



Course Outline

Computer Course

With the aspiration to nurture and honor the excellence of students, Ceats are empowering achievers.

Don't wait so long!

Let's dive straight to the format now

There are many questions arising in your mind right now.

You'll get answered step by step.

Wanna know the eligibility?

This is an inclusive one program because only students of Grade 1 to Grade 12 can apply. We highly encourage the students to take a keen interest as talent deserves a chance and this initiative is mitigating the despise of learning. Ceats are here to develop competitiveness and the tradition of learning among the students.

Now coming to the pattern. Right?

Don't need to cram over the bookish stuff. Just grasp the concepts as the pattern comprises multiple choice questions. Don't overstuff your head with the lengthy evaluation, you'll have to solve 40 questions to test the affinity of computer science in students

When you'll be attempting various questions, don't forget the tiktok of the clock. Your time is running short as you'll have only 40 minutes to solve 40 questions. Manage your time learners.

Level 1-2

Drawing in Paint, Fundamentals of Computer, Computer Applications, Microsoft office, input devices, output devices, Uses of Computers, history of computer, Processing

Level 3-4

Microsoft office, Operating System, Types of Operating Systems, Hardware and software, all devices of input and output, system software, application software, utility software, Internet, Logics, Memory, networks

Level 5-6

Evolution of Computers, Hardware and software, system software, application software, utility software, All types of input output devices, storages devices Microsoft office, Internet, Processor, Multimedia, Sorting, Pattern, counting, Memory, Ports

Level 7-8

Microsoft office, Types of Computer Viruses, Communication on the Internet, Introduction to HTML, Hardware and software, all devices of input and output, storages devices, web systems, Numeric Representation, Boolean Algebra, Image, Networking

Level 9-10

History of computer, number system, Boolean algebra, Hardware and software, system software, application software, utility software, DOS, GW Basic language, Microsoft office, Operating system, storages devices, Logic Designing, Language Structures, visualization, Instructions, languages

Level 11-12

Database in Microsoft Access, C language, Networking, Software and Hardware, storages devices , All types of software, Microsoft office, Mapping, Logic Designing, Algorithm, Scheduling, Debugging, Stack, web systems



Coverage of Contents and Nature
Computer Course

Level 1-2

Topic	Topic Cover	Learning Outcomes
A Smart Machine	The Computer— A Machine	The student should be able to: <ul style="list-style-type: none"> • Describe the computer as a machine which helps us do various tasks.
	Humans and Computers	<ul style="list-style-type: none"> • Differentiate between humans and computers.
	Types of Computers	<ul style="list-style-type: none"> • Classify computers based on size. • Identify the different types of computers.
	Starting and Shutting Down a Computer	<ul style="list-style-type: none"> • Start and shut down a computer in the correct way
Parts of a Computer	Monitor	The student should be able to: <ul style="list-style-type: none"> • Define a computer system. • List the four main parts of a computer. • Identify the monitor. • Recognize its resemblance with a television. • Describe what the monitor is used for.
	CPU Cabinet	<ul style="list-style-type: none"> • Identify the CPU Cabinet. • Describe what it contains.
	Keyboard	<ul style="list-style-type: none"> • Recognize the keyboard. • Explain the use of a keyboard.
	Mouse	<ul style="list-style-type: none"> • Identify the mouse. • Explain the use of a mouse and a mouse pad.
	Printer	<ul style="list-style-type: none"> • Recognize the printer. • Describe the use of a printer. • Define a printout.
	Microphone, Speakers, and Headphones	<ul style="list-style-type: none"> • Recognize the microphone, speakers, and headphones. • Describe what they are used for. • Decide when to use headphones and when to use speakers.
	Input and Output Devices	<ul style="list-style-type: none"> • Explain what the input and the output devices are. • Identify the different types of input and output devices.
	UPS	<ul style="list-style-type: none"> • Recall what the acronym UPS stands for. • Describe the use of a UPS.
	Floppy Disk, Hard Disk, CD, DVD, and USB	<ul style="list-style-type: none"> • Identify floppy disks, hard disks, CDs and DVDs, and USBs. • Explain what a hard disk is and what it is used for. • Differentiate between a CD and a DVD. • Describe the use of a USB and its advantage over a

