

No.12042018/DSE/HSW/ICT/A-2/2018  
GOVERNMENT OF PUDUCHERRY  
DIRECTORATE OF SCHOOL EDUCATION

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Puducherry, the 16-04-2018

C I R U L A R

Sub: DSE-HSW-ICT- Conduct of Computer Classes for 4<sup>th</sup> to 8<sup>th</sup> Std (2017-18)  
Govt. School Students during summer vacation – Reg.

It is informed that Computer Classes will be conducted for the students of 4<sup>th</sup> to 8<sup>th</sup> Std. studying in Government Primary / Middle / High / Higher Secondary Schools during summer vacation (April / May 2018) i.e. 23-04-2018 to 18-05-2018 (excluding Saturday and Sundays).

Therefore, the Head of Institutions of Government Primary / Middle / High / Higher Secondary Schools are instructed to identify the willing students (4<sup>th</sup> to 8<sup>th</sup> Std.) to attend the Computer classes which will be conducted in ICT labs of Government High / Higher Secondary Schools.

The Heads of Primary / Middle Schools are instructed to send the willing students of 4<sup>th</sup> to 8<sup>th</sup> to the nearby ICT labs of Government High / Higher Secondary Schools along with their parent as escort.

The Project Manager, M/s IL & FS Education & Technology Services Limited, Puducherry is informed to make convenient arrangement / time table for effective implementation of the above said programme as per the Annexure.

  
(R. SOMASUNDARAM)  
JOINT DIRECTOR

To  
All the Heads of Institutions concerned.

Copy to

1. The Deputy Director (SE), Karaikal
2. The Deputy Director (WE), Directorate of School Education, Puducherry.
3. The Chief Educational Officer, Puducherry / Karaikal / Mahe
4. The Delegate to DSE, Yanam
5. The Deputy Inspector of School, Zone I/II/III/IV/V, Puducherry / Karaikal
6. The Assistant District Programme Coordinator, Karaikal / Mahe / Yanam
7. Block Resource Centre I / II / III
8. P.S. to DSE
9. P.A to State Project Director, Puducherry
10. The Project Manager, M/s IL & FS Edn. & Tech. Services Limited, Puducherry
11. The EDP Centre – with a request to host in the website

## ANNEXURE - 1

	4 <sup>th</sup> & 5 <sup>th</sup> Std (9.00-10.30)
Day - 1	Introduction about the camp, Rules should be followed in the camp, Type master and Teaching a Tamil action song about computer Technology song and Motivational video.
Day - 2	Computer History – Manual era-Mechanical era- Electronic era
Day - 3	Generation of Computers
Day - 4	Classification of Computers – Analog – Digital – Hybrid – Types of Digital Computers
Day - 5	Components present in CPU/ Types of keyboard, Printer & Mouse
Day - 6	Memory and Storage : Internal & External Memory, Hard Disk
Day - 7	Know your windows: Starting, The Desktop, Taskbar, Turn off Computer, Windows Elements, Files and Folders.
Day - 8	Operating a computer without Mouse - shortcut method & shortcut keys A-Z
Day - 9	Fun with Paint : open paint, Using Free From Select Tool, Drawing with pencil and curve, Moving an object, Using copy, Paste options of Edit Menu.
Day - 10	Using multimedia hardware and software such as Webcam.
Day - 11	Importance of Wikipedia & how to copy information from Wikipedia and change language in Wikipedia & Google search
Day - 12	Word Processor – File menu – Create a new file – open an existing file- save & Print command
Day - 13	Editing, Changing Fonts size/style -inserting pictures/objects, creating tables.
Day - 14	Different types of file extensions Eg: .txt, .doc, .ppt
Day - 15	Typing letter in computer, and explaining alignments
Day - 16	Introduction To Internet 1. Components of Internet.
Day - 17	2. Software requirements for internet. 3. Procedure of connecting to internet. 4. Search for top websites for entertainment, chat, shopping etc
Day - 18	BASIC & its commands with programming a) New b) Cls c) Auto d) Run e)
Day - 19	List f) Print g) Let i) End j) GOTO k)ON GOTO l) Save
Day - 20	Doubt clearing and completing the incomplete syllabus given above



