week	Unit	Topic	Subtopic	Day	Activity
	Week 4		Revision , Class test	Monthly assessment	Day-2	Recap of second week
					Day-3	Practical
					Day-4	Practical
					Day-5	Doubt session
					Day-6	Assessment
OCTOBER	Week 1	Unit 4: Scratch or Python	Sprite, tempo, variables, and events	Python basics	Day-1	Basic about python
					Day-2	Introduction about variable and events
					Day-3	Basic coding in python
					Day-4	Hand on practice
					Day-5	Practical
					Day-6	Recap
	Week 2, 3		Coordinates and conditionals, Drawing with iteration	Conditionals: if, if-else statementsLoops; for, while (e.g., sum of first 10 natural numbers)	Day-1	Introduction of conditionals
					Day-2	How to apply if-else
					Day-3	How to use for,while
					Day-4	Doubt session
					Day-5	Practical
					Day-6	Recap
	Week 4		Revision , Class test	Monthly assessment	Day-1	Recap of first week
					Day-2	Recap of second and third week
					Day-3	Practical
					Day-4	Practical
					Day-5	Doubt session
					Day-6	Assessment
					Day-1	Basic about updating variable
					Day-2	How iterative works

				Update variables repeatedly, iterative development, ask and answer blocks	Practice simple programs	Day-3	Where to apply
NOVEMBER	Week 1,2	Unit 4: Scratch or Python				Day-4	Practical
						Day-5	Practical
						Day-6	Recap
	Week 3,4			Create games, animated images, stories and songs	Practice simple programs	Day-1	How to create games
						Day-2	Animated images and stories
						Day-3	Mixer of images, stories and songs
						Day-4	Doubt session
						Day-5	Practical
						Day-6	Recap
DECEMBER & JANUARY	Week 1	Lab Exercises		Create static web pages, Use style sheets to enforce a format in an HTML page (CSS), Embed pictures, audio and videos in an HTML page, Add tables and frames in an HTML page.		Day-1	Create static web page
						Day-2	Embedded pictures
						Day-3	Audio and video in a HTML page
						Day-4	Tables and frames
						Day-5	Doubt session
						Day-6	Recap
	Week 2			Decorate web pages using graphical elements.Create a website using several web pages. Students may use any open source or proprietary tool.Work with HTML forms: text box, radio buttons, checkbox, password, list, combo box.		Day-1	Decoration of web page
						Day-2	Creation of website
						Day-3	Work with HTML forms
						Day-4	Doubt session
						Day-5	Practice
						Day-6	Recap
	Week 3			Write a blog using HTML pages discussing viruses, malware, spam and antiviruses, Create a web page discussing plagiarism,		Day-1	Writing blog using HTML
						Day-2	Creating web page discussing plagiarism
						Day-3	HTML page discussing viruses

	Week 3		List some reported cases of plagiarism and the consequent punishment meted out.	Day-4	Reported cases of plagiarism
				Day-5	Practice
				Day-6	Recap
	Week 4		Explain the nature of the punishment in different countries as per their IP laws, Create simple stories with Scratch (involving at least two objects/characters) and iteration OR write programs for finding the sum/product of first n natural numbers using Python	Day-1	How to create stories with scratch
				Day-2	Writing programs using python
				Day-3	IP laws
				Day-4	Doubt session
				Day-5	Practice
				Day-6	Recap

Month	Week	Syllabus	Theory
APRIL	Week 1	Unit 1: Computer Basics-I	Introduction to Computer, Starting and Shutting down the computer
	Week 2		Identify the Parts of Computer and their functionality, Identify the Keys of Keyboard, Identify the Mouse and its Buttons
	Week 3		Precautions to be taken while opening and closing computers, Feature of the Computers
	Week 4		Strengths and limitation of the computers, Different types of computers, Concept of ASCII, BCD, EBCDetc…
	Week 1	Unit 2: Using Paint	Introduction about available paint-brush applications in computers

MAY+JUNE	Week 2	**Brush**	Starting Paint brush application
	Week 3	**Unit 3: Introduction to Computer Software**	Concept of Hardware and Software, Introduction to OS
	Week 4		Diiferent OS such as Ubuntu, MS Windows, MS DOS/TerminaL, Commands of MS DOS,Ubuntu
JULY	Week 1	**Unit 4: Introduction to Word writer**	Introduction to Word writer, Tools of (Brief about) different word processors like MS Word, WordPad, etc
	Week 2		Locating and Brief about the word processor available/installed in the computer like LibreOffice Writer,
	Week 3		Creating a file, Saving, opening,editing,printing a file, Selection of

