



LOTUS PETAL SENIOR SECONDARY SCHOOL
GRADE - 10
SUBJECT - Computer

Month	Chapter	Learning objectives	Teaching Methods	Learning Outcomes	Subject Enrichment Activity	Art Integration /Multi-Disciplinary
April 18	Digital documentati on	<p>Learning Objective: To make students familiar with:</p> <ul style="list-style-type: none"> • Applying styles to the document. • Inserting and using images in document, • Drawing graphic objects • Positioning image in the text. • Using templates. <p>Making students learn to create table of contents and learning the</p> <p>To use advanced concept of mail merge features in LibreOffice writer.</p>	<p>Start by recalling LibreOffice Writer and its interface. Demonstrate how to enter text and save a document. Introduce styles, showing basic selection, customization, and applying them using the Styles and Formatting window.</p> <p>Explain inserting images, using the Image toolbar to modify them—moving, resizing, flipping, rotating, adding effects, cropping, and deleting. Briefly cover creating objects using the Drawing toolbar, changing properties, grouping, editing, and positioning.</p> <p>Demonstrate positioning images and explain aligning and arranging them. Provide a brief overview of templates, including creating, editing, importing, and organizing them.</p> <p>brief introduction to Table of Contents and demonstrate creating it. Explain the hierarchy of headings and show how to customize the Table of Contents using paragraph styles, hyperlinks, and background colors.</p> <p>Next, demonstrate applying character styles and maintaining the Table of Contents by updating, editing, and deleting it. Transition into Mail Merge, briefly</p>	<p>Students will create, edit and format the document and will able to create an enhancing and attractive document by using different advanced features.</p>	<p>Write about covid vaccine and do the formatting</p> <p>Write a letter for short attendance in school using schoolhead</p>	English - Writing skills

			<p>revisiting the topic from the previous class.</p> <p>Demonstrate creating and registering an external data source, then show how to create a main document, merge it with the data source, edit individual documents, and save/print the merged document.</p> <p>Finally, demonstrate creating and printing labels, brochures, and envelopes.</p> <p>students will be able use the features independently and complete the given activities in the textbook.</p>			
	Communication skills	<p>Demonstrate knowledge of various methods of communication Methods of communication</p> <ul style="list-style-type: none"> - Verbal - Non-verbal - Visual <p>Provide descriptive and specific feedback Communication cycle and importance of feedback 2. Meaning and importance of feedback 3. Descriptive feedback - written comments or conversations 4. Specific and non-specific feedback</p> <p>Apply measures to overcome barriers in Communication Barriers to effective communication – types and factors</p>	<p>Writing pros and cons of written, verbal and non-verbal communication Listing do's and don'ts for avoiding common body language mistakes Constructing sentences for providing descriptive and specific feedback Enlisting barriers to effective communication Applying measures to overcome barriers in communication Constructing sentences that convey all facts required by the receiver Expressing in a manner that shows respect to the receiver of the message Exercises and games on applying 7Cs of effective communication</p>	<p>Understand various methods of communication (verbal, non-verbal, visual) and their significance. Provide descriptive and specific feedback through written comments and conversations. Apply measures to overcome barriers in effective communication, recognizing types and factors. Understand and apply the principles of effective communication, including the 7 Cs. Write pros and cons of written, verbal, and non-verbal communication. List do's and don'ts to avoid common body language mistakes. Construct sentences for descriptive and specific feedback. Identify and apply measures to overcome communication barriers.</p>	Group Discussion & Role Play	English Give speech on given topic

		<p>Measures to overcome barriers in effective communication</p> <p>Apply principles of Communication Principles of effective communication 7 Cs of effective communication</p>		<p>Express messages clearly and respectfully. Engage in exercises and games to practice the 7 Cs of effective communication</p>		
May 11	Electronic Spreadsheet	<p>To make students familiar with:</p> <ul style="list-style-type: none"> • Analyzing data in Calc. • Linking data and spreadsheet. • Sharing and reviewing spreadsheets. • Using macros in spreadsheets. 	<p>Begin the chapter by a quick introduction of LibreOffice Calc and then introduce the students about database list and creating labels.</p> <ul style="list-style-type: none"> ➤ Explain and demonstrate the process of setting Data Validation Rules and filtering records with AutoFilter. ➤ Discuss about analyzing data in spreadsheet and demonstrate using consolidate features, Subtotal function and What-If scenarios to analyze data. ➤ Explain the use of Goal Seek and Solver features and demonstrate the process to use these features. ➤ Make students understand about linking data and spreadsheet through: <ul style="list-style-type: none"> • Setting up multiple sheets. • Referencing other sheets and documents. • Using hyperlink – relative and absolute. • Linking to external data and registered data source. <p>Explain the role of macros in a spreadsheet and demonstrate the various processes explaining the use of sharing and reviewing spreadsheets and demonstrate them the process</p>	<p>Students will be able to create a spreadsheet and use the features. Students will be able to create a spreadsheet and use the features independently.</p>	<p>Create a spreadsheet for the library to maintain record to the book.</p> <p>Creating the report card</p>	Mathematics
	Self management	<p>Apply stress management techniques</p> <ol style="list-style-type: none"> 1. Meaning and importance of stress management 2. Stress management 	<p>Exercises on stress management techniques – yoga, meditation, physical exercises Preparing a write-up on an essay on experiences during a holiday Trip</p>	<p>Understand the meaning and importance of stress management and apply techniques like physical exercise, yoga, and meditation.</p>	<p>Play on benefits of yoga in stress management</p>	<p>English Students write an essay in English about their holiday experiences,</p>

