

**YEAR PLAN 2018 - 2019**  
**Grade III COMPUTER APPLICATIONS**

The academic year is divided into **two** sessions

**Session One:** June 2018 to October 2019

**Session Two:** November 2018 to March 2019

**Continuous assessments:** July, August, December, January, February

**Summative Assessment I:** October 2018

**Summative Assessment II:** March 2019

**AIM:** To navigate the students effortlessly through the 'Learning by Doing' process and motivate them to explore, analyze and synthesize knowledge over computers in an effective manner.

**SPECIFIC LEARNING OBJECTIVE:** To develop an awareness of how computer technology can be used optimally in the home, school or within the community.

**OBJECTIVES:**

- To understand the working of a computer using an IPO model.
- To understand the basic components of Windows7.
- To create, format and save a document in MS Word.
- To learn about the uses of internet and its applications in our daily life.
- To learn to use various tools of Paint to draw and modify pictures.
- To learn how to save a file in a folder.
- Projects/ Field trips: To type an English poem in MS Word

Session One: June 2017to October 2017

<b>Duration</b>	<b>Topics/Units</b>	<b>General Learning Objective</b>	<b>Activities</b>	<b>Resources</b>	<b>Life Skills</b>
June - July	The Computer System	To learn the IPO cycle by showing the components of CPU (Control Unit, Memory Unit, Arithmetic Logic Unit).	<ul style="list-style-type: none"> <li>➤ Recapitulating the different types of input and output devices.</li> <li>➤ Circle time: Discuss about the various input and output devices.</li> <li>➤ Demonstrating the working of computer through multimedia.</li> <li>➤ Discuss the two types of software.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Black board</li> <li>➤ Multimedia</li> </ul>	<ul style="list-style-type: none"> <li>➤ Technical awareness</li> </ul>
August	GUI – Operating System – An Introduction	To learn the different terminologies related to GUI.	<ul style="list-style-type: none"> <li>➤ Discussing the basic operations of OS.</li> <li>➤ Explaining the basic components of a desktop.</li> <li>➤ Hands on experience to change the settings of the Desktop.</li> <li>➤ To draw and label the different parts of Desktop.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Computer system.</li> <li>➤ Black board.</li> <li>➤ Hands on experiences.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Working together</li> <li>➤ Creative thinking</li> </ul>
September	Word Processor – An	To learn how to create, format and	<ul style="list-style-type: none"> <li>➤ Illustrating the different components of</li> </ul>	<ul style="list-style-type: none"> <li>➤ Computer.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Working together</li> </ul>

- October	Introduction	save a document.	<p>a MS Word window and their functions.</p> <ul style="list-style-type: none"> <li>➤ Providing opportunities for hands on experience for creating, editing, saving and closing a file.</li> <li>➤ Project: To type an English poem in MS Word</li> </ul>	<ul style="list-style-type: none"> <li>➤ Hands on experiences.</li> <li>➤ Black board.</li> </ul>	
<b>Session Two: November 2018 to March 2019</b>					
November	Internet	To learn the uses of internet in our daily life and also the basic terminologies related to internet like web browser, webpage, website etc.	<ul style="list-style-type: none"> <li>➤ Discussing the uses of internet in our daily life.</li> <li>➤ Demonstrating the basic terminologies through visual representation.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Computer system with internet connection.</li> </ul>	<ul style="list-style-type: none"> <li>➤ General awareness</li> </ul>
December	Fun with Paint	To build upon the knowledge of MS Paint with the help of different tools.	<ul style="list-style-type: none"> <li>➤ Demonstrating the use of different Paint tools.</li> <li>➤ Showing how to draw pictures using different tools.</li> <li>➤ Lab Exercises.</li> <li>• Projects/ Field trips: MS Paint- Make a poster using different tools in MS Paint.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Computer system with MS Paint software.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Creative thinking</li> </ul>
January - February	File Management – Organisation Of Folders	To explain the concept of a file and a folder.	<ul style="list-style-type: none"> <li>➤ Providing opportunities for hands on experience for creating a file and saving into a folder.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Computer system</li> </ul>	<ul style="list-style-type: none"> <li>➤ Organisational skills</li> </ul>

Web Reference:

- [www.computerkids.com](http://www.computerkids.com)
- [www.technokids.com](http://www.technokids.com)
- [www.qcflearnfree.org](http://www.qcflearnfree.org)