		CD and DVD
Keyboard	Cursor Control Keys	The student should be able to: <ul style="list-style-type: none"> Recognize the cursor control keys. Explain their use.
	BACKSPACE key	<ul style="list-style-type: none"> Identify the BACKSPACE key. Describe its use.
	DELETE Key	<ul style="list-style-type: none"> Recognize the DELETE key. Explain its use. Differentiate between the BACKSPACE key and the DELETE key.
	CAPS LOCK key	<ul style="list-style-type: none"> Identify the CAPS LOCK key. Recall the use of the CAPS LOCK key and work with it.
	NUM LOCK key	<ul style="list-style-type: none"> Recognize the NUM LOCK key. Identify the numeric keypad and explain the use of the NUM LOCK key.
	Shift key	<ul style="list-style-type: none"> Identify the Shift Key. Usage.
	TAB key	<ul style="list-style-type: none"> Identify the TAB key. Explain the use of the TAB key.
	ESC key	<ul style="list-style-type: none"> Identify the ESC key. Describe the use of the ESC key and work with it.
Uses of Computers	Schools	The student should be able to: <ul style="list-style-type: none"> Describe the uses of computers in schools.
	Railway Stations and Airports	<ul style="list-style-type: none"> List the uses of computers at railway stations and airports.
	Making Films	<ul style="list-style-type: none"> Define animation and describe how computers are used in making films.
	Banks	<ul style="list-style-type: none"> Explain the uses of computers in banks. Describe what an ATM machine is.
	Hospitals	<ul style="list-style-type: none"> Recount the uses of computers in hospitals.
	Offices	<ul style="list-style-type: none"> Cite the uses of computers in offices.
	Designing	<ul style="list-style-type: none"> Describe the uses of computers in designing.
	Space Research	<ul style="list-style-type: none"> Explain the uses of computers in space research.
	Publishing	<ul style="list-style-type: none"> List the uses of computers in the publishing industry.
Let's Paint!	Starting Paint	The student should be able to: <ul style="list-style-type: none"> Open Paint. Recognize the components of the Paint window.

	Closing Paint	<ul style="list-style-type: none"> • Close the Paint window.
	Using Tools	<ul style="list-style-type: none"> • Use the Pencil tool, the Brushes tool, and the Line tool. • Distinguish among the different types of brushes available in Paint.
	Saving a Drawing	<ul style="list-style-type: none"> • Save a drawing.
	Starting a New Drawing	<ul style="list-style-type: none"> • Start a new drawing.
	Opening an Already Saved Drawing	<ul style="list-style-type: none"> • Open an already saved drawing.
Drawing in Paint	Curve Tool	The student should be able to: <ul style="list-style-type: none"> • Use the Curve tool.
	Shapes Group	<ul style="list-style-type: none"> • Draw different shapes using the Shapes tool.
	Polygon Tool	<ul style="list-style-type: none"> • Use the Polygon tool.
	Eraser Tool	<ul style="list-style-type: none"> • Recall how to erase the unwanted parts of a drawing.
	Fill with color Tool	<ul style="list-style-type: none"> • Fill color in an enclosed figure using Fill with color tool.
	Text Tool	<ul style="list-style-type: none"> • Write text in Paint.
	Select Tool	<ul style="list-style-type: none"> • Select rectangular or irregularly shaped areas of a drawing in Paint.
	Magnifier Tool	<ul style="list-style-type: none"> • Zoom in on a part of the drawing.
	Color Picker tool	<ul style="list-style-type: none"> • Recognize the Color Picker tool and pick up a color from a drawing in Paint and use it elsewhere in the drawing.
Let's Start Word	Word Processing Software	The student should be able to: <ul style="list-style-type: none"> • Explain what a word processor is and what its uses are.
	Starting Word	<ul style="list-style-type: none"> • Basics of MS Word
	Parts of the Word Window	<ul style="list-style-type: none"> • Identify and describe the various parts of the Word window.
	Creating a New Document	<ul style="list-style-type: none"> • Create a new document. • Explain how to save a document.
	Opening a Document	<ul style="list-style-type: none"> • Open an already saved document. • Change the font size and the font color. • Close a Document.

