

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-	Introduction about classification of			
					Day-	Use and function of different computers			
	Week 2				Day-	Importance of different computers.			
					Day-	Information about hardware attachments			
	Week 3				Day-	Safety Instructions & Do's and Don't			
					Day-	Recap			
	Week 4		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-	Function of starting and shut tting down			
					Day-	Parts of computer			
					Day-	Basic about keys of keyboard			
			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-	Basic about desktop and task bar			
					Day-	Icons and recyclebin			
					Day-	Hand on practice			
MAY+JUN E	Week 1	Unit 2: Using Paint Brush	Introduction of paint  Pencil, eraser, Fill with Color, Pick color, brush, air Brush,		Day-	Introduction of I/O Devices, cpu and storage			
					Day-	Uses of I/O Devices			
	Week 2				Day-	Introduction of monitor ,printer and speaker			
					Day-	Types of storage device			
	Week 3		Feature of the Computers, Different types of computers, concept of ASCII,BCD etc.  Memory devices Primary and Secondary Memory		Day-	Uses of storage device			
					Day-	Recap			
	Week 4				Day-	Features of computers			
					Day-	Types of computer			
					Day-	Basic of memory devices			
					Day-	Use of memory			
					Day-	Concept of ASCII , BCD			
					Day-	Recap			
JULY	Week 1	Unit 3: Using GIMP Image	Introduction of paint  Pencil, eraser, Fill with Color, Pick color, brush, air Brush,		Day-	Introduction of paint			
					Day-	Use of paint			
	Week 2				Day-	Information of paint tabs			
					Day-	Classroom activity			
	Week 3		Introduction about available paint-brush applications in computers  Selection of rectangle, freeform, View menu, Zoom-in, Zoom- out, Full Screen		Day-	Practice			
					Day-	Practice			
	Week 4				Day-	Introduction of different shapes and structure			
					Day-	Hand on practice			
					Day-	Using colour and making different structures			
					Day-	Doubt session			
					Day-	Group activity			
					Day-	Practice			
AUGUST	Week 1	Unit 4: Introduction to Computer Software	Concept of Hardware and Software  Types of Software		Day-	Introduction of GIMP			
					Day-	Use of GIMP			
	Week 2				Day-	Enhancement of photo quality			
					Day-	Printing pictures			
	Week 3				Day-	Group activity			
					Day-	Practice			
	Week 4		Revision , Class test  Monthly assessment		Day-	Recap of first week			
					Day-	Recap of second week			
					Day-	Recap of third week			
					Day-	Practical			
					Day-	Doubt session			
					Day-	Assessment			

	Week 3		MS Windows, MS DOS Commands of MS DOS,Ubuntu	folders How to install software in MS Windows OS/Linux OS/Unix OS/Ubuntu components.	Day- Day- Day- Day- Day- Day-	Basic interface of Ubuntu Creating file and folders Recap Introduction of MS DOS Basic function and history Installation of softwares like Ubuntu DOS interface and overview Doubt session Recap
	Week 4				Day- Day- Day- Day- Day- Day-	Introduction of MS DOS Basic function and history Installation of softwares like Ubuntu DOS interface and overview Doubt session 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- Day- Day- Day- Day- Day-	Introduction of word writer Types of writer Basic about spelling check Uses of writer like MS Word, Word pad etc Classroom activity Recap
	Week 2		Locating and Brief about the writer available/installed in the computer like LibreOffice Writer,		Day- Day- Day- Day- Day- Day-	Introduction of spell check and related Importance of spell check. How to use spell check(manual and Practice - error finding and corrections. Doubt session 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		Day- Day- Day- Day- Day- Day-	How to insert picture into a documents. Importance of picture in a documents. Information about font size, text formats To create a file Hand on practice Assessment
	Week 4		Move and Copy text in a document, Find and Replace text, Formatting fonts of a document, Inserting symbols in a document		Day- Day- Day- Day- Day- Day-	Introduction and types of Writer tools How to move and copy text in a documents. Formatting fonts and inserting symbol How to save word file Hand on practice Practical
SEPTEMBER	Week 1	Unit 6: Internet	What is internet	Need of Internet, requirements for internet connection, Jharkhand government, etc.	Day- Day- Day- Day- Day- Day-	Introduction of internet Use of internet Advantage and disadvantage of internet Internet function and speed Hardware for internet Hand on practice
	Week 2		Internet Service Providers (ISPs), Hardware and software requirement for internet service		Day- Day- Day- Day- Day- Day-	Introduction of ISPs Requirement of internet service What is Email & Use Creating a Email ID Practical-file attachments Classroom activity
	Week 3		Search engines and opening and closing, Browsing Website of NCERT		Day- Day- Day- Day- Day- Day-	Introduction of search engine Types of search engine Opening and closing of search engine Advantage and disadvantage of search Function of search engine Self practice
	Week 4		Revision , Class test		Day- Day- Day- Day- Day- Day-	Recap of first week Recap of second week Recap of third week Practical Doubt session Assessment
	Week 1		What is spreadsheet, Use of Spreadsheets	Row/column,Different types of View	Day- Day- Day- Day- Day- Day-	Introduction of spreadsheet Introduction of column&cell Introduction of Row Remove text in Cell, Copy Cut Doubt session Hand-on practice
			Different spreadsheet		Day- Day-	Introduction of formula Use of different keys in worksheet

