



			<ul style="list-style-type: none"> <li>➤ System Software</li> <li>➤ Application Software</li> <li>➤ Open Source Software, Shareware and Freeware</li> </ul> <p><b>Lab Outcome:</b> <b>Unit 3 – Office Automation</b></p> <p><b>3.1 Office Automation</b></p> <ul style="list-style-type: none"> <li>➤ word processor</li> <li>➤ Inserting and Editing text</li> <li>➤ Insert symbols</li> <li>➤ Use of the Equation Editor</li> <li>➤ Format text , Paragraph and Page</li> <li>➤ Insert page breaks and section breaks</li> <li>➤ Insert header, footer and page numbers</li> <li>➤ Insert and position pictures</li> <li>➤ Insert Word Art</li> <li>➤ Create and formatting Table</li> <li>➤ Changing margins</li> <li>➤ Using Hyperlink</li> </ul>	<p><b>Standard 2: Productivity Through Technology</b></p> <p><b>Theme:</b> To have the knowledge and ability to use productivity tools appropriate to the task.</p>	
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2	<ul style="list-style-type: none"> <li>• May – June</li> <li>• 3 weeks</li> </ul>	6/05/18	<p><b>Unit 2 – Fundamentals Of Operating System</b></p> <p>2.1 Introduction</p> <ul style="list-style-type: none"> <li>➤ Objectives of Operating System</li> <li>➤ Functions of Operating System</li> </ul> <p>2.2 Operating System</p> <ul style="list-style-type: none"> <li>➤ Common types of Operating System</li> <li>➤ Classification of Operating System</li> </ul> <p>2.3 Getting Started with GUI Operating System</p> <ul style="list-style-type: none"> <li>➤ Basic Icons of GUI Operating System</li> <li>➤ Managing Data</li> </ul> <p><b>Lab Outcome:</b></p> <ul style="list-style-type: none"> <li>• <b>DOS</b></li> <li>➤ External DOS Commands</li> <li>➤ Internal DOS Commands</li> </ul> <p>2.4 System Installation</p> <ul style="list-style-type: none"> <li>➤ Installation of Windows 10 Operating System</li> <li>➤ Installation of Antivirus Software</li> <li>➤ Windows Defender</li> </ul>	<p><b>Standard 8: Operating Systems</b></p> <p><b>Theme:</b> To describe different types of operating systems and their functions and understand process management</p> <p><b>Standard 1: Computer and Information Literacy</b></p> <p><b>Theme :</b>To know the fundamentals of computer and IT, possess Computing skills for speedy information handling and check virus attacks and authentication loopholes to take appropriate remedial measures</p> <p><b>Standard 2: Productivity Through Technology</b></p> <p><b>Theme:</b> To have the knowledge and ability to use productivity tools appropriate to the task.</p>	15
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3	<ul style="list-style-type: none"> <li>• Aug-Sep</li> <li>• 1 week</li> </ul>	<b>28/08/18</b>	<b>Unit 3 – Office Automation</b>  3.1 Office Automation <ul style="list-style-type: none"> <li>➤ Word processor</li> <li>➤ Managing a document</li> <li>➤ Minimize/Maximize Ribbon</li> </ul> 3.2 Spreadsheet <ul style="list-style-type: none"> <li>➤ Introduction to Spreadsheet</li> </ul> 3.3 Urdu Editor <ul style="list-style-type: none"> <li>➤ Introduction to In page Urdu Editor</li> </ul>	<b>Standard 2: Productivity Through Technology</b>  <b>Theme:</b> To have the knowledge and ability to use productivity tools appropriate to the task.	5
4	<b>Sep</b>	<b>4/09/18 – 18/09/18</b>	<b>First Term Examination</b>	_____	
5	<ul style="list-style-type: none"> <li>• Sep – Oct</li> <li>• 4 weeks</li> </ul>	<b>23/09/18</b>	<b>Unit 4 – Data Communication</b>  4.1 Data Communication <ul style="list-style-type: none"> <li>➤ Basic Terms of Data Communication</li> <li>➤ Components of a Communication System</li> <li>➤ Characteristics of a Good Communication System</li> <li>➤ Asynchronous and Synchronous Transmission Modes</li> </ul>	<b>Standard – 4 Communication And Computer Network Literacy</b>  <b>Theme:</b> To have knowledge of communication using transmission media and devices with various technologies, describe communication in different types of networks, know communication standards and identify commonly used protocols and technologies in wired and wireless networks	20