Level 3-4

Topic	Topic cover	Learning Outcomes
Operating System	What is a Computer Made Of	The student should be able to: <ul style="list-style-type: none"> • Differentiate between hardware and software.
	Operating System	<ul style="list-style-type: none"> • Define the term operating system. • Usage.
	Types of Operating Systems	<ul style="list-style-type: none"> • Differentiate between single-user and multi-user operating systems. • Give a brief introduction of Microsoft Windows.
	Desktop and Icons	<ul style="list-style-type: none"> • Define the terms Desktop and Icons. • Identify different icons on the Desktop. • Differentiate between files and folders. • Demonstrate how to change the position of the taskbar. • Describe the use of the Start button. • Label the left pane and right pane of the Start menu.
More About Paint	Moving and Copying Objects	The student should be able to: <ul style="list-style-type: none"> • Select objects. • Differentiate between Rectangular Selection tool and Free form selection tool. • Demonstrate how to select a drawing or part of a drawing using the Select tool.
	Undo and Redo	<ul style="list-style-type: none"> • Copy and move objects. • Differentiate between the Cut and Copy commands. • Explain how to paste a picture into Paint. • Differentiate between the Undo and Redo commands.
	Rotate/Flip a Drawing	<ul style="list-style-type: none"> • Flip and rotate a drawing.
	Resize a Drawing	<ul style="list-style-type: none"> • Resize a drawing.
	Skew a Drawing	<ul style="list-style-type: none"> • Differentiate between resize and skew. • Skew a drawing.
	Set Drawing as a Desktop Background	<ul style="list-style-type: none"> • Set a drawing as a desktop background.
	Zoom In and Out	<ul style="list-style-type: none"> • Label the options available on the View tab. • Explain what zooming means. • Differentiate between Zoom In and Zoom Out.
	Entering Commands	<ul style="list-style-type: none"> • Demonstrate how to enter commands and run them. • Save a program. • Remember the extension of a KTurtle file. • Explain the working of the fw, tr, bw and tlcommands. • Draw a square using the turtle commands.
	The Toolbar	<ul style="list-style-type: none"> • Appropriately use the commands on the toolbar.
		<ul style="list-style-type: none"> • Recall the use of different speeds at which program can be run.
	Saving an Image	<ul style="list-style-type: none"> • Save an image. • Remember the file extension of a saved image.

Editing Text in Word	Revision of class 2 chapter	The student should be able to: <ul style="list-style-type: none"> • Start Word. • Create a new document. • Open a Word document. • Close a Word document. • Exit Word.
	Parts of the Word Window	<ul style="list-style-type: none"> • Explain the function of the different parts of the Word window.
	Editing Text	<ul style="list-style-type: none"> • Explain the term editing. • Demonstrate how to select text using a mouse. • Demonstrate how to select text using a keyboard.
	Selecting Text	
	Inserting Text	<ul style="list-style-type: none"> • Explain OVERTYPE and INSERT mode. • Demonstrate how to select INSERT / OVERTYPE mode. • Demonstrate how to insert a blank line.
	Deleting Text	<ul style="list-style-type: none"> • Demonstrate how to delete a character, a word, or a block of text.
	Undo and Repeat Commands	<ul style="list-style-type: none"> • Explain the difference between Undo and Repeat commands. • Demonstrate how to use the Undo and Redo buttons.
	Copying and Moving text	<ul style="list-style-type: none"> • Explain the difference between Copy and Cut commands. • Demonstrate how to copy and move text.
Formatting Text in Word	Character Formatting	<ul style="list-style-type: none"> • The student should be able to: • Explain what is formatting. • Explain the meaning of Font and default settings.
		<ul style="list-style-type: none"> • Discuss the use of the Font group on the HOME tab. • Demonstrate how to format text using Font group. • Demonstrate how to format text using Font dialog box. • Demonstrate how to apply text effects.
	Highlighting and Aligning Text	<ul style="list-style-type: none"> • Demonstrate how to highlight text and also remove highlighting. • Explain the meaning of alignment and different types of alignment. • Demonstrate how to change the alignment of text.
	Applying Borders and Shading	<ul style="list-style-type: none"> • Demonstrate how to apply borders and shading to text.
Paint	Starting Tux Paint	The students should be able to: <ul style="list-style-type: none"> • Start Tux Paint.
	Main Screen	<ul style="list-style-type: none"> • Identify the different parts of the Tux screen window. • Demonstrate how to get a color of your choice.
	Drawing Tools	<ul style="list-style-type: none"> • Demonstrate how to use the different tools—Paint, Lines, Shapes, Text, Eraser. • Differentiate between Paint and Lines tool. • Explain how to add text to the drawing using the Text tool.

