

| 1st Term : 18 August 2015-27 December 2015 (80 Working days) | | | | |
|--|---|----------------------|--|---|
| Week No | Duration/ Dates | No of W. Days | Contents | Practical Experiments |
| 1 | 18 Aug 2015 To 21 Aug 2015 | 04 | <u>Chap # 1 : Basics of Information Technology</u> Types of Data, Revolution of Information Technology, Primary Units of Computer System Software, its types. I/O Processors | Introduction |
| 2 | 24 Aug 2015 To 28 Aug 2015 | 05 | Input Devices : Keyboard, Mouse, Joystick, Trackball, MICR, OMR etc. Output Devices: Monitor, CRT | Use of Start Menu; Manage Program Group & Document Group; How to access Search Group; Customize the Desktop. |
| 3 | 31 Aug 2015 To 04 Sep 2015 | 05 | Printers: Character Printer, Line Printers Page Printers, Plotter: Flatbed Plotter, Drum Plotter | Use of Windows Help Use of Windows Accessories: Word Pad; Calculator; Paint |
| 4 | 07 Sep 2015 To 11 Sep 2015 | 05 | Memory, its terminologies, Read/Write Operations, Access/Cycle Time etc. Static/Dynamic Memory, General Memory Operations | Managing files and folders using My Computer; Managing files and folders using Windows Explorer; Managing Recycle Bin Operations |
| 5 | 14 Sep 2015 To 18 Sep 2015 | 05 | <u>Chap # 2: Information Networks</u> Computer Network, Network Models LAN, WAN, Client/Server Model, Peer-Peer Model, Network Operating System | Installation of given printer driver; Setting up different properties of printer; Managing the queues of printing jobs |
| 6 | 21 Sep 2015 To 25 Sep 2015 [EidulAzha] | 02 | Benefits and Purposes of Network Computing and Groupware, Topology, its Types | Open and save files in specified path or New Folder |
| 7 | 28 Sep 2015 To 02 Oct 2015 | 05 | <u>1st Bimonthly Test</u> | |
| 8 | 05 Oct 2015 To 09 Oct 2015 | 05 | Protocols, its Key elements, IEEE 802.X standards, 802.3, 802.5, 802.6, x.25, TCP/IP | Selection of text by different methods and applying different operations, Copying, Moving (by Clipboard and Drag & Drop methods) Deletion |
| 9 | 12 Oct 2015 To 16 Oct 2015 | 05 | OSI Layer Cake, Packet Switching, Circuit Switching | Formatting text (Bold, Underline, Font, Colour etc.) |
| 10 | 19 Oct 2015 To 23 Oct 2015 [Ashura] | 03 | <u>Chap # 3: Data Communications</u> Basic Elements of Data Communications Transmission Modes, Types of Data Transmission, Modulation, its Types | Use of Text Alignment, Indenting and managing space. Also use of Bullets and Numbering |
| 11 | 26 Oct 2015 To | 05 | Communication Media, Cable Media Wireless Media, Bandwidth, its Types | Use of Undo and Redo |

