

YEAR PLAN 2018 - 2019

Grade IV COMPUTER APPLICATIONS

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

Session One: June 2018 to October 2018

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: Learn to acquire knowledge and skills of using technology to accomplish tasks, communicate and facilitate activities in and outside school.

OBJECTIVES:

- To understand the difference between the terms data and information.
- To learn to customize the windows setup.
- To learn the art of text editing using MS Word.
- To learn the terminologies related to Internet Network.
- To learn how to create a presentation using MS PowerPoint.
- To learn the breakup of a task into simple steps.

Session One: June 2017 to October 2017

Projects/ Field trips: To create a School Day invite using MS Word.

Duration	Topics/Units	General Learning Objective	Activities	Resources	Life Skills
June	Computers – Storage and Memory Device	To learn the purpose of internal and external memory.	<ul style="list-style-type: none"> ➤ Introducing the basic concepts By discussing about data and information related to real-life scenario. ➤ Introducing the basic concepts of bits and bytes. ➤ Explaining the concept of memory and its capacity related to the size of the storage devices. 	<ul style="list-style-type: none"> ➤ Black board. ➤ Multimedia 	<ul style="list-style-type: none"> ➤ General awareness
July	GUI Operating System – Desktop Management	To identify and use the Task Bar, Quick Launch Bar and short cut menu.	<ul style="list-style-type: none"> ➤ Explaining the use of different Task Bar and customizing windows. ➤ Draw the desktop and label its parts. 	<ul style="list-style-type: none"> ➤ Black board ➤ Computer with GUI Operating System. 	<ul style="list-style-type: none"> ➤ General awareness
August	Creating Documents in MS Word 2010	To learn the using of templates for creating impressive documents.	<ul style="list-style-type: none"> ➤ Providing opportunities for hands on experience on using templates to create documents. 	<ul style="list-style-type: none"> ➤ Computer with MS Word software. ➤ Projector. ➤ Black board. 	<ul style="list-style-type: none"> ➤ General awareness ➤ Creative thinking
August - September	Editing In MS-Word 2010	To learn how to use the various features of editing.	<ul style="list-style-type: none"> ➤ Providing opportunities for hands on experience on using different 	<ul style="list-style-type: none"> ➤ Computer with MS Word software. 	<ul style="list-style-type: none"> ➤ Decision making ➤ Collaborative

			editing tools.	➤ Projector. ➤ Black board.	thinking
September - October	Formatting in MS-Word 2010	To learn how to use the different formatting features.	<ul style="list-style-type: none"> ➤ Providing opportunities for hands on experience on using different formatting features. ➤ Project: To create a School Day invite using MS Word. 		➤ Presentation skills
Session Two - NOVEMBER 2018 TO MARCH 2019					
Projects/ Field trips: Create a presentation on Pollution. (Integrated with GS)					
November	The Internet- Web browser	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"> ➤ Discussing the uses of internet in our daily life. ➤ Demonstrating the basic terminologies through visual representation. 	➤ Computer system with internet connection.	<ul style="list-style-type: none"> ➤ Work ethics ➤ Decision making ➤ Collaborative thinking
December	Introduction to Presentation Software- MS PowerPoint 2010	To learn how to create a PowerPoint presentation.	<ul style="list-style-type: none"> ➤ Illustrating the different components of the MS PowerPoint window and their functions. ➤ Demonstrating how to: <ul style="list-style-type: none"> • Prepare layouts of slides and its uses. 	<ul style="list-style-type: none"> ➤ Computer with MS PowerPoint software. ➤ Projector. ➤ Black board. 	<ul style="list-style-type: none"> ➤ General awareness ➤ Creative thinking
January	More on MS PowerPoint 2010	To learn how to edit and format a slide in MS PowerPoint 2010.	<ul style="list-style-type: none"> ➤ Demonstrating how to: <ul style="list-style-type: none"> • Different tools to format the slides. • Insert pictures, WordArt and sound to your presentation. ➤ Project: Create a presentation on Pollution. 	<ul style="list-style-type: none"> ➤ Computer with MS PowerPoint software. ➤ Projector. ➤ Black board. 	<ul style="list-style-type: none"> ➤ Presentation skills ➤ Decision making ➤ Collaborative thinking
January - February	Step-Wise Thinking	To learn the importance of step by step planning of an activity.	<ul style="list-style-type: none"> ➤ Taking a real life scenario/ case study, to plan a task. ➤ Discussing with the children to break the task into small steps and writing Algorithm. 	➤ Black board.	➤ Decision making

Web Reference:

- www.computerkids.com
- www.tutorialspoint.com
- www.qcflearnfree.org