

**DAWOOD PUBLIC SCHOOL**  
**Course Outline for the year 2011-2012**  
**Computer Studies**  
**Class-I**

**Text Book:**

1 *Keyboard Computer Science with Application Software*, Oxford University Press, Pakistan, 2009.  
Authors: Sangeeta Panchal, Alka Sabharwal.

**August 2011:**

**Theory:**

**Chapter 1 – A computer**

**Aims and Objectives:**

Discuss types and functions of familiar machines.  
Introduce computer as a machine.  
Identify the functions of a computer.

**Practical:**

Start and Shutdown PC  
Moving mouse drills and familiarization with screen contents e.g. start button, My Computer, Clock.

**September 2011:**

**Theory:**

**Chapter 2 – Parts of a Computer**

**Aims and Objectives:**

Identify the different components of a computer and their functions.  
Differentiate between a monitor and other similar looking objects.

**Practical:**

Start and Shutdown PC.  
Open and close Calculator.  
Calculate with calculator.

**October 2011:**

**Theory:**

**Chapter 3 – Uses of Computers**

**Aims and Objectives:**

Identify the different uses of a computer  
Distinguish between its use for leisure and as work purposes.

**Practical:**

Start and Shutdown PC  
Open and close Paint.  
Rectangle, Eraser Tools.

**November 2011:**

Revision for Mid-Year Examinations  
Revision of all chapters will be done. Practice of all practical work will be done.  
Worksheets, tests and practical will be given to students to make sure they have understood all the topics.

**December 2011:**

Mid-Year Examinations

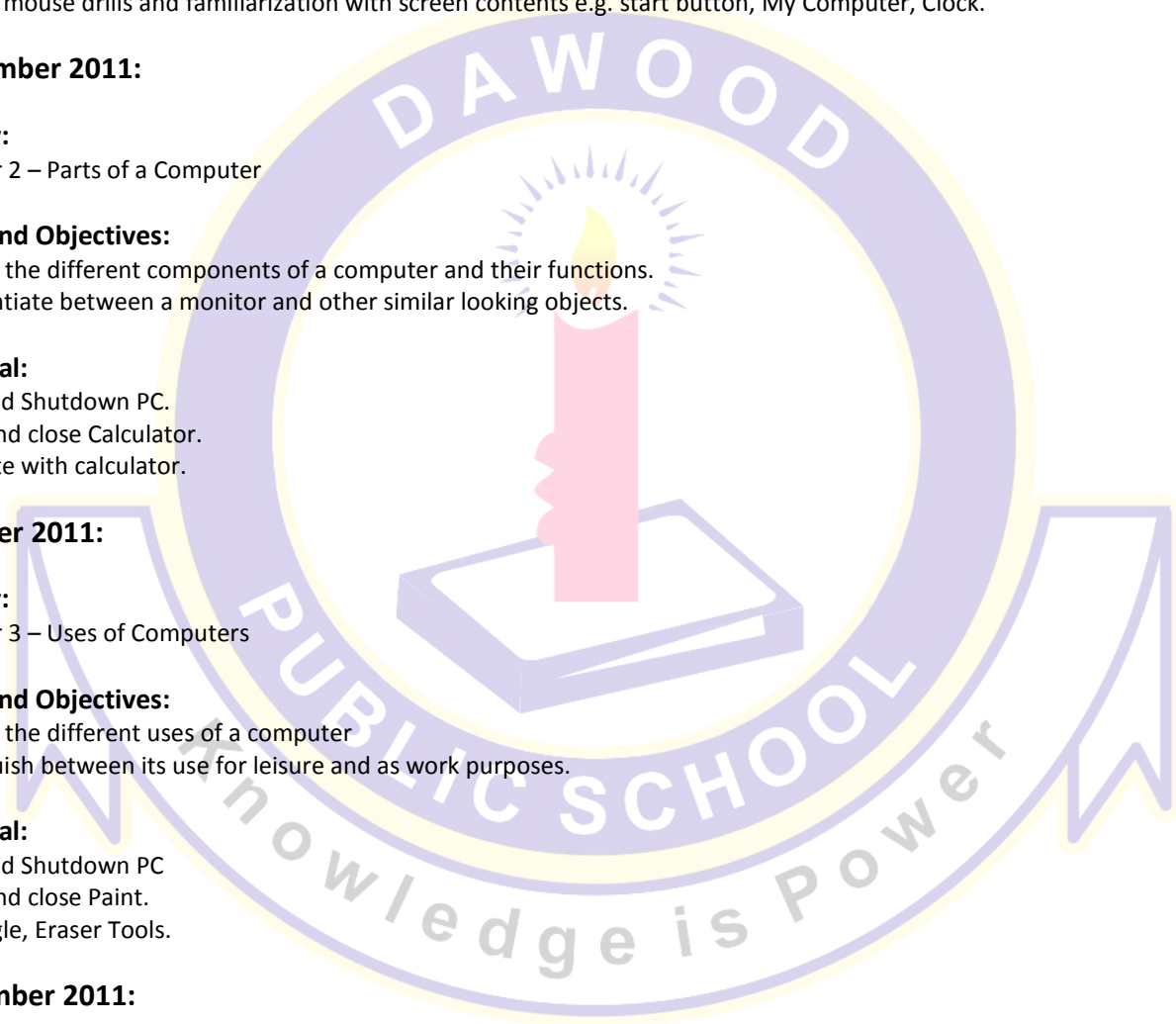
**January 2012:**

**Theory & Practical:**

**Chapter 4 – Know Your Keyboard**

**Aims and Objectives:**

Recognize the different keys on the keyboard.  
Identify their function.



**DAWOOD PUBLIC SCHOOL**  
**Course Outline for the year 2011-2012**  
**Computer Studies**  
**Class-I**

**Practical:**

Typing on notepad/WordPad  
Activity based

**February 2012**

**Theory and Practical:**

Chapter 5 – Computer Mouse

Explain the correct placing of a mouse.  
Show the correct usage of a mouse.

**Practical:**

Using different keys on a keyboard.

**March 2012**

**Theory and Practical:**

Start and Shutdown PC.  
Typing activity.

**Aims and Objectives:**

Learn how to type on WordPad and note pad.

**April 2012:**

Revision for Final Examinations  
Revision of all chapters will be done. Practice of all practical work will be done.  
Worksheets, tests and practical work will be given to students to make sure they have understood all the topics.

**May 2012**

Final Examinations

