

Monthly Syllabus

Chapters	
First Semester	
April to 15 th July	Ch. 1 Computer system Ch. 2 Storage devices and memory Ch.3 Types of computer software
16 th July To September	Ch. 4 Operating system and introduction to window Ch. 5 Word processing tool 1 Ch.6 Applications of word processors Ch. 7 Application of IT (Practical on MS word)
SAI	
Second Semester	
October to November	Ch.2 Office tools, presentation Ch. 3 Spreadsheet tool
December To February	Ch.4 Application of spreadsheet tool Ch. 5 Word processing tool Ch.7 Social impacts of information technology Ch. 1 Communication technology