

# LESSON PLAN

Date	Session/ Period	<b>Let's Reboot-Book 4</b>
		<b>Chapter 1- The Computer Story</b>
		<p><b>Objectives</b> By the end of the lesson, Students should be able to:</p> <ul style="list-style-type: none"> <li>• Define a Computer System</li> <li>• Understand the concept of Data, Processing, and Information</li> <li>• Define Memory, Hardware, and Software</li> <li>• explain Input/ Output devices</li> </ul> <p><b>Teaching Aids</b></p> <ul style="list-style-type: none"> <li>• online videos (could be from YouTube)</li> <li>• Student's Book</li> <li>• Board and marker</li> <li>• Computer with all I/O devices, hardware, and software</li> </ul> <p>Students should go to the computer lab and see all devices mentioned in the book or available in labs and gather knowledge about that.</p>
	<b>Session 1</b> <i>(40 mins approx)</i>	<p><b>Basics of data, processing, and information, components of the computer(theory)</b></p> <ul style="list-style-type: none"> <li>• Discuss data, processing, and information</li> <li>• Discussion about various components of computer system</li> </ul> <p><b>Assessment:</b> Ask different questions from the students to assess their learning from <u>Think and Answer</u> oral questions and <u>Quick Questions</u> (or teachers can consider creating viva voice questions)</p>
	<b>Session 2</b> <i>(40 mins approx)</i>	<p><b>Different types of I/O devices/types of memory/hardware &amp; software(theory)</b></p> <ul style="list-style-type: none"> <li>• Discuss types of input /output devices</li> <li>• Different types of memory</li> <li>• What are hardware and software</li> </ul> <p><b>Assessment:</b> Ask different questions from the students to assess their learning from <u>Think and Answer</u> oral questions and <u>Quick Questions</u> (or teachers can consider creating viva voice questions)</p>
	<b>Session 3</b> <i>(40 mins approx)</i>	Take students to the computer lab and let them explore all components of computers, and I/O devices, discuss different types of software available in computer systems, Discuss the role of memory
	<b>Session 4</b> <i>(40 min approx)</i>	Solving worksheets and revising chapter concepts/taking the chapter test
	<b>HW</b>	<ul style="list-style-type: none"> <li>• All theory questions (MCQ, Fill-in, T/F, and short answers)</li> <li>• Perform the practical assignment (<b>Practical Session</b>) on this topic (if given).</li> </ul>

Date	Session/ Period	<b>Let's Reboot-Book 4</b>
		<b>Chapter 2- Working in Microsoft Office Word 2019</b>
		<p><b>Objectives</b> By the end of the lesson, Students should be able to:</p> <ul style="list-style-type: none"> <li>• Understand the concept of word processor</li> <li>• Know about Screen components</li> <li>• Editing of text</li> <li>• Using the Spell Check option and File operation</li> </ul> <p><b>Teaching Aids</b></p> <ul style="list-style-type: none"> <li>• online videos (could be from YouTube)</li> <li>• Student's Book</li> <li>• Board and marker</li> <li>• Computer with MS Office 2019</li> </ul> <p>Students should open Microsoft Word and work on their computers so that they can follow you as you demonstrate all the Words components and options on the screen.</p> <p>Ask students to work alone or with a partner to complete the practical assignment</p>
	<b>Session 1</b> (40 mins approx)	<p><b>Theory</b></p> <ul style="list-style-type: none"> <li>• Explain the usefulness of MS Word</li> <li>• Screen components, ribbon</li> <li>• Typing and editing of text (selecting, moving, copying)</li> </ul> <p><b>Assessment:</b> Ask different questions from the students to assess their learning from <u>Think and Answer</u> oral questions and <u>Quick Questions</u> (or teachers can consider creating viva voice questions)</p>
	<b>Session 2</b> (40 mins approx)	Practical execution of <i>Activities</i> of session 1
	<b>Session 3</b> (40 mins approx)	<p><b>Steps to be discussed (Theory)</b></p> <ul style="list-style-type: none"> <li>• Spell Check</li> <li>• Undo and Redo</li> <li>• File operations(open, save, close, print)</li> </ul> <p><b>Assessment:</b> Ask different questions from the students to assess their learning from Think and Answer oral questions and Quick Questions (or teachers can consider creating viva voice questions)</p>
	<b>Session 4</b> (40 min approx)	Practical execution of <i>Activities</i> of session 3
	<b>Session 5</b> (40 min approx)	Solving worksheets and revising chapter concepts/taking the chapter test
	<b>HW</b>	<ul style="list-style-type: none"> <li>• All theory questions (MCQ, Fill-in, T/F, and short answers)</li> <li>• Perform the practical assignment (<b>Practical Session</b>) on this topic (if given).</li> </ul>

