

Dawood Public School
Computer Studies
Course Outline for 2017-2018
Class II

Course book- Keyboard – Computer Science with Application Software (II)
Second edition (Oxford University Press)

Month wise distribution of Course Work

August	Computer A Machine
September	Parts Of Computer
October	Keyboard
November	Revision
December	Mid-Year Examination
January	Drawing in MS Paint
February	Computer Mouse
March	Uses Of Computer
April	Revision
May	Final Examination

Content	Learning Objectives
<p>Computer- A machine Computer is an electronic machine that works with electricity to make our work easier. Types of computers:</p> <ul style="list-style-type: none"> • Desktop • Laptop • Palmtop 	<p>Theory objectives</p> <ul style="list-style-type: none"> • Define desktop and icon • Name three types of PC • State full form of PC • Describe the three types of computers • Identify desktop and icon <p>Practical objectives</p> <ul style="list-style-type: none"> • Practically start up and shut down a computer <ul style="list-style-type: none"> ➤ Switch on the computer ➤ Shut down the computer • Identify desktop and icon
<p>Tricky Terminology: personal computer, laptop, palmtop, desktop, icon, monitor, shut down, desktop computer</p> <p>Types of Questions</p> <ul style="list-style-type: none"> ➤ Fill in the Blanks ➤ Label and Identify ➤ Short Answers ➤ Multiple Choice <p>Practice in the Lab: Pg No. 10 (Task 2)</p> <p>I.T Links: https://www.slideshare.net/meethimotto/computer-a-machine-grade-ii https://www.youtube.com/watch?v=0dNslHrqlyM https://www.youtube.com/watch?v=HrbQ6XvtLFo</p>	

Content	Learning Objectives
<p>Parts of a computer</p> <p>Computer system Monitor CPU Keyboard Mouse Parts of computer that are attached when required:</p> <ul style="list-style-type: none"> • Printer • Speaker • Headphone • Microphone • UPS <p>Types of storage devices</p> <ul style="list-style-type: none"> • CD-ROM • DVD-ROM 	<p>Theory objectives</p> <ul style="list-style-type: none"> • Name four main parts of computer • Differentiate between head phones and speakers • List the storage devices • State the function of each part of a computer • State full form of VDU & CPU <p>Practical objectives</p> <ul style="list-style-type: none"> • Identify parts of the computer in computer lab
<p>Tricky Terminology monitor, CPU, keyboard, mouse, printer, microphone, speaker, headphones, UPS</p> <p>Types of Questions</p> <ul style="list-style-type: none"> ➤ Fill in the Blanks ➤ Label and Identify ➤ Short Answers ➤ Multiple Choice <p>Practice in the Lab: Pg No. 21 (Task 1)</p> <p>I.T Links: https://www.youtube.com/watch?v=YhaHq3pz_IQ https://www.youtube.com/watch?v=qNSHlgcPJ84 https://quizlet.com/15383844/parts-of-a-computer-2nd-grade-flash-cards/ (Except question 7 and 8)</p>	

Content	Learning Objectives
<p>Keyboard The keyboard includes different types of keys:</p> <ul style="list-style-type: none"> • Cursor control key • Backspace key • Delete key • Caps lock • Num lock • Shift key • ESC key 	<p>Theory objectives</p> <ul style="list-style-type: none"> • List different types of keys on keyboard • Differentiate between delete and backspace • Describe the function of the following: <ul style="list-style-type: none"> ➤ Caps lock ➤ Cursor control key ➤ Shift key ➤ Number key ➤ Alphabet keys <p>Practical objectives</p> <ul style="list-style-type: none"> • Identify different types of keys on keyboard • Type capital letters • Type symbols • Erase letters by using delete and backspace • Move cursor to the next line • Add space between two letters • Type numbers using numeric keypad
<p>Tricky Terminology cursor, cursor control keys, backspace, delete, caps lock key, num lock key, tab key, esc key</p> <p>Types of Questions</p> <ul style="list-style-type: none"> ➤ Fill in the Blanks ➤ Label and Identify ➤ Short Answers ➤ Multiple Choice <p>Practice in the Lab: Pg No. 40 (Task 1)</p> <p>I.T Links: https://www.youtube.com/watch?v=wXQ8PPzCut4 https://www.computerhope.com/keys.htm</p>	