	Week 3		text in a document, Move and Copy text in a document
	Week 4		Find and Replace text, Formatting fonts of a document, Inserting symbols in a document
AUGUST	**Week 1**	**Unit 5: Internet**	What is internet
	Week 2		Need of Internet, requirements for internet connection,
	Week 3		Internet Service Providers (ISPs)
	Week 4		Hardware and software requirement for internet service, Opening and closing search engine

SEPTEMBER	**Week 1**	**Unit 5: Introduction to Spreadsheets packages**	What is spreadsheet
	Week 2		Use of Spreadsheets, Different spreadsheet packages
	Week 3		Working with spreadsheet, Workbook, sheets, etc., Formatting Spreadsheet : Row/column - height width, Deleting/hiding row/column,
	Week 4		Revision , Class test
OCTOBER	**Week 1,2**	**Unit 6: Introduction**	Introduction to multimedia, uses of multimedia, Hardware and software required in the system
	Week 3		Introduction about different media player

OCTOBER	Week 3	to Multimedia	Introduction about different media player
	Week 4		Locating media player, sound recorder ,
NOVEMBER	Week 1,2	Unit 7: Introduction to Presentation Package	Introduction about different applications available for making presentation such as MS power point, LibreOffice Impress
	Week 3		Creating &Saving a Presentation, Different type of slide templates
	Week 4		Revision , Class test
	Week 1	Unit 8: Introduction to Computer Security	Threats to Computers,Viruses and its types, Firewall and its uses, Safely browsing the web and using social networks: identity protection

DECEMBER	**Week 2**		Introduction to Web Page Designing using HTML, Creating and Saving an HTML document, Accessing an HTML document using a web browser
	Week 3	**Unit 8: HTML**	Some HTML elements and their attributes used in designing a web page :- 1.<BODY> ... </BODY> 2.<FONT> ... </FONT> 3.<CENTER>, , <HR> etc
	Week 4		Revision , Class test
JANUARY	**Week 1**	**Unit 8: Programming**	Introduction about Programming, Computer Languages – Machine language, Assembly language, High Level languages...4th gen language
	Week 2		Kgeography, To be able to read maps to identify different States of India & other Countries – their Capitals & flags different Districts of States.
	Week 3	**Unit 9: Some ICT**	A geographical atlas and a virtual globe used to look up places, To easily create maps, A combination of Geometry and Algebra to

	Week 3	tools	combination of Geometry and Algebra to construct different geometric shapes, Other tools
	Week 4		Revision , Class test

Practical	Day
Classification of Computers- Micro, Mini, Mainframe, Analog, Digital. About Desktop/Screen,	Day-1
	Day-2
	Day-3
	Day-4
	Day-5
	Day-6
Indentify icons of the desktop, Star button and task bar, My Computer, Recycle bin, Components of a computer system – CPU, Memory,Storage devices and I/O devices	Day-1
	Day-2
	Day-3
	Day-4
	Day-5
	Day-6
Input and Output devices Keyboard Mouse, Monitor, printer, speaker, etc.	Day-1
	Day-2
	Day-3
	Day-4
	Day-5
	Day-6
Memory devices Primary and Secondary Memory	Day-1
	Day-2
	Day-3
	Day-4
	Day-5
	Day-6
Pencil, Eraser, Fill with Color, Pick color, Brush, Air brush,	Day-1
	Day-2
	Day-3
	Day-4
	Day-5
	Day-6

Selection, rectangle selection, freeform selection, View menu, Zoom-in, Zoom- out, Full Screen	Day-1
	Day-2
	Day-3
	Day-4
	Day-5
	Day-6
Basics of Types of Software, Concept of File/Folder	Day-1
	Day-2
	Day-3
	Day-4
	Day-5
	Day-6
Creating/moving/deleting files and folders	Day-1
	Day-2
	Day-3
	Day-4
	Day-5
	Day-6
Basic tools used	Day-1
	Day-2
	Day-3
	Day-4
	Day-5
	Day-6
Checking spelling manually, Automatic	Day-1
	Day-2
	Day-3
	Day-4
	Day-5
	Day-6
Insertion of picture into a documentFormatting text-Font Size, color,sub- super script,bolditalic,	Day-1
	Day-2
	Day-3

underline, Numbering and bullets,Alignment, Change case	Day-4
	Day-5
	Day-6
Hindi typing/Hindi Fonts, Inserting different things like – Word Art, Page break, images, Clip art, date and time, text box, page numbers etc	Day-1
	Day-2
	Day-3
	Day-4
	Day-5
	Day-6
Browsing website of Jharkhand government,etc	Day-1
	Day-2
	Day-3
	Day-4
	Day-5
	Day-6
Creation of Email and using It.	Day-1
	Day-2
	Day-3
	Day-4
	Day-5
	Day-6
Social networking sites, its advantages and disadvantages,	Day-1
	Day-2
	Day-3
	Day-4
	Day-5
	Day-6
Networking of Networks	Day-1
	Day-2
	Day-3
	Day-4
	Day-5
	Day-6