		<ul style="list-style-type: none"> • Explain how the Magic tool is used to give drawing effects to your drawing. • Show the working of the Eraser tool.
	Other Controls	<ul style="list-style-type: none"> • Differentiate between Undo and Redo commands. • Explain how to start a new drawing. • Demonstrate how to save, open an existing drawing and quit Tux Paint. • Show how to print the drawing on the printer.

Level 5-6

Topic	Topic Cover	Learning Outcomes
Characteristics and Evolution of Computers	Early Calculating Devices	The student should be able to: <ul style="list-style-type: none"> • Briefly describe the various early calculating devices.
	Evolution of Computers	<ul style="list-style-type: none"> • Classify computers into different generations based on the technology used. • Briefly describe the various first-generation computers. • Explain the limitations of different generations of computers.
	Characteristics of Computers	<ul style="list-style-type: none"> • List the characteristics of modern-day computers. • Explain the limitations of modern-day computers.
Data Devices	Input Devices	The student should be able to: <ul style="list-style-type: none"> • Recall the various input devices already learnt in the previous class. • Describe the new input devices they have been introduced to, in this lesson.
	Output Devices	<ul style="list-style-type: none"> • Recount the various output devices already learnt in the previous class. • Detail the new output devices they have been introduced to, in this lesson. • Differentiate between Impact and Non- Impact printers.
	Memory	<ul style="list-style-type: none"> • Define Memory. • Recall that the smallest unit of memory is the bit. • Describe the multiple units of memory – KB, MB, GB, and TB. • Explain the three types of memory. • Differentiate between primary and secondary memory, volatile and non-volatile memory. • Discuss the three types of ROM. • Appropriately use secondary storage devices.
Objects in MS Word	Inserting WordArt	The student should be able to: <ul style="list-style-type: none"> • Define and create WordArt. • Format WordArt.
	Inserting Text Boxes	<ul style="list-style-type: none"> • Insert and format a text box. • List out the steps involved in changing the shape of a text

		box.
	Inserting Shapes	<ul style="list-style-type: none"> • Explain how to insert different shapes in Word.
	Inserting Pictures	<ul style="list-style-type: none"> • Describe the two different ways in which pictures can be inserted. • List the ways in which a picture can be formatted and cropped. • Explain how to change the appearance of an image.
	Wrap text	<ul style="list-style-type: none"> • Explain what text wrapping is and how it can be done.
	Position	<ul style="list-style-type: none"> • Explain the use of the Position command.
Advanced Features of Word	Headers and Footers	<p>The student should be able to:</p> <ul style="list-style-type: none"> • Insert headers and footers. • Describe the steps involved in adding date or time and page numbers. • List the steps involved in editing or deleting a header or footer.
	Footnotes and Endnotes	<ul style="list-style-type: none"> • Add a footnote and an endnote.
	Page Backgrounds	<ul style="list-style-type: none"> • Explain what a watermark is and how to insert one in a Word document. • Change page color and apply page borders.
Making Presentations Interesting	Adding Slides	<p>The student should be able to:</p> <ul style="list-style-type: none"> • Add slides to a presentation. • Briefly list the steps involved in changing backgrounds of slides.
	INSERT Tab	<ul style="list-style-type: none"> • List the various options available in the INSERT tab. • Explain what SmartArt Graphics are and how to insert and edit them. • Insert a screenshot. • Create a photo album. • Insert both audio and video files in a presentation.
	Slide Transitions and Animations	<ul style="list-style-type: none"> • Define the terms: transition and animation. • Add a slide transition effect to a presentation. • Describe the various animation effects that can be applied to objects on a slide.
	Viewing and Organizing Slides	<ul style="list-style-type: none"> • Describe the various views present in PowerPoint
	Slide Shows	<ul style="list-style-type: none"> • Create a slide show.
	Printing the Presentation	<ul style="list-style-type: none"> • List the different print layouts available.
Starting Excel	Starting Excel	<p>The student should be able to:</p> <ul style="list-style-type: none"> • Start Excel.
	Parts of the Excel Window	<ul style="list-style-type: none"> • Identify the different parts of the Excel window.
	Data Types	<ul style="list-style-type: none"> • List the different data types that can be used in Excel and also demonstrate how data is to be entered in Excel.