		<p>techniques – physical exercise, yoga, meditation</p> <p>3. Enjoying, going to vacations and holidays with family and friends</p> <p>4. Taking nature walks</p> <p>Demonstrate the ability to work independently</p> <ol style="list-style-type: none"> 1. Importance of the ability to work independently 2. Describe the types of self-awareness 3. Describe the meaning of self-motivation and self-regulation 	<p>Demonstration on working Independently goals</p> <p>Planning of an activity</p> <p>Executing tasks in a specific period, with no help or directives</p> <p>Demonstration on the qualities required for working independently</p>	<p>Engage in activities such as vacations and nature walks to manage stress.</p> <p>Demonstrate the ability to work independently by setting goals, planning, and executing tasks without assistance.</p> <p>Develop self-awareness and self-motivation, and practice self-regulation.</p> <p>Conduct exercises in stress management techniques and write essays about holiday experiences.</p> <p>Demonstrate key qualities required for working independently.</p>		<p>focusing on relaxation, enjoyment, and how they managed stress during the trip.</p>
July 16	Database Management system	<p>Objective: To make students familiar with:</p> <ul style="list-style-type: none"> • Data and information. • Concept of Database Management System (DBMS) and Relational DBMS. • LibreOffice Base 6.0 as a Database Management program and knowing its different components. • Starting LibreOffice Base 6.0 and creating a Blank database and performing operations on table. • Referential integrity. <p>Objective: To make the students learn to:</p> <ul style="list-style-type: none"> • Query and different types of queries. 	<p>Students were introduced to Database Management Systems (DBMS) and Relational Database Management Systems (RDBMS), learning how data is stored, organized, and managed.</p> <p>Will explore LibreOffice Base 6.0, a tool that allows users to create, manage, and process data through tables, forms, queries, and reports.</p> <p>Students will practice creating tables using Design View and Datasheet View, understanding primary keys and field properties.</p> <p>Teaching them to build relationships between tables, perform queries using SQL and Design View, and manipulate data by filtering, sorting, and editing.</p> <p>Additionally, they will explore different forms for data entry and reports for data visualization, gaining practical skills in efficiently handling and processing data within a database system.</p>	<p>Students will create the table structure and will add records and complete their project in the given period of time.</p> <p>students will also complete the activity given and will try the other activities on their own.</p>	Creating the report card	Mathematics

		<ul style="list-style-type: none"> • Creating a query, running and saving a query. • Understanding query options - using criteria in query, using wildcards in query, using compound criteria and operator. • Sorting data and hiding a field in a query. • Creating a form in database. • Creating a report - using Report Tool and Blank Report. 				
	ICT skills	<p>Distinguish between different operating systems</p> <ol style="list-style-type: none"> 1. Classes of operating systems 2. Menu, icons and taskbar on the desktop 3. File concept, file operations, file organization, directory structures, and file-system structures 4. Creating and managing files and folders <p>Apply basic skills for care and maintenance of computer</p> <ol style="list-style-type: none"> 1. Importance and need of care and maintenance of computer <ul style="list-style-type: none"> - Cleaning computer components - Preparing maintenance schedule 	<ol style="list-style-type: none"> 1. Identification of task bar, icons, menu, etc. 2. Demonstration and practicing of creating, renaming and deleting files and folders, <p>saving files in folders and sub-folders, restoring files and folders from recycle bin</p> <p>Demonstration of the procedures to be followed for cleaning, care and maintenance of hardware and software</p>	<p>Distinguish between different operating systems and understand their classes.</p> <p>Identify and use menu, icons, and taskbars on the desktop.</p> <p>Understand file concept and operations, including file organization, directory structures, and file-system structures.</p> <p>Create and manage files and folders, practicing basic file handling skills.</p> <p>Understand the importance of care and maintenance of computers.</p> <p>Learn cleaning techniques for computer components.</p> <p>Prepare a maintenance schedule and protect computers from viruses.</p> <p>Practice scanning,</p>	PPT on ICT	

