

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

Text Book

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

August 2011:

Theory:

Chapter 1-Introduction to Computers

Aims and Objectives:

Students will recognize the different parts of computer and their functions.

Practical:

Introduce the paint software.

Introduce operating system (Icon, Desktop, Task bar etc)

September 2011:

Theory:

Chapter 4- Drawing in Paint

Aims and objectives:

Introduce the different tools of Paint software.

Practical:

Uses of different tools in Paint software

October 2011:

Theory:

Chapter 3-Operating system

Aims and objectives:

Introduce different operating system.

Practical:

Typing

Saving a drawing

Open an already saved drawing

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:

Midyear Examination 2011

January 2012:

Theory

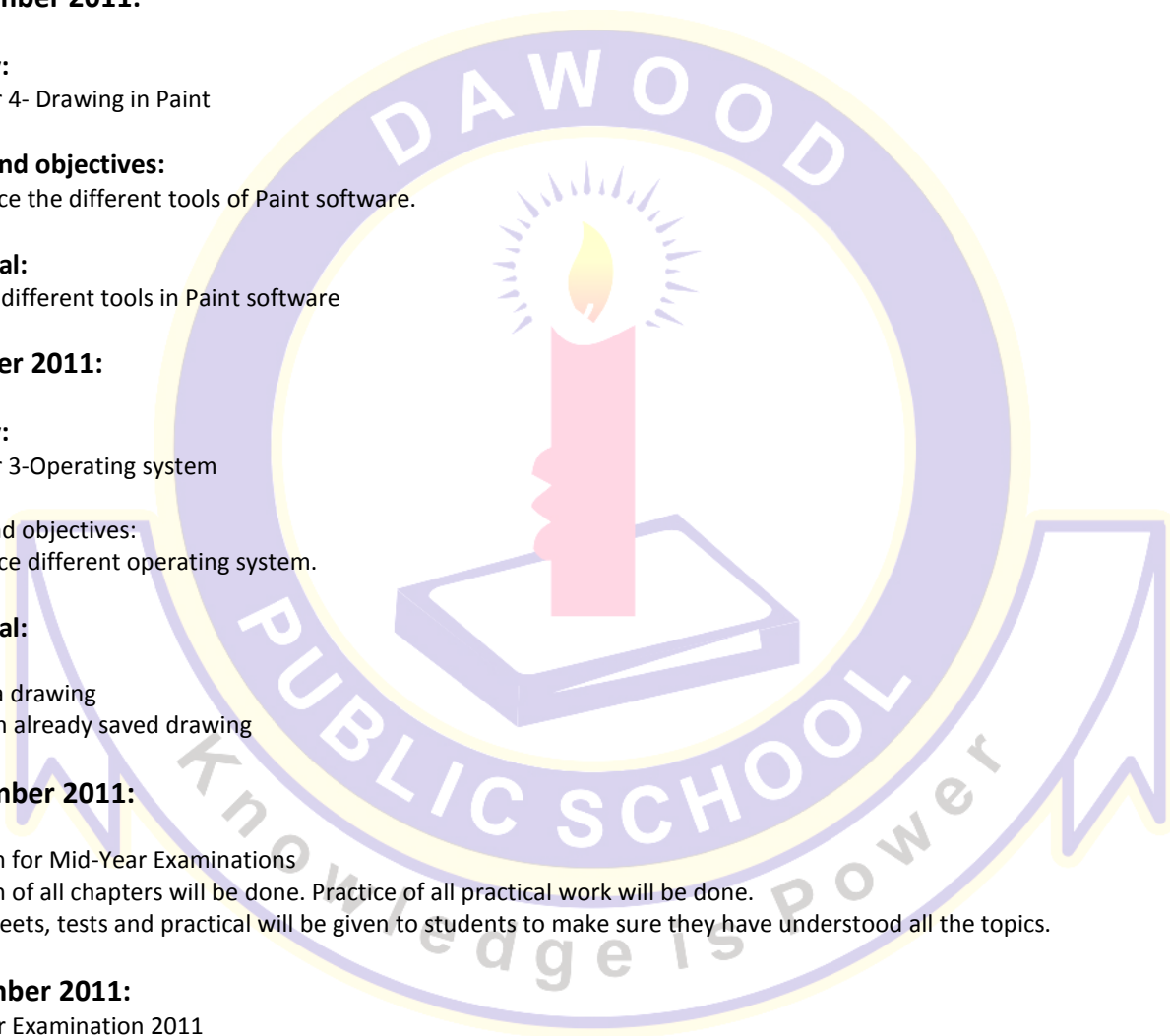
Chapter 2- Keyboard

Aims and objectives:

Introduce different keys and their functions.

Practical:

Typing



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

February 2012:

Theory:

Chapter 5- Notepad

Aims and objectives:

Introduce notepad and its features

Practical:

Starting notepad

Uses of different tools in notepad

March 2012:

Theory:

Chapter 9-Introduction to Microsoft Word

Aims and objectives:

Introduce Word processing program

Practical:

Introduce different tools of word processing program (font size, font colour, cut, copy and paste)

April 2012:

Revision for Final-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.

May 2012:

Final Examination 2012