	Creating a New Workbook	<ul style="list-style-type: none"> • Create a new workbook.
	Saving a Workbook	<ul style="list-style-type: none"> • Save a workbook.
	Selecting Cells	<ul style="list-style-type: none"> • Explain the different ways in which cells of a worksheet can be selected.
Editing Cell Contents in Excel	Editing and Deleting Cell Contents	<p>The student should be able to:</p> <ul style="list-style-type: none"> • Explain the two ways in which contents of a cell can be edited. • Delete cell contents.
	Copying and Moving Data	<ul style="list-style-type: none"> • Explain the ways in which cell contents can be copied or moved between cells.
	Inserting and Deleting Cells, Rows and Columns	<ul style="list-style-type: none"> • Insert cells or a block of cells in a worksheet. • Add rows and columns to a worksheet. • Delete cells, rows, and columns from a worksheet.
	Changing Row Height	<ul style="list-style-type: none"> • Change the row height for a row or for several rows at once.
	Changing Column Width	<ul style="list-style-type: none"> • Change the column width of a column or of several columns at once.
First Step to the Internet	Internet	<p>The student should be able to:</p> <ul style="list-style-type: none"> • Define Internet. • Recall the history of the Internet. • Debate the uses of the Internet.
	Requirements for Connecting to the Internet	<ul style="list-style-type: none"> • Describe the two types of Internet access connections. • Explain the use of a modem. • Differentiate between dial-up and broadband connection.
	World Wide Web (www)	<ul style="list-style-type: none"> • Define the terms — WWW, Web browser, Web page, Website, Web address, and home page. • Differentiate between a home page and a website. • Explain the use of hyperlinks on a web page. • Define the term surfing in the context of the Internet.
	Search Engines	<ul style="list-style-type: none"> • Define search engine. • Explain the working of a search engine. • Give a few examples of popular search engines. • Search for information on a topic using a search engine.
	E- mail	<ul style="list-style-type: none"> • Define email. • List some well-known email service providers. • Demonstrate how to send an email.
Internet	Safety on the Internet	<ul style="list-style-type: none"> • Recall the safety rules one should follow while working online.

Level 7-8

Topic	Topic Cover	Learning Outcomes
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Formulas in MS Excel	Cell and Range References	<p>The student should be able to:</p> <ul style="list-style-type: none"> • Define formula and reference. • Write formulas in Excel. • Describe the concept of cell reference.
	Using Formulas	<ul style="list-style-type: none"> • Demonstrate how and where to enter a formula. • Find the sum of values. • Define pointing. • Explain relative, absolute, mixed, and circular references. • Explain concatenation. • Define arithmetic operators and recall their precedence in formulas.
	Error Results	<ul style="list-style-type: none"> • Interpret common formula error messages in Excel.
	AutoSum Feature	<ul style="list-style-type: none"> • Use the AutoSum feature. • List the additional functions available in the AutoSum drop- down menu. • Calculate total, average, count, and find maximum and minimum values using the AutoSum feature.
	Functions Library	<ul style="list-style-type: none"> • Define a function. • Provide an overview of the various functions available in the • Function Library group on the Formulas tab. • Find GCD and LCM. • Create a formula using the Insert Function command.
Creating Charts in MS Excel	Types of Charts	<p>The student should be able to:</p> <ul style="list-style-type: none"> • Define a chart. • Explain the need to create a chart. • Describe various charts and their significance.
	Components of a Chart	<ul style="list-style-type: none"> • Identify and list the various components of a chart.
	Creating a Chart	<ul style="list-style-type: none"> • Create a chart by following all the necessary steps. • Change or add chart components. • To modify the chart style and layout. • To use the chart formatting options under the Format tab of the Chart Tools. • To create a combo chart.
	Sparklines	<ul style="list-style-type: none"> • Define a sparkline and explain its uses. • To create a sparkline.
Computer Viruses	What Does a Computer Virus Do?	<p>The student should be able to:</p> <ul style="list-style-type: none"> • Define a computer virus • Explain what a computer virus can do and what it cannot. • Understand the various warning signals. • Explain how a computer virus spreads.
	Types of Computer Viruses	<ul style="list-style-type: none"> • Explain the different types of viruses.
	Malware	<ul style="list-style-type: none"> • Define the terms: malware, worms, Trojan horses, spyware, and spam.