OCTOBER	Week 2	Unit 7: Introduction to Spreadsheets packages	Different spreadsheet packages, Working with spreadsheet, Workbook, sheets, etc..	Freeze Panes, Using formula sum, average, min, max, count Formatting Spreadsheet : Row/ column - height width, Deleting/ hiding Revision , Class test	Day- Day- Day- Day- Day- Day- Day- Day- Day- Day-	Types of worksheet Finding sum and avg etc Doubt session Hand-on practice Basic formatting of spreadsheet Information about auto fill and fill handle Process of printing sheets Classroom activity Doubt session Hand-on practice Recap of first week Recap of second week Recap of third week Practical Doubt session Assessment	
			Formatting Spreadsheet : Row/ column - height width, Deleting/ hiding		Day- Day- Day- Day- Day- Day- Day- Day- Day- Day-	Auto fill, fill handle , Printing Sheets Information about auto fill and fill handle Process of printing sheets Classroom activity Doubt session Hand-on practice	
			Revision , Class test		Day- Day- Day- Day- Day- Day- Day- Day- Day- Day-	Monthly assessment Recap of first week Recap of second week Recap of third week Practical Doubt session Assessment	
	Week 3		Introduction to multimedia, uses of multimedia, Hardware and software required,etc in the system	Media Player	Day- Day- Day- Day- Day- Day- Day- Day- Day- Day-	Introduction of multi media Required hardware and software system Uses of multi media system Do's and Don'ts Recap Hand-on practice	
			Introduction about different media player		Day- Day- Day- Day- Day- Day- Day- Day- Day- Day-	Introduction of different media player Video and audio player Basic information about playing video and Do's and Don'ts Recap Hand-on practice	
			Locating media player, sound recorder ,		Day- Day- Day- Day- Day- Day- Day- Day- Day- Day-	How to use Sound recorder video .Making/Editing – inserting images ,setting timeline, publishing Basic information about locating media How to use Sound recorder, video making/ Insertion of images Do's and dont's Recap Hand-on practice	
	Week 4		Introduction about different applications available for making presentation such as MS power point, LibreOffice Impress	Different views in Impress	Day- Day- Day- Day- Day- Day- Day- Day- Day- Day-	Introduction of Impress and MS powerpoint File Menu of Imprees Edit Mene of Impress Practical Recap & Doubt session Creating powerful presentation : ADARSH	
			Creating & Saving a Presentation, Adding Text and Picture in slide		Day- Day- Day- Day- Day- Day- Day- Day- Day- Day-	Utility of Presentation Setting Backgroud of Slide Slide Transition Design template and Page setup Recap & Doubt session Different slide show option and Set up slide	
			Revision , Class test		Day- Day- Day- Day- Day- Day- Day- Day- Day- Day-	Recap of first week Recap of second week Recap of third week Practical Doubt session Assessment	
			Threats to Computers		Day- Day- Day- Day- Day- Day- Day- Day- Day- Day-	Safely browsing the web and using social networks: Introduction of Threats Threats Trends Threat classification Cyber threat management Threat hunting Recap	
DECEMBER	Week 1, 2	Unit 9: Introduction to Presentation Package	Viruses and its types	Identity protection, proper usage of passwords, privacy, confidentiality of information, cyber	Day- Day- Day- Day- Day- Day- Day- Day- Day- Day-	What is a Computer Virus? Types of Computer Viruses What Causes Computer Viruses? How Do Computer Viruses Work? Do's and Don'ts Recap	
			Threats to Computers		Day- Day- Day- Day- Day- Day- Day- Day- Day- Day-	Introduction of Threats Threats Trends Threat classification Cyber threat management Threat hunting Recap	
	Week 3		Revision , Class test		Day- Day- Day- Day- Day- Day- Day- Day- Day- Day-	Recap of first week Recap of second week Recap of third week Practical Doubt session Assessment	
JANUARY	Week 1	Unit 10: Introduction to Computer Security	Threats to Computers	Identity protection, proper usage of passwords, privacy, confidentiality of information, cyber	Day- Day- Day- Day- Day- Day- Day- Day- Day- Day-	What is a Computer Virus? Types of Computer Viruses What Causes Computer Viruses? How Do Computer Viruses Work? Do's and Don'ts Recap	
	Week 2		Viruses and its types		Day- Day- Day- Day- Day- Day- Day- Day- Day- Day-	What is antivirus software (antivirus)	