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| | 30 Oct 2015 | | | |
| 12 | 02 Nov 2015 To 06 Nov 2015 | 05 | <u>Chap # 4: Applications & uses of Computer</u> Impacts of Computer Technology on Society Computers in Business, Computers in Office Automation, Computers in Medical, at Home | Use of Page Setup including Page Margin, Size, Paper Source and Layout |
| 13 | 09 Nov 2015 To 13 Nov 2015 [Iqbal Day] | 04 | Computers in Education, CBT, CAL Computers in Industry, CAD, CAM Computer Simulation, in Airline System Benefits of using Computers | Skills of Printer Settings |
| 14 | 16 Nov 2015 To 20 Nov 2015 | 05 | Computers in E-Commerce, Video Conferencing <u>Chap # 5: Computer Architecture</u> Introduction, Basic Units of Computer CPU, CU, ALU | Use of Tables and Columns |
| 15 | 23 Nov 2015 To 27 Nov 2015 | 05 | Memory, ROM, its Types, RAM, its Types System Buses, its Types, Computer Registers, its Types | Use of Spell Check Grammar and Thesaurus |
| 16 | 30 Nov 2015 To 04 Dec 2015 | 05 | Types of Instruction, Instruction Formats Operating System, Functions of Operating System | Use of shortcuts |
| 17 | 07 Dec 2015 To 11 Dec 2015 | 05 | <u>1st Term Exams (Send – Up Exams)</u> | |
| 18 | 14 Dec 2015 To 18 Dec 2015 | 02 | <u>1st Term Exams (Send – Up Exams) / All Pakistan Prize Distribution Ceremony of Co-curricular Activities</u> | |
| 19 | 21 Dec 2015 To 25 Dec 2015 | - | <u>Winter Vacation</u> | |
| <u>2nd Term: 28 December 2015-12 April 2016 (75 Working Days)</u> | | | | |
| 20 | 28 Dec 2015 To 01 Jan 2016 | 05 | <u>Chap# 6: Security, Copyright & The Law</u> Backup, Computer Virus, How Virus Spreads? Protection from Virus, Antivirus | Inserting & Deleting Cells, Rows and Columns |
| 21 | 04 Jan 2016 To 08 Jan 2016 | 05 | Data Protection, its Law, Data Protection Act Copyright Act, Infringement of Copyright, Exemptions, Computer Crimes | Managing Worksheets Formatting and Customizing Data |
| 22 | 11 Jan 2016 To 15 Jan 2016 | 05 | <u>Chap# 7: Windows Operating System</u> Introduction, Features of Windows O.S Types of Folder Icons | Use of Formulas and functions (formatting numbers, decimal places, column & rows setup etc.) |
| 23 | 18 Jan 2016 To 22 Jan 2016 | 05 | Views of Folder, Desktop, Windows Explorer | Drawing of different types of charts Use of Page Setup and Printing Configurations |
| 24 | 25 Jan 2016 To 29 Jan 2016 | 05 | Tray, Control Tabs, Control Panel, Recycle Bin Windows Search | Send/receive email to single user, multiple users. Attach/Detach files with e- |

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|---------|--|---------------------|--|--|
| 25 | 01 Feb 2016 To 05 Feb 2016 [Kashmir Day] | 04 | Windows Help Dialog Box, Installing Printer Shutdown | Browsing Internet |
| 26 | 08 Feb 2016 To 12 Feb 2016 | 05 | <u>2nd Bimonthly Test</u> | |
| 27 | 15 Feb 2016 To 19 Feb 2016 | 05 | <u>Chap# 8: Word Processing</u> Introduction, Advantages, Features of Word Processor | Proper use of search engines Use of Shortcuts |
| 28 | 22 Feb 2016 To 26 Feb 2016 | 05 | Word Processor IDE, Word Wrap, Hard Return | 1 st Test of Test Series |
| 29 | 29 Feb 2016 To 04 Mar 2016 | 05 | <u>Chap# 9: Spreadsheet Software</u> Introduction, Advantages Basic Features of Spreadsheet Software | 2 nd Test of Test Series |
| 30 | 07 Mar 2016 To 11 Mar 2016 | 05 | Identification of Cell, Active Cell, Range of Cells Reference of Cell | 3 rd Test of Test Series |
| 31 | 14 Mar 2016 To 18 Mar 2016 | 05 | General Interface, Formula, Functions Recalculation of Formulas | 4 th Test of Test Series |
| 32 | 21 Mar 2016 To 25 Mar 2016 [Pakistan Day] | 04 | <u>Chap# 10: Fundamentals of Internet</u> Introduction, Working of Internet, Web Browser, File Compression, E-mails, URLs, Primary Domains, Search engine, Newsgroup | 5 th Test of Test Series |
| 33 | 28 Mar 2016 To 01 Apr 2016 | 05 | <u>Pre-Board Examination</u> | |
| 34 | 04 Apr 2016 To 08 Apr 2016 | 05 | <u>Pre-Board Examination</u> | |
| 35 | 11 Apr 2016 To 15 Apr 2016 | 02 | <u>Pre-Board Examination/ Prep Leave</u> | |