		<ul style="list-style-type: none"> - Protecting computer against viruses - Scanning and cleaning viruses and removing SPAM files, temporary files and folders 		<p>cleaning viruses, and removing SPAM files.</p> <p>Identify taskbars, icons, and menus on the desktop.</p> <p>Demonstrate file management—creating, renaming, deleting, saving, and restoring files.</p> <p>Learn procedures for cleaning, care, and maintenance of hardware and software.</p>		
August 14	Web Application and security	<p>To make students familiar with:</p> <ul style="list-style-type: none"> • Ease of Access feature. • Networking and its different types. • Working with Internet. • Blogging. • E-commerce and online transaction. • Internet security. • Maintaining workspace safety. • Prevention from accidents and emergencies. • Protecting health and safety at work. 	<p>Make them familiar with the:</p> <ul style="list-style-type: none"> • Different keyboard options available that can be used to make the use of keyboard in easier and convenient way. • Different sound or audio options that can be used for users suffering from hearing impairments. • Different display or vision options that can be used for the users with low vision. <p>Communication Needs: Discuss the role of computers in communication and the components needed.</p> <p>Computer Network:</p> <ul style="list-style-type: none"> • Explain networks and types (LAN, WAN). • Discuss network topologies and communication channels. <p>Internet:</p> <ul style="list-style-type: none"> • History of the Internet, its advantages, and how computers access it. • Services provided on the Internet. <p>Blogging: Teach blogging—creating, posting, and viewing blogs, and using offline editors.</p>	<p>Students will also be able to understand the different ways and services provided on Internet. They will enjoy creating and posting their blogs to share their views online.</p> <p>Students will follow the preventive measures to protect themselves from cybercrime and use the Internet safely.</p>	Create a digital document on promoting healthy life skills	Life skills

			<p>E-commerce:</p> <ul style="list-style-type: none"> ● Explain online shopping and e-commerce types (B2B, B2C). ● Describe e-retail, transaction process, and safety measures for payments. ● Familiarize with popular e-commerce websites <p>introducing Internet security and discussing about the need of it.</p> <p>➤ Make them familiar with different types of threats on the web and how they and their computer can become a target of these threats and cybercrime.</p> <p>➤ Also discuss about the precautions they should take to protect themselves while working on the Internet.</p> <p>➤ Make them familiar with various ways to maintain safety at their workplace.</p> <p>➤ Explain them about:</p> <ul style="list-style-type: none"> • Different types of accidents that can happen at workplace. • Handling accidents at the workplace. • Also discuss about the emergency and various types. <p>➤ Give some tips and explain them about the preventive measures for health and safety at the workplace.</p>			
	Entrepreneurial skills	<p>List the characteristics of successful entrepreneur</p> <p>Entrepreneurship and society</p> <p>2. Qualities and functions of an entrepreneur</p> <p>3. Role and importance of an entrepreneur</p>	<p>1. Writing a note on entrepreneurship as career option</p> <p>2. Collecting success stories of first generation and local entrepreneurs</p> <p>3. Listing the entrepreneurial qualities – analysis of strength and weaknesses</p> <p>4. Group discussion of self-qualities that students feel are needed to become successful</p>	<p>Understand entrepreneurship as a career option and its impact on society.</p> <p>Identify qualities and functions of an entrepreneur, along with their role and importance.</p>	<p>Search about entrepreneurs</p>	<p>Communication skill</p> <p>To reflect on personal entrepreneurial traits, strengths, and areas for improvement.</p>

		<p>4. Myth about entrepreneurship</p> <p>5. Entrepreneurship as a career option</p>	<p>entrepreneur</p> <p>5. Collect information and related data for a business</p> <p>6. Make a plan in team for setting up a business</p>	<p>Debunk myths about entrepreneurship.</p> <p>Analyze entrepreneurial qualities—strengths and weaknesses.</p> <p>Conduct group discussions to identify key qualities needed to succeed as an entrepreneur.</p> <p>Collect information and data for potential business opportunities.</p> <p>Develop a business plan as a team.</p>		
September 8	green skills	<p>Demonstrate the knowledge of importance, problems and solutions related to sustainable development</p> <p>1. Definition of sustainable development</p> <p>2. Importance of sustainable development</p> <p>3. Problems related to sustainable development</p>	<p>1. Identify the problem related to sustainable development in the community</p> <p>2. Group discussion on the importance of respecting and conserving indigenous knowledge and cultural heritage</p> <p>3. Discussion on the responsibilities and benefits of environmental citizenship, including the conservation and protection of environmental values</p> <p>4. Preparing models on rain water harvesting, drip / sprinkler irrigation, vermin-compost, solar energy, solar cooker, etc.</p>	<ul style="list-style-type: none"> ● Define sustainable development and understand its importance in meeting present and future needs. ● Identify problems related to sustainable development, like resource depletion and pollution. ● Recognize the value of indigenous knowledge and cultural heritage in sustainability. ● Discuss environmental citizenship, responsibilities, and benefits. ● Create models like rainwater 	<p>Identify community-level problems related to sustainable development and brainstorm solution</p>	<p>SST</p> <p>Problems Related to Sustainable Development:</p> <ul style="list-style-type: none"> ● Objective: To identify scientific problems related to sustainable development, such as resource depletion,

				harvesting, drip irrigation, and solar energy to apply sustainable practices.		pollution, and climate change.
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