November 2017
Revision for Mid Term Examinations

December 2017
Mid Term Examinations

Content	Learning Objectives
<p>Drawing in MS Paint Various tools can be used to create drawings in MS Paint</p> <ul style="list-style-type: none"> • Curve tool • Shapes tool • Polygon tool • Eraser tool • Fill with color tool • Text tool • Magnifier tool • Select tool 	<p>Theory objectives</p> <ul style="list-style-type: none"> • List drawing tools • Describe the function of the drawing tools <p>Practical objectives</p> <ul style="list-style-type: none"> • Draw curve line • Draw basic shapes • Draw shapes with specified number of sides • Erase drawing • Fill closed shapes with colour • Type text in drawing • Zoom in and zoom out part of drawing • Draw happy face by using various drawing tools • Use a combination of drawing tools to create: <ul style="list-style-type: none"> ➤ a tree ➤ a leaf ➤ a house
<p>Tricky Terminology: curve, polygon, magnify, font</p> <p>Types of Questions</p> <ul style="list-style-type: none"> ➤ Fill in the Blanks ➤ Label and Identify ➤ Short Answers ➤ Multiple Choice <p>Practice in the Lab:- Pages 65 and 71</p> <p>I.T Links: https://www.sumopaint.com/home/ (Online paint) https://mudcu.be/sketchpad/ (Online paint) http://windows.microsoft.com/en-us/windows-vista/paint-tools http://www.wikihow.com/Use-Microsoft-Paint-in-Windows http://fay.iniminimo.com/paint7.html</p>	

Content	Learning Objectives
<p>Computer Mouse A mouse has many functions for a computer user. We can:</p> <ul style="list-style-type: none">• Scroll with a mouse• Point with a mouse <p>Many actions can be performed by a mouse:</p> <ul style="list-style-type: none">• click• double click• right click• drag and drop	<p>Theory objectives</p> <ul style="list-style-type: none">• Define computer mouse• Define scroll• State the function of a mouse pointer• List four actions performed by mouse <p>Practical objectives</p> <ul style="list-style-type: none">• Select icon on desktop• Open icon• Change the place of an icon on a monitor screen• Identify and name the computer mouse in lab• Identify mouse pointer on desktop• Select and open “computer” icon• Change the position of “Google” icon
<p>Tricky Terminology: scrolling, click, double click, right click, drag and drop</p> <p>Types of Questions</p> <ul style="list-style-type: none">➤ Fill in the Blanks➤ Label and Identify➤ Short Answers➤ Multiple Choice <p>Practice in the Lab: Pg No. 47 (Task 1)</p> <p>I.T Links: http://www.meddybemps.com/halloween/piratepuzzle.html (Online game) http://www.roomrecess.com/pages/DoubleClick.html (Online game) https://simple.wikipedia.org/wiki/Computer_mouse https://simple.wikipedia.org/wiki/Computer_mouse</p>	

Content	Learning Objectives
<p>Uses of computer Computers are used everywhere in daily life. They can be seen in the following places:</p> <ul style="list-style-type: none"> • School • Railway Station • Airport • Bank • ATM • Hospitals • Offices <p>Computers have many uses too. Some are listed below:</p> <ul style="list-style-type: none"> • Film making • Research • E-mail • CD and DVD • Designing <ul style="list-style-type: none"> ➤ book ➤ car ➤ clothes ➤ houses ➤ newspapers 	<p>Theoretical objectives</p> <ul style="list-style-type: none"> • List some uses of computer in a school • Describe some uses of computer at the airport and railway station • Describe some uses of computer at banks • State the full form for ATM and e-mail • Describe some uses of computer at offices • Describe some uses of computer in a hospital • List some things that are designed by a computer • Describe how computers are used in space research
<p>Tricky Terminology: record, e-mail, ATM</p> <p>Types of Questions</p> <ul style="list-style-type: none"> ➤ Fill in the blanks ➤ Label and Identify ➤ Short answers ➤ Multiple Choice <p>Practice in the Lab:- Pg No. 31 (Task 1)</p> <p>Additional Practice:</p> <ul style="list-style-type: none"> • Students will visit Primary Building and observe how a computer is being used in the library, the staff room, at the In-charge's office and the computer lab. • Students will make a project/document about uses of computer in any three places where they have visited. <p>I.T Links: https://www.informationq.com/uses-of-computers-in-different-fields-areas-sectors-industries-education https://www.slideshare.net/swatikakade/computer-uses-in-different-areas</p>	