

## Rise 'n' Shine Senior Secondary Convent School

**Annual Teaching Plan (2019-20)**  
CLASS –IX<sup>th</sup> (Computer Application)

**Prescribed Book :** Computer Application By Sumita Arora

**Reference Book:**

Month	No. of T.days	Periods	Chapter Covered	Date of completion	Principal Remark
June	10	10	<b>Unit 1</b> Basics of Information Technology, Computer System, Memory, Storage Devices, I/O Devices, Types of Software, Comp. Networking, Multimedia.		
July	10	05	<b>Unit 2</b> Cyber Safety, Safely Accessing websites		
		05	<b>REVISION UNIT 1 &amp; 2</b>		
August	15	15	<b>Unit 3</b> Office Tools, Word Processor, MS Word		
<b>First Terminal Exam Start from 20<sup>th</sup> August,2019</b>					
Sept.	10	10	MS Power Point, Creating Presentation		
Oct.	20	20	MS Excel, Working with Spreadsheet, Working with functions		
Nov.	15	15	<b>Unit 4</b> Python		
<b>II Terminal Exam Start from 19<sup>th</sup> November 2019</b>					
Dec.	20	20	Practicals & Lab Exercises		
Jan.	20	20	CLASS TEST		
<b>III Terminal Exam Start from 6<sup>th</sup> January 2020</b>					
Feb.	20	20	Revision.		
March	25	<b>Annual Exam</b>			

**Prepared By-**

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