HOLY CROSS SCHOO	OL (SYLLABUS: SESSI	ON 2019-20) S	SUBJECT : INFORMATION TECHNOLOGY(Course Code - 402)				
CLASS: 10			BOOK: NSQF Level 2	Information Techno	logy Edusoft		
PERIODIC TEST I(A) (20 marks)	PERIODIC TEST I(B) (20 marks)	PERIODIC TEST II (50 marks)	PERIODIC TEST III(A) (20 marks)	PERIODIC TEST III(B) (20 marks)	Pre-Model EXAMINATION (50 marks)		
10/4/19	22/7/19		17/10/19	25/11/19			
<pre>Ch1.Functional English (Intermediate)</pre>	<pre>Ch1.Functional English (Intermediate)</pre>	<pre>Ch1.Functional English (Intermediate)</pre>	<pre>Ch1.Functional English (Intermediate)</pre>	<pre>Ch1.Functional English (Intermediate)</pre>	<pre>Ch1.Functiona l English (Intermediate)</pre>		
Ch2.Web Application(Basi c) (All Sessions)	ChS. Word Processing (Interme diate) (ALL Sessions)	<pre>Ch4.Spreadsheet(Interm ediate) (All Sessions)</pre>	<pre>Ch5.Digital Presentation(Interm ediate) (All Sessions)</pre>	<pre>Ch6.Email Messaging(Interme diate) (All Sessions)</pre>	<pre>Ch7.Database Development(B asic) (All Sessions)</pre>		
		**.Practical(10)+ Project(10)+ Viva(10)=30 marks			**.Practical(10) + Project(10)+ Viva(10)=30		

- * Periodic (Half Yearly) II examination will also include entire syllabus of Periodic Test 1(A) and 1(B).
- * Annual examination will include entire syllabus.
- * QUESTION PAPER DESIGN (For Periodic I ,II , III and Annual Examination)
- * Each Lab Activity carries 1 marks.

S No	Type of	No of	Marks for each question		Periodic II/Annual	
3 140	Question	Question	1 (A) /1 (B)	3 (A) /3 (B)	No of Questions	Marks
1	Section A	5	5*1=5	5*1=5	10 out of 12	1*10=10
2	Section B	2	2*2=4	2*2=4	6 out of 10	6*2=12
3	Section C	2	2*3=6	2*3=6	6	6*3=18
4	Section D	1	1*5=5	1*5=5	2	2*5=10
5		10 Questions	20 Marks	20 Marks	Total 24 Questions	50 Marks

Note: There will be 2 optional questions in Section A and 4 optional questions in Section B in Periodic II and Annual Questions.

*Term I = (20+50+10+10+10)

Best of 20(IA) and 20(IB) =20 marks. Half Yearly Exam (Periodic II) = 50 marks.

Project (10 marks)

Viva Voce + Written Test (10 marks)
Practical File (Each Lab Activity
carries 1 marks)=10 Marks

*Term II = (20+50+10+10)

Best of 20(IIIA) and 20(IIIB) =20 marks.

Annual Exam (Periodic II) = 50 marks. Project (10 marks)

Viva Voce + Written Test (10 marks)
Practical File (<u>Each Lab Activity</u>
carries 1 marks)=10 Marks

Lab Activities (3)	Lab Activities (4)	Lab Activities(3)	Lab Activities (4)	Lab Activities (3)	Lab Activities(3)
Ethics in Computing and 3 Computer Lab Report/Portfolio	4 Computer Lab Report/Portfolio	3 Computer Lab Report/Portfolio	4 Computer Lab Report/Portfolio	3 Computer Lab Report/Portfolio	3 Computer Lab Report/Portfo lio

