LECTURE PLAN FOR COMPUTER APPLICATION HSSC I

Branch Name: _____

Date For Start of Session: _____

Lecture #	Contents	SLO Reference
	1ˢᵗ Term EXAMS	—
51	The teacher will practically perform sorting and filtering and students will apply filters.	CA-11-C-01
52	The teacher will practically perform chart creation and students will create simple charts.	CA-11-C-01
53	The teacher will explain basic formulas and functions.	CA-11-C-02
54	The teacher will elaborate data manipulation using functions.	CA-11-C-02
55	The teacher will practically perform SUM, AVERAGE, COUNT and students will solve tasks.	CA-11-C-02
56	The teacher will practically perform IF statements and the students will create conditional formulas.	CA-11-C-02
57	The teacher will practically perform date/time functions and the students will use them in sheets.	CA-11-C-02
58	The teacher will explain lookup functions (VLOOKUP & HLOOKUP).	CA-11-C-02
59	The teacher will elaborate Index–Match and text functions.	CA-11-C-02
60	The teacher will practically perform VLOOKUP/HLOOKUP and students will complete exercises.	CA-11-C-02
61	The teacher will practically perform Index/Match and students will apply text functions.	CA-11-C-02
62	The teacher will practically perform text-to-columns and AutoFill and students will practice.	CA-11-C-02
63	The teacher will explain chart types and visualization.	CA-11-C-01
64	The teacher will elaborate printing, page setup, freeze pane, and comments.	CA-11-C-01
65	The teacher will practically perform chart customization and students will edit charts.	CA-11-C-01
67	The teacher will practically perform visualization tasks and students will prepare charts.	CA-11-C-01
68	The students will perform printing tasks and the teacher will guide document formatting.	CA-11-C-01
69	The teacher will explain presentation software basics.	CA-11-D-01
70	The teacher will elaborate slide design principles.	CA-11-D-02
71	The teacher will practically perform slide creation and the students will create slides.	CA-11-D-01
72	The teacher will practically perform insertion of multimedia elements and the students will practice.	CA-11-D-01
73	The teacher will practically perform theme application and the students will format slides.	CA-11-D-02
74	The teacher will explain multimedia and SmartArt usage.	CA-11-D-02

75	The teacher will elaborate visual hierarchy and readability.	CA-11-D-02
76	The teacher will practically perform audio/video insertion and the students will embed media.	CA-11-D-02
77	The teacher will practically perform SmartArt diagrams and the students will create visuals.	CA-11-D-02
78	The students will perform a 10-slide presentation creation activity guided by the teacher.	CA-11-D-02
79	**Preparation For 2nd Term Exams**	
80	**Preparation For 2nd Term Exams**	
81-90	**2nd Term EXAMS**	
91	The teacher will explain animations and transitions.	CA-11-D-03
92	The teacher will elaborate presentation-delivery skills.	CA-11-D-03
93	The teacher will practically perform entrance/emphasis animations and the students will apply them.	CA-11-D-03
94	The teacher will practically perform slide-timing rehearsal and the students will practice.	CA-11-D-03
95	The students will perform short presentations and the teacher will guide improvement.	CA-11-D-03
96	The teacher will explain domains and hosting.	CA-11-E-01
97	The teacher will elaborate the WordPress interface and CMS basics.	CA-11-E-01
98	The teacher will practically perform WordPress account creation and the students will create accounts.	CA-11-E-01
99	The teacher will practically perform WordPress installation and the students will follow steps.	CA-11-E-01
100	The teacher will practically perform site-identity setup and students will customize their site.	CA-11-E-01
101	The teacher will explain themes, plugins, and widgets.	CA-11-E-02
102	The teacher will elaborate SEO basics and navigation structure.	CA-11-E-02
103	The teacher will practically perform theme installation and students will apply themes.	CA-11-E-02
104	The teacher will practically perform page/menu creation and students will customize navigation.	CA-11-E-02
105	The teacher will practically perform plugin installation and students will configure plugins.	CA-11-E-02
106	The teacher will explain blog posting and media management.	CA-11-E-03
107	The teacher will elaborate the website-building workflow.	CA-11-E-03
108	The teacher will practically perform blog posting and students will write posts.	CA-11-E-03
109	The teacher will practically perform widget management and students will customize sidebars.	CA-11-E-03
110	The students will create a 3-page WordPress website and the teacher will guide corrections.	CA-11-E-03
111	The teacher will explain common security threats.	CA-11-F-01

112	The teacher will elaborate phishing, ransomware, DoS, and social engineering.	CA-11-F-01
113	The teacher will practically perform antivirus scanning and students will practice safe browsing.	CA-11-F-02
114	The teacher will practically perform password-security setup and students will apply 2FA.	CA-11-F-02
115	The teacher will practically perform Wi-Fi security checks and students will apply secure settings.	CA-11-F-02
116	The teacher will explain data privacy and security measures.	CA-11-F-02
117	The teacher will elaborate ethical practices and cyber laws.	CA-11-F-02
118	The teacher will practically perform secure email tasks and students will practice verification steps.	CA-11-F-02
119	The teacher will practically perform file encryption and students will upload securely to cloud.	CA-11-F-02
120	The students will perform a security audit activity guided by the teacher.	CA-11-F-02
121	The teacher will explain the concept of emerging technologies.	CA-11-G-01
122	The teacher will elaborate applications of emerging technologies in industries.	CA-11-G-02
123	The teacher will practically perform an AI tool demonstration and the students will perform simple AI tasks.	CA-11-G-02
124	The teacher will practically perform IoT demonstrations and the students will explore IoT devices.	CA-11-G-02
125	The students will perform emerging-technology presentations guided by the teacher.	CA-11-G-02
126	**Preparation & Revision**	
	FINAL EXAMS	