Curriculum - One year course

S.No	Topic	Subtopic	Detail/Content
1	Computer		What is computer, History of computers.
		1.1) Types of computer	Desktop, Laptop, Phone, Tab.
		1.2) Parts of computer	Monitor, Mouse, Keyboard, Motherboard, Cpu etc.
2	Windows UI	2.1) Basics	Start Button, icon, taskbar, system tray, on & shutdown, restart, sleep, maximize, minimize & restore, close.
		2.2) Task manager	Usage of task manager, killing a process. Visible apps. Ctrl + Alt + Del, Right click --> Task manager.
		2.3) Files, Folders & Apps	Create folder & files, properties of file and folders, types of files, file search, file extension.
		2.4) Multi finger gesture	Single & Double click, left and right click, multi fingers gestures - two, three and four fingers usages.
		2.5) Clipboard	A clipboard is a temporary storage area for data that the user wants to copy from one place to another.
		2.6) Apps Install & Uninstall	How to Install and Uninstall Application software.
3	Computer properties	3.1) Usage of This PC icon	Computer name, RAM size, OS, creating desktop icons, propertise of apps, folder and files. Open file location.
		3.2) Setting	Display setting, time and date, personalization etc.
4	Network & Internet	4.1) Wi-Fi	Connect to mobile data using wifi.
		4.2) Hotspot	Turn the hotspot on or off.

		4.3) Browser	Types of browser - Google chrome, firefox, etc. Search, download, newtab, bookmark, reload page, click to back and forward, share the page, zoom in & out, history.
		4.4) Uses of internet	How to download images, audio and video.?
5	Mail	5.1) Mail Id	Create mail acount, compose, TO, CC & BCC, how to attach the files.
		5.2) Reply	Where will we use reply?
		5.3) Forward	Where will we use forward?
		5.4) Viewing and searching	Threaded view (grouped by subject). Folders. Search free form and with parameters.
6	Open Office - Text document	6.1) Screen layout	Title bar, Menu bar, Tool bar, Ruler, Drawing tool, work space area.
		6.2) Typing text	Word,sentence and paragraph writing, navigation, usage of back space, enter, sapce bar, capslock and shift keys. Find and replace, Spell ckecking. Tamil typing.
		6.3) Selection Method	Shift + Arrows, left click + dragging, Ctrl + A, double click, triple click, left click + dragging.
		6.4) Font style	Font name, Font size, Bold, Italic, Underline, Shadow, Order and un order list.
		6.4.1) Color	Font color, highlighting, background color.
		6.5) Editing Operations	Cut, Copy, Paste, Undo, Redo.
		6.6) File Operation	Save, Open, New file(Ctrl + N).
		6.7) Export PDF	Convert document file to PDF format.
		6.8) Align	Left, Right, Center, Justified, Text wrapping, Picture insert.

		6.9) Table insert	Insert the table.
		6.10) Drawing tool and Gallery	To draw shapes using drawing tool. Insert more picture using gallery property.
7	Open office - Spreadsheet	7.1) Introduction	Row, column, cell and cell address in spreadsheet, freeze, merge.
		7.2) Insert/Delete	Insert and delete row, column, new sheets.
		7.3) Picture insert	Insert picture in the particular cell.
		7.4) Basic operations	Add, Subtract, Multiply, Divide and Average.
		7.5) Sorting & Conditional formatting	Sort the datas in ascending or decending order.
8	Open office - Presentation	8.1) Slides	New slide-create new slide, Delete and hide the slide, Rename and move the slides.
		8.2) Propertise	Font name, size, color, font work gallery.
		8.3) Layouts	Create slide layout and workspace area.
		8.4) Insert	Insert picture, audio, video and chart.
		8.5) Master slides	To create backround image for slide.
		8.6) Slide transition	Used to animate the slide left, right, up, down etc. Sound - To add a sound to slide.
		8.6.1) Events	On mouse click, Automatically after,
		8.7) Animation	It is the presentation graphics part used to animate the picture and words. Sound - To add a sound to the picture and words.

		8.8) Slide show	Play - Preview in current page, Slide show (F5).

Advanced concepts

9	Other applications	9.1) Format factory	To Format changed used in Format factory or Media cope
		9.2) Camera	Take Photos from laptop camera.
		9.3) Video	Take video from laptop camera.
		9.4) Audio	Audio record.
		9.5) Cables and connectors	Power, USB, HDMI, VGA, audio etc.
		9.6) Mobile, pendrive	* Transfer files from mobile or pendrive to system (or) system to mobile or pendrive. * Folder structure in Android mobile phones.
10	Introduction to programming	10.1) Procedural operations with real people(Unpluged activity).	Real Activity. Directions and orientation. Right, left, straight.
		10.2) Pseudo code or Flow chart.	Hand written program.
		10.3) Procedural operations in 6*6 grid. Paper with pen. Pseudo code.	Write code by hand using 6*6 grid with paper and pen.
11	Basic Programming	11.1) Introduction of repeat and repeat until control.	Use of repeat control(by using blockly games).
		11.2) Conditional statement	Conditional statement by using blockly games.
		11.2.1) Simple if	Practice Simple if by using blockly.
		11.2.2) If-else	Practice If-else by using blockly. Unplugged activity for if-then-else can also be used.

		11.2.3) Nested if	Practice nested if by using blockly.