HOLY CROSS SCHOOL	L (SYLLABUS: SESSIC	N 2019-20)	SUBJECT : INFORMATION TECHNOLOGY(Course Code - 402)			
CLASS: 9			BOOK: NSQF Level 1 Information Technology Edusoft			
PERIODIC TEST	PERIODIC TEST I (B)	PERIODIC TEST II	PERIODIC TEST III (A)	PERIODIC TEST	Annual	
I (A)	(20 marks)	(50 marks)	(20 marks)	III (B)	EXAMINATION	
(20 marks)				(20 marks)	(50 marks)	
06/05/19	29/07/19		22/11/19	21/1/20		
Ch1. Functional	Ch1. Functional	Ch1.Functional	Ch1.Functional	Ch1 .Functional	Ch1. Functional	
				English		
English	English	English	English		English	
	Ch3 .Mastering	Ch4 .Word	Ch5 .	Ch6 . Digital	Ch7. Email	
Ch2.Fundamentals	Typing (All	processing (Session	Spreadsheet (Session	Presentation.(All	Messaging. (All	
of Computer. (All	Sessions)	14 to 20)	9 to 19)	Sessions)	Sessions)	
Sessions)	<u> </u>	<u> </u>	3 66 13,			
	Ch4 .Word	Ch5 .			**.Practical(10)+	
	processing (Session	Spreadsheet (Session			Project(10)+	
	1 to 13)	1 to 8)			Viva(10)=30 marks	
		**.Practical(10)+				
		Project(10)+				
		<i>Viva(10)=30 marks</i>				

- * Periodic (Half Yearly) II examination will also include entire syllabus of Periodic Test 1(A) and 1(B).
- * Annual examination will include entire syllabus.
- * QUESTION PAPER DESIGN (For Periodic I ,II ,III and Annual Examination)
- * Each Lab Activity carries 1 marks.

S No	Type of	No of	Marks for each question		Periodic II/Annual	
S NO	Question	Question	1 (A) /1 (B)	3 (A) /3 (B)	No of Questions	Marks
1	Section A	5	5*1=5	5*1=5	10 out of 12	1*10=10
2	Section B	2	2*2=4	2*2=4	6 out of 10	6*2=12
3	Section C	2	2*3=6	2*3=6	6	6*3=18
4	Section D	1	1*5=5	1*5=5	2	2*5=10
5		10 Questions	20 Marks	20 Marks	Total 24 Questions	50 Marks

Note: There will be 2 optional questions in Section A and 4 optional questions in Section B in Periodic II and Annual Questions.

*Term I = (20+50+10+10+10)

Best of 20(IA) and 20(IB) =20 marks. Half Yearly Exam (Periodic II) = 50 marks. Project (10 marks)

Viva Voce + Written Test (10 marks)
Practical File (Each Lab Activity carries
1 marks)=10 Marks

*Term II = (20+50+10+10+10)

Best of 20(IIIA) and 20(IIIB) =20 marks.

Annual Exam (Periodic II) = 50 marks.

Project (10 marks)

Viva Voce + Written Test (10 marks)

Practical File (<u>Each Lab Activity carries</u>

1 marks)=10 Marks

Lab Activities(3)	Lab Activities(4)	Lab Activities(3)	Lab Activities(4)	Lab Activities(3)	Lab Activities(3)
Ethics in Computing and 3 Computer Lab Report/Portfolio	4 Computer Lab	3 Computer Lab	4 Computer Lab	3 Computer Lab	3 Computer Lab
	Report/Portfolio	Report/Portfolio	Report/Portfolio	Report/Portfolio	Report/Portfolio