	<b>Week 3</b>		Antivirus software and its examples	Different antivirus	Day-	How antivirus software works
					Day-	Benefits of antivirus software
					Day-	Types of antivirus programs
					Day-	Virus detection techniques
					Day-	Challenges facing antivirus software
	<b>Week 4</b>		Firewall and its uses	Firewall protection	Day-	What Is Firewall?
					Day-	Types of Firewalls
					Day-	How Does a Firewall Work?
					Day-	Why Are Firewalls Important & Key Use
					Day-	How to Use Firewall Protection?
					Day-	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 transfer 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 technologies	
					Day-4	Finding people on net	
					Day-5	Safety Instructions	
					Day-6	Recap	
	Week 2, 3		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	
	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	
			Embedding audio		Day-1	Introduction of HTML tags	
					Day-2	Font tags	

JULY	Week 2, 3	Unit 2: Using HTML	HTML tags: html, head, title, body, (attributes: text, background), Description lists: dl, dt and dd	and video in a HTML page, Attributes of ol (start, type), ul (type)	Day-3	Audio and video in HTML page			
					Day-4	Doubt session			
AUGUST	Week 4				Day-5	Practical			
					Day-6	Recap			
	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				
SEPTEMBER	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-5	Doubt session			
					Day-6	Practical			
					Day-1	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	Unit 3: Cyber Ethics	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		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			
	Week 4		Revision , Class test	Monthly assessment	Day-1	Recap of first and second week			
					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			
	Week 2, 3				Day-4	Hand on practice			
					Day-5	Practical			
					Day-6	Recap			
	Week 4		Coordinates and conditionals, Drawing with iteration  Conditionals: if, if-else statementsLoops; for, while (e.g., sum of first 10 natural numbers)	Monthly assessment	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			
NOVEMBER	Week 1,2	Unit 4: Scratch or Python	Update variables repeatedly, iterative development, ask and answer blocks	Practice simple programs	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			
	Week 3,4		Create games, animated images, stories and songs	Practice simple programs	Day-1	Basic about updating variable			
					Day-2	How iterative works			
					Day-3	Where to apply			
					Day-4	Practical			
					Day-5	Practical			
					Day-6	Recap			
	Week 1		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	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			
	Week 2				Day-1	Create static web page			
					Day-2	Embedded pictures			
					Day-3	Audio and video in a HTML page			
					Day-4	Tables and frames			

DECEMBER & JANUARY	Lab Exercises	Week 3	COMBO BOX.	Day-5	Practice
				Day-6	Recap
				Day-1	Writing blog using HTML
			Write a blog using HTML pages discussing viruses, malware, spam and antivirus, Create a web page discussing plagiarism, List some reported cases of plagiarism and the consequent punishment meted out.	Day-2	Creating web page discussing plagiarism
				Day-3	HTML page discussing viruses
				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