		<p>4.2 Transmission Media</p> <ul style="list-style-type: none"> <li>➤ Types of Transmission Media</li> <li>➤ Guided Media</li> <li>➤ Unguided Media</li> <li>➤ Transmission Impairments</li> </ul> <p>4.3 Communication Devices</p> <p>4.4 Communication Terminologies</p> <ul style="list-style-type: none"> <li>➤ Data Transmission Terminologies</li> <li>➤ Characteristics of Communication Channel</li> </ul> <p><b>Lab Outcome:</b></p> <p><b>Unit 3 – Office Automation</b></p> <p><b>3.2 Spreadsheets</b></p> <ul style="list-style-type: none"> <li>➤ Working with Functions and Formulas</li> <li>➤ Graphical Representation of Data</li> <li>➤ Manipulating and Formatting Data</li> </ul> <p><b>3.3 Urdu Editor</b></p> <ul style="list-style-type: none"> <li>➤ Managing a Document in In page</li> <li>➤ Formatting Document</li> </ul>	<p><b>Standard 2: Productivity Through Technology</b></p> <p><b>Theme:</b> To have the knowledge and ability to use productivity tools appropriate to the task.</p>	
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6	<ul style="list-style-type: none"> <li>• Oct – Nov</li> <li>• 4 weeks</li> </ul>	28/09/18	<p><b>Unit 5 – Computer Networks</b></p> <p>5.1 Introduction to Networks</p> <ul style="list-style-type: none"> <li>➤ Computer Network</li> <li>➤ Uses of Networks</li> <li>➤ Data Transmission Modes</li> <li>➤ Network Architecture</li> <li>➤ Types of Network Architecture</li> </ul> <p>5.2 Types of Networks</p> <ul style="list-style-type: none"> <li>➤ Types of Networks Based on Geographical Area</li> <li>➤ Network Topology and types</li> </ul> <p>5.3 Communication Over Network</p> <ul style="list-style-type: none"> <li>➤ Communication via Telephone Network</li> <li>➤ Types of Modems</li> <li>➤ Comparison between Data Communication Lines</li> </ul>	<p><b>Standard – 4 Communication And Computer Network Literacy</b></p> <p><b>Theme:</b> To have knowledge of communication using transmission media and devices with various technologies, describe communication in different types of networks, know communication standards and identify commonly used protocols and technologies in wired and wireless networks</p>	20
7	Nov-Dec	27/11/18	<b>Second Term Examination</b>	_____	

8	<ul style="list-style-type: none"> <li>• Jan – Feb</li> <li>• 4 weeks</li> </ul>	2/01/19	<p><b>Unit 6 – Computer Security and Ethics</b></p> <p>6.1 Computer Security</p> <ul style="list-style-type: none"> <li>➤ Importance of Computer Security</li> <li>➤ Cybercrime, Hacker and Cracker</li> <li>➤ Malware and its Types</li> </ul> <p>6.2 Computer Viruses</p> <ul style="list-style-type: none"> <li>➤ How Malware Spreads?</li> <li>➤ Common Symptoms of Malware Attack</li> <li>➤ Protecting Computer from Malware</li> </ul> <p>6.3 Authentication Mechanism</p> <ul style="list-style-type: none"> <li>➤ Authentication and Authorization</li> <li>➤ Authorized and Unauthorized Access</li> <li>➤ Authentication Methodologies</li> <li>➤ Multimodal Authentication</li> </ul> <p>6.4 Computer Ethics</p> <ul style="list-style-type: none"> <li>➤ Ethical Use of Computer</li> <li>➤ Areas of Computer Ethics</li> </ul>	<p><b>Standard 1:Computer and Information Literacy</b></p> <p><b>Theme :</b>To know the fundamentals of computer and IT, possess Computing skills for speedy information handling and check virus attacks and authentication loopholes to take appropriate remedial measures</p>	20
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Prepared By **RENCY RAJAN**