				-
			В	OOK: SUPER COMPUTER
PERIODIC TEST I(B)	PERIODIC TEST II	PERIODIC TEST III(A)	PERIODIC TEST	Annual EXAMINATION
(20 marks)	(50 marks)	(20 marks)	III(B)	(50 marks)
			(20 marks)	
30/7/19		26/11/19	22/1/20	
Ch2 Introduction	Ch4.Ms Access 2110	Ch6 Links and	Ch8.Making a	Ch10. Introduction
	Queries , Form and		Movie	to C++
	Report	Francs III IIIII		
Ch3 .Working with	Ch5 . Working with	Ch7 Moro on	Ch10.	Ch9 . Computer
tables in access	list, Images and		Introduction	Ethics and
2010	Tables.	Photoshop	to C++	Cybercrime
	**.Practical(10)+			**.Practical(10)+
	Project(10)+			Project(10)+
	Viva(10)=30 marks			Viva(10)=30 marks
	(20 marks) 30/7/19 Ch2.Introduction to MS Access 2010 Ch3.Working with tables in access	(20 marks) (50 marks) 30/7/19 Ch2.Introduction to MS Access 2010 Ch3.Working with tables in access 2010 Ch5. Working with list, Images and Tables. ***.Practical(10)+ Project(10)+	(20 marks) (30 marks) (4) (5) (5) (5) (6) (7) (7) (7) (7) (7) (7) (7	PERIODIC TEST I(B) (20 marks) Report Ch2. Introduction to MS Access 2010 Ch3. Working with tables in access 2010 Tables. PERIODIC TEST III (A) (20 marks) Ch4. Ms Access 2110 Queries , Form and Report Ch5. Working with list, Images and Tables. Ch7. More on Photoshop Ch10. Introduction to C++

- * Periodic (Half Yearly) II examination will also include entire syllabus of Periodic Test 1(A) and 1(B).
- * Annual examination will include entire syllabus.

HOLY CROSS SCHOOL (SYLLABUS: SESSION 2018-19)

- * QUESTION PAPER DESIGN (For Periodic I ,II ,III and Annual Examination)
- * Each Lab Activity carries 1 marks.

S No	Type of	No of	Marks for each question		Periodic II/Annual		
S NO	Question	Question	1 (A) /1 (B)	3 (A) /3 (B)	No of Questions	Marks	
1	Section A	5	5*1=5	5*1=5	10 out of 12	1*10=10	
2	Section B	2	2*2=4	2*2=4	6 out of 10	6*2=12	
3	Section C	2	2*3=6	2*3=6	6	6*3=18	
4	Section D	1	1*5=5	1*5=5	2	2*5=10	
5		10 Questions	20 Marks	20 Marks	Total 24 Questions	50 Marks	

Note: There will be 2 optional questions in Section A and 4 optional questions in Section B in Periodic II and Annual Questions.

*Term I = (20+50+10+10+10)

SUBJECT : Computer Science

Best of 20(IA) and 20(IB) =20 marks. Half Yearly Exam (Periodic II) = 50 marks.

Project (10 marks)

Viva Voce + Written Test (10 marks)
Practical File (Each Lab Activity
carries 1 marks) = 10 Marks

*Term II = (20+50+10+10+10)

Best of 20(IIIA) and 20(IIIB) =20 marks.

Annual Exam (Periodic II) = 50 marks. Project (10 marks)

Viva Voce + Written Test (10 marks)
Practical File (<u>Each Lab Activity</u>
carries 1 marks)=10 Marks

7	Lab Activities ()	Lab Activities()	Lab Activities()	Lab Activities()	Lab Activities()	Lab Activities()
а	t the end of each	Sample activity given at the end of each chapter from book	Sample activity given at the end of each chapter from book	Sample activity given at the end of each chapter from book		Sample activity given at the end of each chapter from book