Class 11th Syllabus Session (2023-2024)									
Month	Week	Syllabus	Theory	Practical	Day	Day wise topics			
APRIL	Week 1	Unit 1: Computer Basics-I	Introduction to Computer, Starting and Shutting down the computer  Classification of Computers- Micro, Mini, Mainframe, Analog, Digital. About Desktop/ Screen,		Day-1	Introduction of computers			
					Day-2	Classification of different computers			
	Week 2				Day-3	Importance of different computers.			
					Day-4	Classroom activity			
					Day-5	Safety Instructions			
					Day-6	Recap			
	Week 3		Identify the Parts of Computer and their functionality, Identify the Keys of Keyboard, Identify the Mouse and its Buttons  Identify 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	Basic about icons			
					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 4		Precautions to be taken while opening and closing computers, Feature of the Computers  Strengths and limitation of the computers, Different types of computers, Concept of ASCII, BCD, EBCD etc...	Input and Output devices Keyboard Mouse, Monitor, printer, speaker, etc.  Memory devices Primary and Secondary Memory	Day-1	Introduction of I/O 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			
MAY+JUNE	Week 1	Unit 2: Using Paint Brush	Introduction about available paint-brush applications in computers  Pencil, Eraser, Fill with Color, Pick color, Brush, Air brush,		Day-1	Introduction of paint			
					Day-2	Use of paint			
					Day-3	Information about paint tabs			
					Day-4	Classroom activity			
					Day-5	Doubt session			
					Day-6	Practice			
	Week 2		Starting Paint brush application  Selection, rectangle selection, freeform selection, View menu, Zoom-in, Zoom-out, Full Screen		Day-1	Introduction of different Shapes and structure			
					Day-2	Hand on practice			
					Day-3	Using colour and making different structures			
					Day-4	Zoom in and zoom out			
					Day-5	Group activity			
					Day-6	Practice			
	Week 3	Unit 3: Introduction to Computer Software	Concept of Hardware and Software, Introduction to OS  Basics of Types of Software, Concept of File/Folder		Day-1	Introduction of hardware and software			
					Day-2	Uses of Hardware and Software			
					Day-3	Introduction of software			
					Day-4	Types of software			
					Day-5	Uses of software			
					Day-6	Recap			
	Week 4		Different OS such as Ubuntu, MS Windows, MS DOS/Terminal, Commands of MS DOS, Ubuntu  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-5	Creating file and folders			
					Day-6	Recap			
	Week 1		Introduction to Word writer, Tools of (Brief about) different word processors like MS Word, WordPad, etc  Basic tools used		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			

JULY	Week 2	Unit 4: Introduction to Word writer	Locating and Brief about the word processor available/installed in the computer like LibreOffice Writer,	Checking spelling manually, Automatic	Day-1	Introduction of spell check			
					Day-2	Importance of spell check.			
					Day-3	How to use spell check(manual and automatic)			
	Week 3				Day-4	Practice - error finding and corrections.			
					Day-5	Hand on practice			
					Day-6	Hand on practice			
	Week 4		Creating a file, Saving, opening, editing, printing a file, Selection of text in a document, Move and Copy text in a document	Insertion of picture into a document, 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	Information about font size, text formats			
					Day-4	To create and save a file			
					Day-5	Hand on practice			
					Day-6	Assessment			
AUGUST	Week 1	Unit 5: Internet	What is internet	Browsing website of Jharkhand government, etc	Day-1	Introduction of internet.			
					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		Need of Internet, requirements for internet connection,	Creation of Email and using it.	Day-1	Need of internet			
					Day-2	Requirement for internet service			
					Day-3	What is Email & its Use			
					Day-4	Creating an Email ID			
					Day-5	Practical-file attachments			
					Day-6	Doubt session			
SEPTEMBER	Week 3	Unit 5: Introduction to Spreadsheets packages	Internet Service Providers (ISPs)	Social networking sites, its advantages and disadvantages,	Day-1	Introduction of ISPs			
					Day-2	Social networking sites			
					Day-3	Advantage & disadvantage of sites			
					Day-4	Doubt session			
					Day-5	Hand on practice			
					Day-6	Recap			
	Week 4		Hardware and software requirement for internet service, Opening and closing search engine	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	Networking			
					Day-6	Self practice			
SEPTEMBER	Week 1	Unit 5: Introduction to Spreadsheets packages	What is spreadsheet	Different types of View	Day-1	Introduction of spreadsheet			
					Day-2	Introduction of Column ,cell			
					Day-3	Types of view			
					Day-4	Remove text in Cell, Copy Cut			
					Day-5	Doubt session			
					Day-6	Hand-on practice			
	Week 2		Use of Spreadsheets, Different spreadsheet packages	Freeze Panes, Using formula and functions sum, average, min, max, count, If – else, Text functions etc	Day-1	Introduction of formulas			
					Day-2	Use of different keys in worksheet			
					Day-3	Types of worksheet			
					Day-4	Finding sum and avg etc			
					Day-5	Practical			
					Day-6	Hand-on practice			
SEPTEMBER			Working with spreadsheets Workbook		Day-1	Basic formatting of spreadsheet			
					Day-2	Information about auto fill and fill handle			

