

Topic 1: Computer – An Electronic Device

A computer is an electronic device that works on IPO cycle (Input-Process-Output). It is primarily used to input data, process it to produce the required final output.

Learning Outcomes:

Children will be able to:

- ✓ List out how computers are an electronic device;
- ✓ compare a human and a computer in their ways of working;
- ✓ list the advantages and disadvantages of using computer.

Computer – An Electronic Device

Key Concepts	Suggested Transactional Processes	Suggested Learning Resources
➤ Computer, an electronic device ➤ Functions / working of a computer ➤ Advantages (Speed, storage capacity, electronic presentation, automation, calculation, teaching, learning etc.) and disadvantages (impact on environment, health, virus attacks, computer /cybercrimes) of a computer	➤ Discussing how a computer is an electronic device which processes information based on given instructions. ➤ Explaining the working of computer and comparing it with the way humans work. ➤ Discussing the advantages and disadvantages of a computer.	➤ Computers/ IWB with presentation software and internet facility ➤ Videos/pictures to explain input, process and output. ➤ Posters/charts on healthy practices while working on the computer.

Integration: Languages, EVS

Life Skills: General awareness



Topic 2: Role of Computers

A computer is a multitasking device that performs various tasks. It plays a vital role in the learning and teaching process.

Learning Outcomes:

Children will be able to:

- ✓ recall the uses of computer;
- ✓ specify computer's integration in classroom activities;
- ✓ correlate computer use with topics they study in other subjects.

Role of Computers

Key Concepts	Suggested Transactional Processes	Suggested Learning Resources
➤ Role of computers in enhancing the learning and teaching process. ➤ Impact of computers	➤ Discussing and identifying uses of computers at various places i.e. classroom, office, home etc. ➤ Interacting with and explaining to the children about the effectiveness of using computers in the classroom, office, home etc.	➤ Computers/ IWB with internet facility ➤ Animated stories, videos, etc.

Integration: EVS

Life Skills: General Awareness



Topic 3: Input and Output Devices

Input devices are used to enter text/data whereas output devices are used to display desired result. In some cases, output devices may function as storage devices. For example - CD, pen drive.

Learning Outcomes:

Children will be able to:

- ✓ identify the input and output devices;
- ✓ state the functions of each device.

Input and Output Devices

Key Concepts	Suggested Transactional Processes	Suggested Learning Resources
➤ Input and output devices and their functions ➤ Output devices as storage devices	➤ Identifying that keyboard and mouse are input devices whereas printer, monitor are output devices. ➤ Showing physically the input/output devices and explaining their functions. ➤ Explaining how certain output devices function as storage devices. Ex - CD, pen drives etc. ➤ Hands-on activity through worksheets, quiz etc., to identify input/output devices and their functions. ➤ Helping children in drawing of devices and naming them. ➤ Providing hands-on experience through group work (4/6 children in each group) working with one computer. Each child will explain the different devices and the functions to others in the team.	➤ Computer system along with other peripheral devices. ➤ Visuals/videos on Input and Output devices. ➤ Classroom discussions. ➤ Children's drawings on devices.

Life Skills: Technical awareness, handling/sharing resources



Topic 4: Keyboard – Special Keys

The keyboard has special keys to perform specific tasks, along with alphanumeric keys. Children will identify the uses of key combinations when using the keyboard.

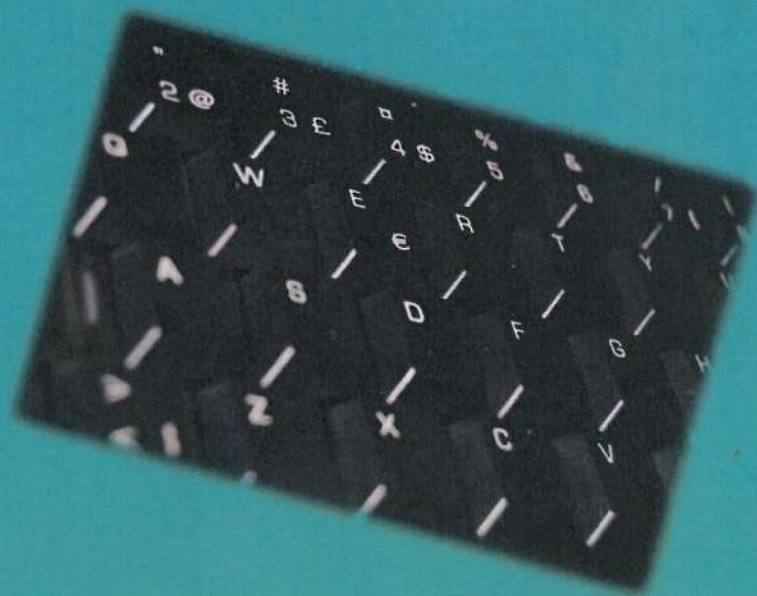
Learning Outcomes:

Children will be able to:

- ✓ identify and use the special and punctuation keys;
- ✓ recall that certain keys are used in combinations;
- ✓ describe the functions of the different types of keys.