Date	Session/ Period	<b>Let's Reboot-Book 4</b>
		<b>Chapter 3- Enhancing the Look of the Document</b>
		<p><b>Objectives</b> By the end of the lesson, Students should be able to:</p> <ul style="list-style-type: none"> <li>• Change the Font type, Size, Colour, and Style</li> <li>• Change the alignment of paragraphs</li> <li>• Create a Bulleted list</li> <li>• Create a Number list</li> </ul> <p><b>Teaching Aids</b></p> <ul style="list-style-type: none"> <li>• online videos (could be from YouTube)</li> <li>• Student's Book</li> <li>• Board and marker</li> <li>• Computer with MS Office 2019</li> </ul> <p>Students should open Microsoft Word and work on their computers so that they can follow you as you demonstrate all the Words components, options, and steps on the screen.</p> <p>Ask students to work alone or with a partner to complete the practical assignment</p>
	<p><b>Session 1</b> (40 mins approx)</p>	<p><b>Detail steps to be discussed(theory)</b></p> <ul style="list-style-type: none"> <li>• Changing the Font Type, Font Size, Font Style, Font Colour, alignment</li> </ul> <p><b>Assessment:</b> Ask different questions from the students to assess their learning from <i>Think and Answer</i> oral questions and <i>Quick Questions</i> (or teachers can consider creating viva voice questions)</p>
	<p><b>Session 2</b> (40 mins approx)</p>	<p>Practical execution of <i>Activities</i> of session 1</p>
	<p><b>Session 3</b> (40 mins approx)</p>	<p><b>Steps to be discussed (Theory)</b></p> <ul style="list-style-type: none"> <li>• Creating a bulleted list</li> <li>• Creating a numbered list</li> </ul> <p>Assessment: Ask different questions from the students to assess their learning from Think and Answer oral questions and Quick Questions (or teachers can consider creating viva voice questions)</p>
	<p><b>Session 4</b> (40 min approx)</p>	<p>Practical execution of <i>Activities</i> of session 3</p>
	<p><b>Session 5</b> (40 min approx)</p>	<p>Solving worksheets and revising chapter concepts/taking the chapter test</p>
	<p><b>HW</b></p>	<ul style="list-style-type: none"> <li>• All theory questions (MCQ, Fill-in, T/F, and short answers)</li> <li>• Perform the practical assignment (<b>Practical Session</b>) on this topic (if given).</li> </ul>

Date	Session/ Period	<b>Let's Reboot-Book 4</b>
		<b>Chapter 4- Inserting Multimedia Objects in MS Word</b>
		<p><b>Objectives</b> By the end of the lesson, Students should be able to:</p> <ul style="list-style-type: none"> <li>• Insert a Picture from a folder or the Internet</li> <li>• Insert Shapes of all kinds, Insert Date and Time</li> <li>• Insert WordArt, icons &amp; 3D Models</li> </ul> <p><b>Teaching Aids</b></p> <ul style="list-style-type: none"> <li>• online videos (could be from YouTube)</li> <li>• Student's Book</li> <li>• Board and marker</li> <li>• Computer with MS Office 2019</li> </ul> <p>Students should open Microsoft Word and work on their computers so that they can follow you as you demonstrate all the Words components, options, and steps on the screen. Ask students to work alone or with a partner to complete the practical assignment</p>
	<p><b>Session 1</b> (40 mins approx)</p>	<p><b>Detail steps to be discussed(theory)</b></p> <ul style="list-style-type: none"> <li>• Inserting a picture from a file and the Internet, Applying picture frame</li> </ul> <p><i>Assessment:</i> Ask different questions from the students to assess their learning from <i>Think and Answer</i> oral questions and <i>Quick Questions</i> (or teachers can consider creating viva voice questions)</p>
	<p><b>Session 2</b> (40 mins approx)</p>	<p>Practical execution of <i>Activities</i> of session 1</p>
	<p><b>Session 3</b> (40 mins approx)</p>	<p><b>Steps to be discussed (Theory)</b></p> <ul style="list-style-type: none"> <li>• Inserting WordArt, Shapes, and YouTube videos into a word document</li> </ul> <p><i>Assessment:</i> Ask different questions from the students to assess their learning from Think and Answer oral questions and Quick Questions (or teachers can consider creating viva voice questions)</p>
	<p><b>Session 4</b> (40 min approx)</p>	<p>Practical execution of <i>Activities</i> of session 3</p>
	<p><b>Session 5</b> (40 min approx)</p>	<p><b>Steps to be discussed (Theory)</b></p> <ul style="list-style-type: none"> <li>• Inserting table, moving within cells, inserting date to a word document</li> </ul> <p><i>Assessment:</i> Ask different questions from the students to assess their learning from Think and Answer oral questions and Quick Questions (or teachers can consider creating viva voice questions)</p>
	<p><b>Session 6</b> (40 min approx)</p>	<p>Practical execution of <i>Activities</i> of session 5</p>
	<p><b>Session 7</b> (40 min approx)</p>	<p>Solving worksheets and revising chapter concepts/taking the chapter test</p>
	<p><b>HW</b></p>	<ul style="list-style-type: none"> <li>• All theory questions (MCQ, Fill-in, T/F, and short answers)</li> <li>• Perform the practical assignment (<b>Practical Session</b>) on this topic (if given).</li> </ul>