	Week 3		Working with spreadsheet, Workbook, sheets, etc., Formatting Spreadsheet : Row/column - height width, Deleting/ hiding row/column,	Auto fill, fill handle, etc. and Comment add/edit/hide/unhide in cell, Printing Sheets	Day-3	Process of printing sheets		
					Day-4	Classroom activity		
	Week 4				Day-5	Hand-on practice		
					Day-6	Hand-on practice		
	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		
OCTOBER	Week 1,2	Unit 6: Introduction to Multimedia	Introduction to multimedia, uses of multimedia, Hardware and software required in the system	Media Player	Day-1	Introduction of multimedia		
					Day-2	Required hardware and software system		
					Day-3	Uses of multimedia system		
	Week 3		Introduction about different media player		Day-4	Do's and dont's		
					Day-5	Recap		
					Day-6	Hand-on practice		
	Week 4		Locating media player, sound recorder ,	Playing Video/Audio, How to use Sound recorder	Day-1	Introduction of different media player		
					Day-2	Video and audio player		
					Day-3	Basic information about playing video and audio		
					Day-4	Classroom activity		
					Day-5	Recap		
					Day-6	Hand-on practice		
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	Different views in Impress	Day-1	Introduction of Impress and MS powerpoint		
					Day-2	File Menu of Impress		
					Day-3	Edit Menu of Impress		
	Week 3		Creating &Saving a Presentation, Different type of slide templates		Day-4	Practical		
					Day-5	Doubt session		
					Day-6	Recap		
	Week 4			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	Utility of Presentation		
					Day-2	Setting Background of Slide		
					Day-3	Slide Transition		
					Day-4	Design template and Page setup		
					Day-5	Different slide show option and Set up slide show		
					Day-6	Recap & Doubt session		
	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	Proper usage of passwords, privacy, confidentiality of information, cyber stalking, reporting cybercrimes, Antivirus packages	Day-1	What is a Computer Virus?		
					Day-2	Types of Computer Viruses		
					Day-3	Antivirus software and its examples		
					Day-4	Safely accessing websites		
					Day-5	Do's and dont's		
	Week 2		Introduction to Web Page Designing using HTML, Creating and Saving an HTML document, Accessing an HTML document using a web browser	Inserting images in a Web Page -<IMG> tag & its attributes, Linking in Web Pages, Internal & External linking, Anchor tag (<a>) and its attributes	Day-6	Recap		
					Day-1	Introduction to web Page designing		
					Day-2	Saving a HTML document		
					Day-3	Horizontal rule and inserting comments		
					Day-4	Comments in HTML document		

<b>DECEMBER</b>	Week 3	<b>Unit 8: HTML</b>	document using a web browser and its attributes		Day-5   Cascading Style Sheets (CSS)	
			Some HTML elements and their attributes used in designing a web page :- 1.<BODY> ... </BODY> 2.<FONT> ... </FONT> 3.<CENTER>,  , <HR> etc	Project on HTML scripting, HTML & Bluefish Editor, To understand features of Bluefish Editor & its interface, writing & saving a HTML Script	Day-6   Recap	
					Day-1   Introduction of HTML tags	
					Day-2   Basic about bluefish editor	
					Day-3   Saving a HTML document	
					Day-4   Running script in web browser	
					Day-5   Practical	
					Day-6   Recap	
	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	
<b>JANUARY</b>	Week 1	<b>Unit 8: Programming</b>	Introduction about Programming, Computer Languages – Machine language, Assembly language, High Level languages...4th gen language	Algorithm, Flow charts, Question based on sequence, selection and iteration	Day-1   What is Programming	
					Day-2   Types of programming languages	
					Day-3   Uses of different languages	
					Day-4   What's the Difference Between Coding & Programming?	
					Day-5   Algorithm and flow chart	
					Day-6   Recap & Doubt session	
	Week 2		Kgeography, To be able to read maps to identify different States of India & other Countries – their Capitals & flags different Districts of States.	Practical on :Kgeography,Celestia	Day-1   Basic information about Kgeography	
					Day-2   Information about reading maps	
					Day-3   Doubt session	
					Day-4   Classroom activity	
					Day-5   Recap	
					Day-6   Recap	
	Week 3	<b>Unit 9: Some ICT tools</b>	A geographical atlas and a virtual globe used to look up places, To easily create maps, A combination of Geometry and Algebra to construct different geometric shapes, Other tools	Practical on : Stellarium,Marble,GeoGebra	Day-1   Basic about atlas and virtual globe	
					Day-2   Combination of geometry and algebra	
					Day-3   Easily creating maps	
					Day-4   Classroom activity	
					Day-5   Hand-on practice	
					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	