Different types of View	Day-1
	Day-2
	Day-3
	Day-4
	Day-5
	Day-6
Freeze Panes, Using formula and functions sum, average, min, max, count, If – else, Text functions etc	Day-1
	Day-2
	Day-3
	Day-4
	Day-5
	Day-6
Auto fill, fill handle, etc. and Comment add/edit/hide/unhide in cell, Printing Sheets	Day-1
	Day-2
	Day-3
	Day-4
	Day-5
	Day-6
Monthly assessment	Day-1
	Day-2
	Day-3
	Day-4
	Day-5
	Day-6
Media Player	Day-1
	Day-2
	Day-3
	Day-4
	Day-5
	Day-6
Playing Video/Audio, How to use Sound recorder	Day-1
	Day-2
	Day-3

Playing Video/Audio, How to use Sound recorder	Day-4
	Day-5
	Day-6
Video making/Editing – inserting images ,setting timeline, publishing	Day-1
	Day-2
	Day-3
	Day-4
	Day-5
	Day-6
Different views in Impress	Day-1
	Day-2
	Day-3
	Day-4
	Day-5
	Day-6
Adding Text and Picture in slide, Setting up slide background and applying design template, Different Slide show options, Setup Slide Show and animation	Day-1
	Day-2
	Day-3
	Day-4
	Day-5
	Day-6
Monthly assessment	Day-1
	Day-2
	Day-3
	Day-4
	Day-5
	Day-6
Proper usage of passwords, privacy, confidentiality of information, cyber stalking, reporting cybercrimes, Antivirus packages	Day-1
	Day-2
	Day-3
	Day-4
	Day-5
	Day-6

Inserting images in a Web Page -<IMG> tag & its attributes, Linking in Web Pages, Internal & External linking, Anchor tag (<a>) and its attributes	Day-1
	Day-2
	Day-3
	Day-4
	Day-5
	Day-6
Project on HTML scripting, HTML & Bluefish Editor, To understand features of Bluefish Editor & its interface, writing & saving a HTML Script	Day-1
	Day-2
	Day-3
	Day-4
	Day-5
	Day-6
Monthly assessment	Day-1
	Day-2
	Day-3
	Day-4
	Day-5
	Day-6
Algorithm, Flow charts, Question based on sequence, selection and iteration	Day-1
	Day-2
	Day-3
	Day-4
	Day-5
	Day-6
Practical on :Kgeography,Celestia	Day-1
	Day-2
	Day-3
	Day-4
	Day-5
	Day-6
Practical on : Stellarium,Marble,GeoGebra	Day-1
	Day-2
	Day-3

Practical on : Stellarium,Marble,GeoGebra	Day-4
	Day-5
	Day-6
Monthly assessment	Day-1
	Day-2
	Day-3
	Day-4
	Day-5
	Day-6

Day wise topics
Introduction of computers
Classification of different computers
Importance of different computers.
Classroom activity
Safety Instructions
Recap
Basic about icons
Parts of computer
Basic about keys of keyboard
Basic about desktop and task bar
Icons and recyclebin
Hand on practice
Introduction of I/O Devices
Uses of I/O Devices
Introduction of monitor, printer and speaker
Types of storage device
Uses of storage device
Recap
Features of computers
Strength and limitation of computer
Basic of memory devices
Use of memory
Concept of ASCII , BCD
Recap
Introduction of paint
Use of paint
Information about paint tabs
Classroom activity
Doubt session
Practice

Introduction of different Shapes and structure
Hand on practice
Using colour and making different structures
Zoom in and zoom out
Group activity
Practice
Introduction of hardware and software
Uses of Hardware and Software
Introduction of software
Types of software
Uses of software
Recap
Introduction of Ubuntu
Why Ubuntu?
Importance and function of Ubuntu
Basic interface of Ubuntu
Creating file and folders
Recap
Introduction of word writer
Types of writer
Basic about spelling check
Uses of writer like MS Word, Word pad etc
Classroom activity
Recap
Introduction of spell check
Importance of spell check.
How to use spell check(manual and automatic)
Practice - error finding and corrections.
Hand on practice
Hand on practice
How to insert picture into a documents.
Importance of picture in a documents
Information about font size, text formats