HOLY	CROSS SCHOOL	L (SYLLABUS: S	ESSION	7 2018-19)			SUBJECT	: Computer Science
CLASS	s: 7						В	OOK:SUPER COMPUTER
	RIODIC TEST I(A) 20 marks)	PERIODIC TEST (20 marks)		PERIODIC TEST (50 marks)		EST III(A) arks)	PERIODIC TEST III(B) (20 marks)	Annual EXAMINATION (50 marks)
(07/5/19	30/7/19			26/1	1/19	22/1/20	
	omputer age and are	Ch3. More featu of Excel	-	Ch5 .Graphics in Qbasic	Ch7.Introd	luction to	Ch8. Introduction to Photoshop	<pre>Ch9. Computer Security</pre>
funct	ormula and ions in MS 2010	<pre>Ch4.Decision making and loo in Qbasic</pre>	nına I	Ch6 . Animation flash	in			
]	**.Practical(10 Project(10)+ Viva(10)=30 mar				**.Practical(10)+ Project(10)+ Viva(10)=30 marks
* Peri and 1(* Annu * <u>QUES</u>	B). al examination w TION PAPER DESIG	y) II examination vill include entire	syllabu	ıs.	-	c Test 1(A)	*Term I = (20- Best of 20(IA) and Half Yearly Exam (Per Project (10 marks) Viva Voce + Writter	20(IB) =20 marks. riodic II) = 50 marks.
* Each	Lab Activity ca							ch Lab Activity carries 1
s					marks)=10 Marks			
No	Question	Question	1 (A) /1 (I	B) 3(A)/3(B)	No of Questions	Marks		
1	Section A	5	5*1 = 5	5*1=5	10 out of 12	1*10=10	*Term II = (20)	0+50+10+10+10)

S	Type of	No of	Marks for e	each question	Periodic II/	Annual
No	Question	Question	1 (A) /1 (B)	3 (A) /3 (B)	No of Questions	Marks
1	Section A	5	5*1=5	5*1=5	10 out of 12	1*10=10
2	Section B	2	2*2=4	2*2=4	6 out of 10	6*2=12
3	Section C	2	2*3=6	2*3=6	6	6*3=18
4	Section D	1	1*5=5	1*5=5	2	2*5=10
5		10 Questions	20 Marks	20 Marks	Total 24 Questions	50 Marks

Note: There will be 2 optional questions in Section A and 4 optional questions in Section B in Periodic II and Annual Questions.

*IeIm II - (201301101101)
Best of 20(IIIA) and 20(IIIB) =20 marks.
Annual Exam (Periodic II) = 50 marks.
Project (10 marks)
Viva Voce + Written Test (10 marks)
Practical File (Each Lab Activity carries 1
marks)=10 Marks

Lab Activities	Lab Activities()	Lab Activities()	Lab Activities()	Lab Activities()	Lab Activities()
Sample activity given at the end of each chapter from book	Sample activity given at the end of each chapter from book	at the end of each	Sample activity given at the end of each chapter from book	Sample activity given at the end of each chapter from book	Sample activity given at the end of each chapter from book

HOLY CROSS SCHOOL (SYLLABUS: SESSION 2018-19) SUBJECT: Comp					
CLASS: 6				В	OOK:SUPER COMPUTER
PERIODIC TEST I(A) (20 marks)	PERIODIC TEST I(B) (20 marks)	PERIODIC TEST II (50 marks)	PERIODIC TEST III(A) (20 marks)	PERIODIC TEST III(B) (20 marks)	Annual EXAMINATION (50 marks)
07/5/19	30/7/19		26/11/19	22/1/20	
<pre>Ch1.Computer Fundamentals</pre>	Ch2 .More on window 7	<pre>Ch4.Advance formatting in Ms word</pre>	<pre>Ch6. Formatting in MS Excel 2010</pre>	Ch8. Programming with Qbasic	<pre>Ch9.Communication through Internet</pre>
	<pre>Ch3.Working with objects and tables in MS Word</pre>	<pre>Ch5. Calculating in MS Excel 2010</pre>	Ch7 . Introduction to Flash		
		**.Practical(10)+ Project(10)+ Viva(10)=30 marks			**.Practical(10)+ Project(10)+ Viva(10)=30 marks

- * Periodic (Half Yearly) II examination will also include entire syllabus of Periodic Test 1(A) and 1(B).
- * Annual examination will include entire syllabus.
- * QUESTION PAPER DESIGN (For Periodic I ,II ,III and Annual Examination)
- * Each Lab Activity carries 1 marks.