	Preventing Virus Infections	<ul style="list-style-type: none"> List some basic rules to avoid virus infections.
	Antivirus Software	<ul style="list-style-type: none"> Describe the various antivirus software available. Scan their system using the Quick Heal Antivirus software. Explain the components of the Quick Heal main window. Update virus definitions. Discuss free antivirus software.
Loops and Graphics in Small Basic	For...EndFor	<p>The student should be able to:</p> <ul style="list-style-type: none"> Explain the working of the For...EndForloop. Describe the use of the Stepcommand.
	While...EndWhile	<ul style="list-style-type: none"> Explain the working of the While...EndWhilestatement.
	Graphics Window	<ul style="list-style-type: none"> Describe the GraphicsWindowobject. Explain its various properties and methods.
Introduction to Visual Basic	Graphical User Interface	<p>The student should be able to:</p> <ul style="list-style-type: none"> Describe what Visual Basic is. Explain GUI and event-driven programming.
	Getting Started with Visual Basic	<ul style="list-style-type: none"> Start Visual Basic. Explain the acronym IDE.
	Visual Basic Window	<ul style="list-style-type: none"> Identify and describe the various components of the Visual Basic window.
	Developing an Application	<ul style="list-style-type: none"> Develop an application. Demonstrate how to place and delete controls on the Form Create and execute an application in Visual Basic.
	Working with Variables	<ul style="list-style-type: none"> Define a variable. Name a variable correctly. Declare a variable and assign a value to it. List the arithmetic operators used in Visual Basic. Create an application using variables.
Communication on the Internet	Chat, Instant Messaging and Newsgroups	<p>The student should be able to:</p> <ul style="list-style-type: none"> Define Chat, Instant messaging, Newsgroups, and Chat Rooms. Demonstrate how to use the chat program Yahoo! Messenger. Explain the do's and do nots of Chat. Explain the different categories of Newsgroups.
	Blogs and Web Feeds	<ul style="list-style-type: none"> Define Blog and Web Feeds.
	Social Networking	<ul style="list-style-type: none"> Social networking. Describe the various social networking services—Facebook, Myspace, and Twitter — in brief.