To create and save a file
Hand on practice
Assessment
Basic about finding and replacing text
Hindi typing and Hindi fonts
Formatting fonts and inserting symbol
Doubt session
Hand on practice
Practical
Introduction of internet.
Use of internet.
Advantage and disadvantage of internet.
Internet function and speed.
Hardware for internet.
Hand on practice
Need of internet
Requirement for internet service
What is Email & its Use
Creating an Email ID
Practical-file attechments
Doubt session
Introduction of ISPs
Social networking sites
Advantage & disadvantage of sites
Doubt session
Hand on practice
Recap
Introduction of search engine.
Types of search engine.
Opening and closing of search engine.
Advantage and disadvantage of search engine
Networking
Self practice

Introduction of spreadsheet
Introduction of Column ,cell
Types of view
Remove text in Cell, Copy Cut
Doubt session
Hand-on practice
Introduction of formulas
Use of different keys in worksheet
Types of worksheet
Finding sum and avg etc
Practical
Hand-on practice
Basic formatting of spreadsheet
Information about auto fill and fill handle
Process of printing sheets
Classroom activity
Hand-on practice
Hand-on practice
Recap of first week
Recap of second week
Recap of third week
Practical
Doubt session
Assessment
Introduction of multimedia
Required hardware and software system
Uses of multimedia system
Do's and dont's
Recap
Hand-on practice
Introduction of different media player
Video and audio player
Basic information about playing video and audio

Classroom activity
Recap
Hand-on practice
Basic information about locating media player, sound recorder
How to use Sound recorder
Insertion of images
Making video/Editing
Recap
Hand-on practice
Introduction of Impress and MS powerpoint
File Menu of Imprees
Edit Menu of Impress
Practical
Doubt session
Recap
Utility of Presentation
Setting Backgroud of Slide
Slide Transition
Design template and Page setup
Diferent slide show option and Set up slide show.
Recap & Doubt session
Recap of first and second week
Recap of third week
Practical
Practical
Doubt session
Assessment
What is a Computer Virus?
Types of Computer Viruses
Antivirus software and its examples
Safely accessing websites
Do's and dont's
Recap

Introduction to web Page designing
Saving a HTML document
Horizontal rule and inserting comments
Comments in HTML document
Cascading Style Sheets (CSS)
Recap
Introduction of HTML tags
Basic about bluefish editor
Saving a HTML document
Running script in web browser
Practical
Recap
Recap of first week
Recap of second week
Recap of third week
Practical
Doubt session
Assessment
What is Programming
Types of programming languages
Uses of different languages
What's the Difference Between Coding & Programming?
Algorithm and flow chart
Recap & Doubt session
Basic information about Kgeography
Information about reading maps
Doubt session
Classroom activity
Recap
Recap
Basic about atlas and virtual globe
Combination of geometry and algebra
Easily creating maps

Classroom activity
Hand-on practice
Hand-on practice
Recap of first week
Recap of second week
Recap of third week
Practical
Doubt session
Assessment

Month	Week	Syllabus	Theory
April	Week 1,2	Unit 1: Computer Networks (CN)	Structure of a network, Types of networks: local area and wide area (web and internet), New technologies such as cloud and IoT, Public vs Private cloud, Wired and Wireless networks;
	Week 3,4		Network devices such as a NIC, Switch, Hub, Router, and Access point.
May+June	Week 1,2		Network stack: Amplitude and frequency modulation, Collision in wireless networks, Error checking and the notion of a MAC address, Main idea of routing
	Week 3,4		IP addresses: (v4 and v6), Routing table, Router, DNS, and web URLs, TCP, Application layer: HTTP (basic idea), Working of email, secure communication: Encryption and certificates (HTTPS)
July	Month		Intellectual property rights, Plagiarism, digital rights management and licensing (Creative

Class 12th Syllabus S

July	Month		management and licensing (Creative Commons, GPL and Apache), Open source, Open data, Privacy.
August	Month	Unit 2: Society, Law and Ethics	Privacy laws,Fraud, Cyber crime-Fishing, Illegal downloads, Child pornography, Scams; Cyber forensics IT Act, 2000.
September	Week 1, 2	Unit 3: Working in Spreadsheet Packages	Installation/De-installation of Office Package
	Week 3,4		Microsoft Excel, Libre Office-Calc, Google Sheets
October	Week 1,2	Unit 3: Working in Spreadsheet Packages	Using formula for Sheets references and workbook reference