## ANNEXURE - 2

	6 <sup>th</sup> & 7 <sup>th</sup> Std (10.45-12.15 )
Day - 1	Introduction about the camp, Rules should be followed in the camp, Type master and Teaching a Tamil action song about computer Technology song and Motivational video.
Day - 2	Computer Fundamentals
Day - 3	Input / Output / Memory / Pointing Devices - Hardware & Software - Benefits of computer
Day - 4	LANGUAGES - Generations of computer- Machine / Assembly - High Level language - Computer Fundamentals - Types of High Level Languages - System Software. Application Softwares.
Day - 5	Introduction to Internet - Uses of internet - Components of the internet - Software requirements -URL – connecting to internet with practical –
Day - 6	Intranet –Extranet-Router – Modem – e-mail & address
Day - 7	Flow chart & Algorithm
Day - 8	MS Word(Practical application) with short cut keys – format for Create a new file / saving / changing fonts–Bold/Italic/Underline/ Superscript/Subscript/color
Day - 9	Applying shapes to a document. Typing letter in computer, and explaining alignments - Getting multiple pages in a document – applying different color styles
Day - 10	BASIC - Introduction to BASIC – Variables - Numeric Variables - Alphanumeric/String Variables - Constants - Numeric constant Alphanumeric/String constant
Day - 11	BASIC & its commands with programming a) New b) Cls c) Auto d) Run e) List f) Print g) Let i) End j) GOTO k) on GOTO l) save
Day - 12	Basic Statements- Input – Goto – cls- Print - Conditional statements - If then - If then else – GOTO - Next
Day - 13	Introduction of Operating system and its application
Day - 14	Introduction to Excel / spread sheet - difference
Day - 15	Basic formulas, pie chart, bar chart
Day - 16	Introduction to power point and creating a presentation about the school / any interesting topic
Day - 17	Power Point – Inserting slide into existing presentation – Picture – Format a slide –Back ground colour – font style – use of word art –Animating a slide – Auto presentation
Day – 18	Uses of Computers – Desktop Publishing – Office Automation – Rail / Bus / Air booking tickets etc.
Day - 19	How to use E- Commerce sites flipkart-e bay & etc.: Online booking and paying bills online - towards digital India
Day - 20	Doubt clearing and completing the incomplete syllabus given above



## ANNEXURE - 3

	8 <sup>th</sup> Std (2.30- 4.00 )
Day - 1	Introduction about the camp, Rules should be followed in the camp, Type master and Teaching a Tamil action song about computer Technology song and Motivational video.
Day - 2	Computer Fundamentals
Day - 3	Input / Output / Memory / Pointing Devices - Hardware & Software - Benefits of computer
Day - 4	LANGUAGES - Generations of computer- Machine / Assembly - High Level language - Computer Fundamentals - Types of High Level Languages - System Software. Application Softwares.
Day - 5	Operating System & DOS CUI operating - GUI operating system - Introduction to DOS - Internal Commands of DOS.
Day - 6	a) MD, b) CD, c) CD., d) DIR , e) DIR/W, f) DIR/P, g) DIR   MORE h) COPY CON, i) COPY
Day - 7	Conversions - use of conversions - Concept of conversions - Decimal to Binary - Binary to Decimal – Flow chart & Algorithm
Day - 8	MS Word(Practical application) with short cut keys – format for Create a new file / saving / changing fonts–Bold/Italic/Underline/ Superscript/Subscript/color
Day - 9	Inserting shapes to a document. Typing letter in computer, and explaining alignments - Getting multiple pages in a document – applying different color styles
Day - 10	BASIC - Introduction to BASIC – Variables - Numeric Variables - Alphanumeric/String Variables - Constants - Numeric constant Alphanumeric/String constant
Day - 11	BASIC & its commands with programming a) New b) Cls c) Auto d) Run e) List f) Print g) Let i) End j) GOTO k) on GOTO l) save
Day - 12	Basic Statements- Input – Goto – cls -Print - Conditional statements - If then - If then else – GOTO – Next – operators
Day - 13	Introduction to Excel / spread sheet - difference
Day - 14	Basic formulas, pie chart, bar chart
Day - 15	Internet - Intranet –Extranet-Router – Modem – e-mail & address – Host-FTP- WWW-Web browser/site
Day - 16	Introduction to power point and creating a presentation about the school / any interesting topic
Day - 17	Power Point – Inserting slide into existing presentation – Picture – Format a slide –Back ground colour – font style – use of word art –Animating a slide – Auto presentation
Day - 18	Uses of Computers – Desktop Publishing – Office Automation – Rail / Bus / Air booking tickets etc.
Day - 19	How to use E- Commerce sites flipkart-e bay & etc.: Online booking and paying online bills - towards digital India, Opening & usage of digital locker Account
Day - 20	Doubt clearing and completing the incomplete syllabus given above