S No	Type of	No of	Marks for each question		Periodic II/Annual	
S NO	Question	Question	1 (A) /1 (B)	3 (A) /3 (B)	No of Questions	Marks
1	Section A	5	5*1=5	5*1=5	10 out of 12	1*10=10
2	Section B	2	2*2=4	2*2=4	6 out of 10	6*2=12
3	Section C	2	2*3=6	2*3=6	6	6*3=18
4	Section D	1	1*5=5	1*5=5	2	2*5=10
5		10 Questions	20 Marks	20 Marks	Total 24 Questions	50 Marks

Note: There will be 2 optional questions in Section A and 4 optional questions in Section B in Periodic II and Annual Questions.

*Term I = (20+50+10+10+10)

Best of 20(IA) and 20(IB) = 20 marks. Half Yearly Exam (Periodic II) = 50 marks.

Project (10 marks)

Viva Voce + Written Test (10 marks)
Practical File (<u>Each Lab Activity</u>
carries 1 marks)=10 Marks

*Term II = (20+50+10+10+10)

Best of 20(IIIA) and 20(IIIB) =20 marks.

Annual Exam (Periodic II) = 50 marks. Project (10 marks)

Viva Voce + Written Test (10 marks)
Practical File (<u>Each Lab Activity</u>
carries 1 marks)=10 Marks

Lab Activities	Lab Activities()	Lab Activities()	Lab Activities()	Lab Activities()	Lab Activities()
Sample activity given at the end of each chapter from book	Sample activity given at the end of each chapter from book	Sample activity given at the end of each chapter from book	Sample activity given at the end of each chapter from book	1 1	Sample activity given at the end of each chapter from book

HOLY CROSS SCHOO	L (SYLLABUS: SESSI	ON 2019-20)	SUBJECT : INE	FORMATICS PRAC	CTICES CODE 065
CLASS: 11		j	BOOK: Informatics Practices	(Reeta Sahoo	/ Sumita Arora)
PERIODIC TEST I	PERIODIC TEST I	PERIODIC TEST	PERIODIC TEST III (A) (25	PERIODIC	ANNUAL
(A) (25 Marks)	(B) <u>(25 Marks)</u>	II (HALF	<u>Marks)</u>	TEST III	EXAMINATION (100
		YEARLY) (100 marks)		(B) <u>(25 Marks)</u>	Marks)
23/7/19	22/10/19		26/11/19	22/1/20	
Ch1 .Basic Computer Organization	<i>Ch3</i> .Python Fundamentals	Ch6 .String Manipulation	Ch8,9,10.Dictionaries,Python Modules and Python Pandas	Ch13,14 Relational database and Simple SQL Queries	Ch17 . Cyber Safety
<pre>Ch2.Getting started with Python</pre>	Ch4 .Data Handling	Ch7. List Manipulation	<pre>Ch12. Data transfer operation</pre>	Ch15,16. Table Joins and Indexes	<pre>Ch18 . Online Access and Computer Security</pre>
Ch2 .Python variables	<pre>Ch5.Conditional and Iterative Statements</pre>				**. Project(Real life based scenarios in JAVA + MySQL)
		**.Practical Test			

- 1 (B).
- * Annual Examination will also include entire syllabus.
- * DESIGN FOR PERIODIC TEST (only for class XI (25 marks)

S	Type of	No of	Marks per	Total	Marks per	Total
No	Question	Question	question	marks	question	marks
			Periodic I a	and II	Periodic	III
1	Questions	3	1	3	1	3
2	Questions	4	2	8	2	8
3	Questions	3	3	9	3	9
4	Questions	1	5	5	5	5
		Total Marks:		25		25

>DESIGN FOR SUMMATIVE ASSESSMENT (70 marks) only for class XI & XII

S No	Type of Question	No of Question	Marks for each question	Total marks
Set A	Board Pattern	1/5/3	1/2/3	20
Set B	Board Pattern	1/2/5	1/2/3	20
Set C	Board Pattern	5/2/3/1	1/3/5/4	20
	70			