	Other Services	<ul style="list-style-type: none"> To send greeting cards on the Internet. Define online gaming and online telephony. Recall what the FTP stands for and explain how it works.
	Cloud Computing and Online Sharing	<ul style="list-style-type: none"> Define cloud computing and online sharing. Explain what SkyDrive, Picasa, and YouTube help us do.
More Tools in Flash	Pen Tool	The student should be able to: <ul style="list-style-type: none"> Use the Pen Tool
	Eyedropper Tool	<ul style="list-style-type: none"> Use the Eyedropper Tool.
	Importing a Picture	<ul style="list-style-type: none"> Import pictures to the Stage.
	Transforming Objects	<ul style="list-style-type: none"> Use the Free Transform Tool. Move and rotate the selected object. Scale an object. Use the Gradient Transform Tool.
		<ul style="list-style-type: none"> Differentiate between linear gradient and radial gradient. Change the gradient fill. Change the color or transparency of an instance of a symbol. Group outlines and fills.
	Working with Text	<ul style="list-style-type: none"> Use the Text Tool. Format text using the Property inspector. Convert text into basic shapes. Animate text with the Timeline Effects. Animate text using shape.
Animations in Flash	The Timeline and Layers	The student should be able to: <ul style="list-style-type: none"> Explain the use of the Timeline. Explain the concept of layers. Insert a layer. Rename a layer. Change the order of layers. Delete a layer.
	Animation with Motion and Shape	<ul style="list-style-type: none"> Animate an object using motion and shape. Use the Onion skin feature.
	Using a Masking Layer	<ul style="list-style-type: none"> Explain the concept of the Mask Layer. Use the Mask layer.
	Animation using a Motion Guide	<ul style="list-style-type: none"> Animate objects using a Motion Guide.
	Applying Filters	<ul style="list-style-type: none"> Apply filters to an object.
	Applying Timeline Effects	<ul style="list-style-type: none"> Apply Timeline effects to an animation.
	Working with Sound	<ul style="list-style-type: none"> Import a sound file into Flash and add sound to an animation.

Introduction to HTML 5	Structure of a Website	The student should be able to: <ul style="list-style-type: none"> • Explain the structure of a Website.
	What is HTML?	<ul style="list-style-type: none"> • Explain what HTML is.
	HTML Editors	<ul style="list-style-type: none"> • Explain the types of HTML Editors. • Create an HTML document, save it, and view it in a Web browser.
	HTML Coding	<ul style="list-style-type: none"> • Explain what HTML elements and tags are. • Differentiate between container elements and empty elements. • Define HTML attributes. • Recall the rules for writing an HTML document.
	Structure of an HTML document	<ul style="list-style-type: none"> • Explain the structure of an HTML document. • Explain the purpose of the <!DOCTYPE>, <html>, <head>, <title>, and <body> tags.
	Line Break Element	<ul style="list-style-type: none"> • Explain the use of the BR tag.
	Cascading Style Sheets	<ul style="list-style-type: none"> • Explain what cascading style sheets are and how to include them in an HTML document. • Write the syntax of a CSS rule.
	Background Properties	<ul style="list-style-type: none"> • Describe and use the various background properties. • Set the background colour. • Set an image as a background.
Basic HTML Commands	HTML elements	The student should be able to: <ul style="list-style-type: none"> • Explain what deprecated elements are • Effectively use the <p> tag, the <hr> tag, the <hn> tag.
	Text Properties	<ul style="list-style-type: none"> • Describe the different text properties and use them. • Use the comment tag appropriately. • Use the bold and italics tags.
	Font Properties	<ul style="list-style-type: none"> • Explain and use the various font properties.
	Setting Margins	<ul style="list-style-type: none"> • Set margins in an HTML page.
	Setting Borders	<ul style="list-style-type: none"> • Specify the border width, style, and colour in an HTML page.
	Inline Styles	<ul style="list-style-type: none"> • Use inline styles

Level 9-10

Topic	Topic Cover	Learning Outcomes
Introduction to computer	Basics of computer	<ul style="list-style-type: none"> • Classify computers into different generations based on the technology used. • Briefly describe the various first-generation computers. • Explain the limitations of different generations of computers.
Computer Component	Hardware	The student should be able to: <ul style="list-style-type: none"> • Define a computer system.

		<ul style="list-style-type: none"> List the four main parts of a computer.
Number System	Number System	<ul style="list-style-type: none"> Understand Different kind of number system
Computer Software	Software types	<ul style="list-style-type: none"> Understand different types of software
Problem Solving	Algorithm	<ul style="list-style-type: none"> Understand problem solving with algorithm and flow chart
Gw Basic	Computer Language	<ul style="list-style-type: none"> Understand problem solving with computer language
Let's Start MS Word	Word Processing Software	<p>The student should be able to:</p> <ul style="list-style-type: none"> Explain what a word processor is and what its uses are.
	Starting Word	<ul style="list-style-type: none"> Open Word
	Parts of the Word	<ul style="list-style-type: none"> Identify and describe the various parts of the Word.
	Creating a New Document	<ul style="list-style-type: none"> Create a new document. Explain how to save a document.
	Opening a Document	<ul style="list-style-type: none"> Open an already saved document. Change the font size and the font color. Close a Document.