Keyboard – Special Keys

Key Concepts	Suggested Transactional Processes	Suggested Learning Resources
➤ Special keys and punctuation keys. ➤ Key combinations on a keyboard.	➤ Discussing uses of alphanumeric keys in performing task. ➤ Explaining the various types of special and punctuation keys on the keyboard and their functions. ➤ Hands-on experience through worksheets and quiz on the computer. ➤ Explaining and demonstrating and show that certain keys work in combinations. ➤ E.g. 1. shift + alphabets/symbols 2. Ctrl+alt+del	➤ Computer system/IWB with keyboard, software like Tux-type/ Typing Tutor ➤ Visual charts ➤ Group discussions ➤ Worksheets



Topic 5: Mouse – an Input Device

A Mouse serves as an input device to type text, play games, draw pictures, watch videos etc.

Learning Outcomes:

Children will be able to:

- ☑ identify different activities performed on a mouse;
- ☑ use the mouse to perform drag and drop activities.

Mouse – an Input Device		
Key Concepts	Suggested Transactional Processes	Suggested Learning Resources
➤ Application of a mouse for dragging and dropping objects.	➤ Identifying and listing out activities done through the use of mouse buttons. ➤ Demonstrating the use of a mouse for dragging and dropping objects. ➤ Flipping the right and left button of the mouse as per requirement. ➤ Conducting hands on activity through individual usage of the mouse.	➤ Computer system, ➤ Educational games integrated with the curriculum of Computer studies.

Skills: fine motor skills



Topic 6: Introduction to Paint

Paint software is a utility software used to transform ideas into picture using various tools.

Learning Outcomes:

Children will be able to:

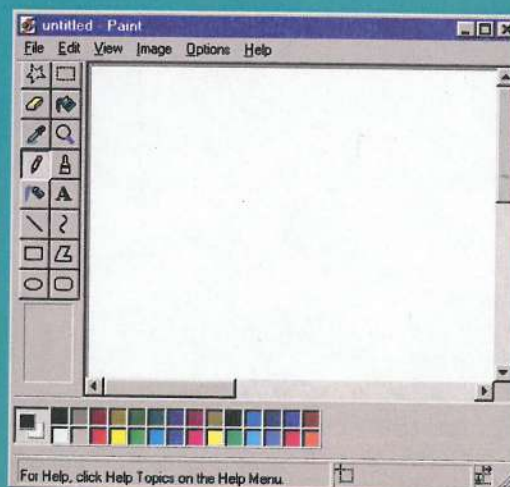
- ✓ use shape tools to draw pictures;
- ✓ open, minimize, maximize and close the paint window;
- ✓ open and save a file.

Introduction to Paint

Key Concepts	Suggested Transactional Processes	Suggested Learning Resources
➤ Introduction to Paint software ➤ Opening, minimising, maximising and closing Paint window ➤ Saving the file at the desired location ➤ Opening/editing the existing file ➤ Paint window ➤ Open and save a file ➤ Shape tools	➤ Explaining the purpose and usage of a paint software. ➤ Demonstrating the activities related to ➤ Opening, minimising, maximising and closing Paint window ➤ Saving the file at the desired location ➤ Opening/editing the existing file ➤ Showing of shape tools to draw pictures ➤ Demonstrating some examples of paint activities on the computer such as: ➤ Birthday cards ➤ Pictures to illustrate Children's Day, Environment Day, Sports Day, Fancy dress etc. ➤ Topic based posters etc. ➤ Providing Hands-on experience in groups to children on the computer.	➤ Computer / IWB with any Paint software. ➤ show demo / pictures on the Internet.

Life Skills: Creative Thinking

Integration: Arts Education



Topic 7: File Management – An Introduction

Files are pictures, documents, presentations etc. created using a software. File management helps us to organise files in the computer.

Learning Outcomes:

Children will be able to:

- ✓ Develop an awareness on the importance of file management;
- ✓ save a file in the specified path.

File Management – An Introduction

Key Concepts	Suggested Transactional Processes	Suggested Learning Resources
➤ Introduction to the concept of saving a file and its purpose ➤ Saving a file in the specified path.	➤ Explaining the concept of a file and the need for saving it. ➤ Hands-on activities (individual or group) on the Computer.	➤ Computers/ IWB ➤ File making activities. ➤ Worksheet activities

Life Skills: Organisational skills, Working together