- * Periodic Test (70 marks Theory + 30 marks Practical)
- * Annual Exam(70 marks Theory + 30 marks

Distribution of Marks:

<u>Unit No</u> <u>Unit Name</u>	<u>Marks</u>
1 Programming and Computationa	1 30
2 Data Handling 1	20
3 Data Management 1	10
4 Society, Law and Ethics 1	10
5 Practicals	30
Total	100

	Lab Activities (30)				
As per CBSE/Samples	As per CBSE/Samples	As per CBSE/Samples	As per CBSE/Samples		As per CBSE/Samples

HOLY CROSS SCHOOL	(SYLLABUS: SESSION .	2017-18)	SUBJECT : INFOR	MATICS PRACTIC	ES CODE 065
CLASS: 12		BOOK:	Informatics Praction	ces (Reeta Sah	oo / Sumita Arora)
PERIODIC TEST I	PERIODIC TEST I	PERIODIC TEST II	PERIODIC TEST III	PERIODIC	ANNUAL
(A) (25 Marks)	(B) <u>(25 Marks)</u>	(HALF YEARLY) (100 marks)	(A) <u>(25 Marks)</u>	TEST III (B) (25 Marks)	EXAMINATION (100 Marks)
16/04/19	23/07/19		22/10/19	26/11/19	
Data Handling 2	Basic Software Management	Data Management 2	Society Law and Ethics	Data Management 2	All chapters
Data Handling 2	Data Management 2		Data Handling 2	Data Handling 2	
					**.Project(Real life based scenarios in JAVA + MySQL)
		**.Practical Test			
Teacher's remark: * Periodic (Half Yearly) II examination will also include entire syllabus of Periodic Test 1(A) and Periodic Test 1(B). * Pre Model (9/12/17)* and Model (13/1/18)* Examination will also include entire syllabus. * DESIGN FOR PERIODIC TEST (only for class XII (25 marks)				marks Practical)	7 <u>0 marks Theory + 30</u> marks Theory + 30 marks

S No	Type of Question	No of Question	Marks per question	Total marks	Marks per question	Total marks			
NO	Question	Question	Periodic I a		Periodic				
			Peliodic I a	and ii	Peliodic	111			
1	Questions	3	1	3	1	3			
2	Questions	4	2	8	2	8			
3	Questions	3	3	9	3	9			
4	Questions	1	5	5	5	5			
•		Total Marks:		25		25			
>DESIGN	DESIGN FOR SUMMATIVE ASSESSMENT (70 marks) only for class XI & XII								

				<u>.</u>		
S No	Type of Question	No of Question	Marks for each question	Total marks		
Set A	Board Pattern	1/5/3	1/2/3	20		
Set B	Board Pattern	1/2/5	1/2/3	20		
Set C	Board Pattern	5/2/3/1	1/3/5/4	20		
	Total Marks:					

Distribution of Marks:

<u>Unit No</u> <u>Unit Name</u> <u>M</u>	<u>arks</u>
1 Programming and Computational	30
2 Data Handling 1	20
3 Data Management 1	10
4 Society, Law and Ethics 1	10
5 Practicals	30
Total	100

	Lab Activities (30)			
As per CBSE/Samples				

PERFORMA FOR WRITING COMPUTER EXPERIMENTS	
	DATE:
	PAGE NO:
COMPUTER LAB NO	
<u>AIM:</u>	
HARDWARE REQURIED:	
• Pentium III processor*	
• 128 MB of RAM*	
• 500 MB of Hard disk*	
• Std Input / Output console	
• Std Networking hardware	
SOFTWARE REQURIED:	
SYSTEM SOFTWARE:	
• WIN XP service pack 1*	
APPLICATION SOFTWARE:	
•According to lab	
THEORY:	
According to lab	
 PROCEDURE/STEPS:	
According to lab	
 According to lab	
INPUT / OUTPUT DIAGRAMS:	
According to lab	