Level 11-12

Topic	Topic Cover	Learning Outcomes
Introduction to computer	Basics of computer	<ul style="list-style-type: none"> Classify computers into different generations based on the technology used. Briefly describe the various first-generation computers. Explain the limitations of different generations of computers.
Data Communication and Networking	LAN Wiring and Physical Topology Modems, Bridges, Switches and WAN Technologies, Router	<ul style="list-style-type: none"> Define Computer Networks, name uses of Computer Networks, and list the basic components of a Network system. Describe other pieces of hardware and software which make networks more efficient, faster, more secure, easier to use, able to transmit several simultaneous messages, and able to interconnect with other networks.
Let's Start MS Word	Word Processing Software	<p>The student should be able to:</p> <ul style="list-style-type: none"> Explain what a word processor is and what its uses are.
	Starting Word	<ul style="list-style-type: none"> Open MS Word
	Parts of the Word	<ul style="list-style-type: none"> Identify and describe the various parts of the Word.

	Creating a New Document	<ul style="list-style-type: none"> • Create a new document. • Explain how to save a document.
	Opening a Document	<ul style="list-style-type: none"> • Open an already saved document. • Change the font size and the font color. • Close a Document.
MS Excel	Starting Excel	The student should be able to: <ul style="list-style-type: none"> • Start Excel.
	Parts of the Excel Window	<ul style="list-style-type: none"> • Identify the different parts of the Excel window.
	Data Types	<ul style="list-style-type: none"> • List the different data types that can be used in Excel and also demonstrate how data is to be entered in Excel.
	Creating a New Workbook	<ul style="list-style-type: none"> • Create a new workbook.
	Saving a Workbook	<ul style="list-style-type: none"> • Save a workbook.
	Selecting Cells	<ul style="list-style-type: none"> • Explain the different ways in which cells of a worksheet can be selected.
	Editing and Deleting Cell Contents	The student should be able to: <ul style="list-style-type: none"> • Explain the two ways in which contents of a cell can be edited. • Delete cell contents.
	Copying and Moving Data	<ul style="list-style-type: none"> • Explain the ways in which cell contents can be copied or moved between cells.
	Inserting and Deleting Cells, Rows and Columns	<ul style="list-style-type: none"> • Insert cells or a block of cells in a worksheet. • Add rows and columns to a worksheet. • Delete cells, rows, and columns from a worksheet.
	Changing Row Height	<ul style="list-style-type: none"> • Change the row height for a row or for several rows at once.
	Changing Column Width	<ul style="list-style-type: none"> • Change the column width of a column or of several columns at once.
Basic Internet	Chat, Instant Messaging and Newsgroups	The student should be able to: <ul style="list-style-type: none"> • Define Chat, Instant messaging, Newsgroups, and Chat Rooms. • Demonstrate how to use the chat program Yahoo! Messenger. • Explain the do's and do not's of Chat. • Explain the different categories of Newsgroups.
	Blogs and Web Feeds	<ul style="list-style-type: none"> • Define Blog and Web Feeds.
	Social Networking	<ul style="list-style-type: none"> • Social networking. • Describe the various social networking services—Facebook, Myspace, and Twitter—in brief.
	Other Services	<ul style="list-style-type: none"> • To send greeting cards on the Internet. • Define online gaming and online telephony. • Recall what the FTP stands for and explain

		how it works.
	Cloud Computing and Online Sharing	<ul style="list-style-type: none"> • Define cloud computing and online sharing. • Explain what SkyDrive, Picasa, and YouTube help us do.
Database	Microsoft Access	<ul style="list-style-type: none"> • Analyze the basic structure of Database and recognize the different views of the database. • Draw and Investigate Data Flow and Entity Relationship Diagrams • List Relational Data Models and Relational Algebra Operators • Use and Experiment common SQL Statements
Operating system	Basic Concept	<ul style="list-style-type: none"> • Identify the working methodology of applications • Determine the reasons of deadlocks in an operating system • Find the management of different type of memories in the computer system • Compare different file systems being used in different operating systems