Class 12th Syllabus Session(2023-2024)							
Month	Week	Syllabus	Theory	Practical	Day	Day wise topics	
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;	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	
	Week 3,4				Day-3	Concept of clouding and IOT	
			Network devices such as a NIC, Switch, Hub, Router, and Access point.		Day-4	Idea of retransmission	
					Day-5	Doubt session	
					Day-6	Recap	
	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	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	
May+June	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)	Network applications: Remote desktop, Remote login, HTTP, FTP, SCP, SSH, POP/IMAP, SMTP, VoIP, NFC	Day-1	Introduction of IP addresss	
					Day-2	Working of email	
					Day-3	Basic about network application	
					Day-4	Information about secure communication	
					Day-5	Practical	
					Day-6	Recap	
	Month	Unit 2: Society, Law and Ethics	Intellectual property rights, Plagiarism, digital rights management and licensing (Creative Commons, GPL and Apache), Open source, Open data, Privacy.	Technology and society: Understanding of societal issues and cultural changes induced by technology.	Day-1	Introduction about intellectual property rights	
					Day-2	About plagiarism	
					Day-3	Internet protocols	
					Day-4	Information about technology and society	
					Day-5	Open source and privacy	
					Day-6	Recap	
August	Month		Privacy laws, Fraud, Cyber crime- Fishing, Illegal downloads, Child pornography, Scams; Cyber forensics IT Act, 2000.	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	
	Week 1,2		Installation/De-installation of Cell Referencing – Relative, Absolute and Mixed Cell		Day-1	Introduction about installation of office packages	
					Day-2	About cell referencing	
					Day-3	About mixed cell referencing	

September	Week 1, 2	Unit 3: Working in Spreadsheet Packages	Office Package	Absolute and mixed cell Reference	Day-4	Hand-on practice	
					Day-5	Doubt session	
					Day-6	Recap	
	Week 3, 4		Microsoft Excel, Libre Office-Calc, Google Sheets	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	
October	Week 1, 2	Unit 3: Working in Spreadsheet Packages	Using formula for Sheets references and workbook reference	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	
	Week 3, 4		Formatting sheets	Page setup & printing spreadsheets	Day-1	Basic formatting of spreadsheet	
					Day-2	Information about page setup	
					Day-3	Process of printing sheets	
					Day-4	Classroom activity	
					Day-5	Doubt session	
					Day-6	Hand-on practice	
November	Week 1, 2	Unit 3: Working in Spreadsheet Packages:	Protecting spreadsheet/Work book	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	
	Week 3, 4		Exporting spreadsheet in PDF form	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	
December	Month	Unit 3: Working in Spreadsheet Packages: Advance	Conditional Formatting	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	
					Day-1	Idea about data sort and filter	
					Day-2	Advance formula and function	

<b>January</b>	<b>Week 1,2</b>	Unit 3: Working in Spreadsheet Packages: Advance	Data Sort & Filter	Using advance formula and functions (Text, Logical, Financial etc)	<b>Day-3</b>	Where to apply advance formula		
					<b>Day-4</b>	Doubt session		
	<b>Week 3,4</b>		Inserting Pivot table		<b>Day-5</b>	Practical		
					<b>Day-6</b>	Hand-on practice		
					<b>Day-1</b>	Use of pivot table		
					<b>Day-2</b>	Insertion of pivot table		
					<b>Day-3</b>	Need of advance options		
					<b>Day-4</b>	Information about advance options in spreadsheet		
					<b>Day-5</b>	Doubt session		
					<b>Day-6</b>	Recap		