Holy Cross School

Department of Computer Science and Information Technology

Syllabus: (2019-20)
Informatics Practices
Computer Science
Information Technology
Computer Science



HOLY CROSS SCHOOL (SYLLABUS: SESSION 2019-20)			SUBJECT : INFORMATION TECHNOLOGY(Course Code - 402)			
CLASS: 10	CLASS: 10 BOOK: NSQF Level 2 Information Technology Edusoft					
PERIODIC TEST I(A) (20 marks)	PERIODIC TEST I(B) (20 marks)	PERIODIC TEST II (50 marks)	PERIODIC TEST III(A) (20 marks)	PERIODIC TEST III(B) (20 marks)	Pre-Model EXAMINATION (50 marks)	
10/4/19	22/7/19		17/10/19	25/11/19		
Lab Activities (3)	Lab Activities (4)	Lab Activities(3)	Lab Activities (4)	Lab Activities (3)	Lab Activities (3)	
Ethics in Computing and 3 Computer Lab Report/Portfolio	4 Computer Lab Report/Portfolio	3 Computer Lab Report/Portfolio	4 Computer Lab Report/Portfolio	3 Computer Lab Report/Portfolio	3 Computer Lab Report/Portfolio	
1.Writing a	4.Notice Writing	8.Formula and functions	1.Clipart Presentation	5.Schedule an appointment	8.Creating	
Resume in MS Word	5. Notice Writing	9.Graph	2.Inserting excel chart	6.Printing calendar	Database	
2.Writing a conversation for job interview in	6. Creating three column Word	Representation 10. Linking	<pre>presentation 3. Inserting</pre>	7.Creating journey reports	9.Creating forms	
MS Word 3.Creating Email	documents. 7. Newspaper	multiple workbook and worksheets.	multimedia presentation	712207 1000100	10.Creating Queries and reports	
or Blog account	cutting document.		4. Printing presentation			

HOLY CROSS SCHOOL (SYLLABUS: SESSION 2019-20) SUBJECT : INFORMA			MATION TECHNOLOGY (Course Code - 402)	
CLASS: 9 BOOK: NSQF Level 1 Information Technology Edusor				chnology Edusoft	
PERIODIC TEST	PERIODIC TEST	PERIODIC TEST II	PERIODIC TEST	PERIODIC TEST	Annual EXAMINATION
I (A)	I (B)	(50 marks)	III (A)	III (B)	(50 marks)
(20 marks)	(20 marks)		(20 marks)	(20 marks)	
06/05/19	29/07/19		22/11/19	21/1/20	
Lab Activities (3)	Lab Activities (4)	Lab Activities (3)	Lab Activities (4)	Lab Activities (3)	Lab Activities(3)
Ethics in				<i>3 Computer Lab</i>	
Computing and	4 Computer Lab	3 Computer Lab	4 Computer Lab	Report/Portfolio	<i>3 Computer Lab</i>
3 Computer Lab	Report/Portfolio	Report/Portfolio	Report/Portfolio		Report/Portfolio
Report/Portfolio					
1.Writing	1 Creating a rich	8.Craeting	1.Clipart	5.Clipart	
conversation MS Word	4.Creating a web page -1	tables	Presentation	Presentation	8.Creating Email
		9. Newspaper	2.Inserting	6. Inserting	accounts(Outlook)
2. Powerpoint on	5.Creating a web	cutting	chart	slide transition	
Computer parts	page -2	document.		presentation	9.Creating
and hardware			3. Creating Cash		address book
	6. Typing test	10. Creating	memos	7. Inserting	
3. Powerpoint on		multiplication		multimedia	10.Printing Email
Computer	7. Creating two	tables, report	4. Printing	presentation	and attachments
networks	column documents	cards	worksheet	procentation	