	Week 3,4		Formatting sheets
November	Week 1,2	Unit 3: Working in Spreadsheet Packages: Advance	Protecting spreadsheet/Work book
	Week 3,4		Exporting spreadsheet in PDF form
December	Month	Unit 3: Working in Spreadsheet Packages: Advance	Conditional Formatting
January	Week 1,2	Unit 3: Working in Spreadsheet Packages: Advance	Data Sort & Filter

	Week 3,4		Inserting Pivot table

Practical	Day	Day wise topics
Idea of retransmission, and rate modulation when there is congestion (analogy to a road network)	Day-1	Introduction about structure of a network
	Day-2	Types of network
	Day-3	Concept of clouding and IOT
	Day-4	Idea of retransmission
	Day-5	Doubt session
	Day-6	Recap
Protocols: 2G, 3G, 4G, WiFi. What makes a protocol have a higher bandwidth?	Day-1	Introduction of network devices
	Day-2	Basic devices switch, router etc
	Day-3	Internet protocols
	Day-4	Doubt session
	Day-5	Do's and Dont's
	Day-6	Recap
Basic network tools: Trace route, Ping, IPconfig, NSlookup, Whois, Speed-test	Day-1	Introduction about network stack
	Day-2	Error checking
	Day-3	Idea of routing
	Day-4	Basic network tools
	Day-5	Doubt session
	Day-6	Recap
Network applications: Remote desktop, Remote login, HTTP, FTP, SCP, SSH, POP/IMAP, SMTP, VoIP, NFC	Day-1	Introduction of IP adresss
	Day-2	Working of email
	Day-3	Basic about network application
	Day-4	Information about secure communication
	Day-5	Practical
	Day-6	Recap
Technology and society: Understanding of societal issues	Day-1	Introduction about intellectual property rights
	Day-2	About plagiarism
	Day-3	Internet protocols

and cultural changes induced by technology.	Day-4	Information about technology and society
	Day-5	Open source and privacy
	Day-6	Recap
E-waste management: Proper disposal of used electronic gadgets, Identity theft, Unique ids, Biometrics, Gender and Disability issues while teaching and using computers	Day-1	About privacy laws
	Day-2	About fraud and cyber crime
	Day-3	E-waste management
	Day-4	Information about biometrics and unique id
	Day-5	Doubt session
	Day-6	Recap
Cell Referencing – Relative, Absolute and Mixed Cell Reference	Day-1	Introduction about installation of office packages
	Day-2	About cell referencing
	Day-3	About mixed cell referencing
	Day-4	Hand-on practice
	Day-5	Doubt session
	Day-6	Recap
Working with formula across sheets	Day-1	Introduction of formula
	Day-2	Use of different keys in worksheet
	Day-3	Idea about different sheets
	Day-4	Finding sum and avg etc
	Day-5	Hand-on practice
	Day-6	Recap
Specifying Header & Footer	Day-1	Idea about sheet referencing
	Day-2	Use of Header and footer
	Day-3	Idea about workbook reference
	Day-4	Doubt session
	Day-5	Hand-on practice
	Day-6	Recap
	Day-1	Basic formatting of spreadsheet
	Day-2	Information about page setup

Page setup & printing spreadsheets	Day-3	Process of printing sheets
	Day-4	Classroom activity
	Day-5	Doubt session
	Day-6	Hand-on practice
Sorting and Filtering records	Day-1	Idea about protecting spread sheet
	Day-2	Use of sorting and filtering
	Day-3	Information about auto fill and fill handle
	Day-4	Doubt session
	Day-5	Hand-on practice
	Day-6	Recap
Embedding Charts	Day-1	Need of exporting spreadsheet
	Day-2	How to export in pdf form
	Day-3	Information about embedding charts
	Day-4	Doubt session
	Day-5	Recap
	Day-6	Hand-on practice
Using Form for data entry	Day-1	About conditional formatting
	Day-2	Data entry using form
	Day-3	Some advance formatting
	Day-4	Doubt session
	Day-5	Practical
	Day-6	Recap
Using advance formula and functions (Text, Logical, Financial etc)	Day-1	Idea about data sort and filter
	Day-2	Advance formula and function
	Day-3	Where to apply advance formula
	Day-4	Doubt session
	Day-5	Practical
	Day-6	Hand-on practice
	Day-1	Use of pivot table

More on advance options available in Spreadsheet package…etc	Day-2	Insertion of pivot table
	Day-3	Need of advance options
	Day-4	Information about advance options in spreadsheet
	Day-5	Doubt session
	Day-6	Recap