Date	Session/ Period	<b>Let's Reboot-Book 4</b>
		<b>Chapter 5- Starting Microsoft Office PowerPoint 2019</b>
		<p><b>Objectives</b> By the end of the lesson, Students should be able to:</p> <ul style="list-style-type: none"> <li>• Understand PowerPoint and its components</li> <li>• Build a presentation</li> <li>• Add images and transition effects to slides</li> <li>• View the slideshow</li> </ul> <p><b>Teaching Aids</b></p> <ul style="list-style-type: none"> <li>• online videos (could be from YouTube)</li> <li>• Student's Book</li> <li>• Board and marker</li> <li>• Computer with MS Office 2019</li> </ul> <p>Students should open Microsoft PowerPoint and work on their computers so that they can follow you as you demonstrate all the PowerPoint components and detailed steps on the screen.</p> <p>Ask students to work alone or with a partner to complete the practical assignment</p>
	<b>Session 1</b> (40 mins approx)	<p><b>Detail steps to be discussed(theory)</b></p> <ul style="list-style-type: none"> <li>• Explain the usefulness of PowerPoint</li> <li>• Opening PowerPoint, creating a new presentation, title slide, inserting new slides</li> <li>• Discuss various layouts available, adding title and text on the slide</li> </ul> <p><b>Assessment:</b> Ask different questions from the students to assess their learning from <u>Think and Answer</u> oral questions and <u>Quick Questions</u> (or teachers can consider creating viva voice questions)</p>
	<b>Session 2</b> (40 mins approx)	Practical execution of <i>Activities</i> of session 1
	<b>Session 3</b> (40 mins approx)	<p><b>Steps to be discussed (Theory)</b></p> <ul style="list-style-type: none"> <li>• Adding a picture on the slide(from a folder and online)</li> <li>• Applying style to a picture</li> </ul> <p><b>Assessment:</b> Ask different questions from the students to assess their learning from Think and Answer oral questions and Quick Questions (or teachers can consider creating viva voice questions)</p>
	<b>Session 4</b> (40 min approx)	Practical execution of <i>Activities</i> of session 3
	<b>Session 5</b> (40 min approx)	<p><b>Steps to be discussed (Theory)</b></p> <ul style="list-style-type: none"> <li>• Inserting a video clip on the slide, Applying a transition effect</li> <li>• Preparing the slide show</li> </ul> <p><b>Assessment:</b> Ask different questions from the students to assess their learning from Think and Answer oral questions and Quick Questions (or teachers can consider creating viva voice questions)</p>

	<b>Session 6</b> (40 min approx)	Practical execution of Activities of session 5
	<b>Session 7</b> (40 min approx)	Solving worksheets and revising chapter concepts/taking the chapter test
	<b>HW</b>	<ul style="list-style-type: none"><li>• All theory questions (MCQ, Fill-in, T/F, and short answers)</li><li>• Perform the practical assignment (<b><i>Practical Session</i></b>) on this topic (if given).</li></ul>

Date	Session/ Period	<b>Let's Reboot-Book 4</b>
		<b>Chapter 6- More on Scratch 3. 0</b>
		<p><b>Objectives</b> By the end of the lesson, Students should be able to:</p> <ul style="list-style-type: none"> <li>• Understand about Interface of Scratch 3.0</li> <li>• Write simple scripts</li> <li>• Understand basic movements and Pen commands</li> <li>• Add Costume and Sound</li> </ul> <p><b>Teaching Aids</b></p> <ul style="list-style-type: none"> <li>• online videos (could be from YouTube)</li> <li>• Student's Book</li> <li>• Board and marker</li> <li>• Computer with Scratch 3.0</li> </ul> <p>Students should open Scratch and work on their computers so that they can follow you as you demonstrate all the scratch components and detailed steps on the screen.</p> <p>Ask students to work alone or with a partner to complete the practical assignment</p>
	<p><b>Session 1</b> <i>(40 mins approx)</i></p>	<p><b>Detail steps to be discussed(theory)</b></p> <ul style="list-style-type: none"> <li>• Explain Scratch programming</li> <li>• Discuss Scratch components</li> </ul> <p><b>Assessment:</b> Ask different questions from the students to assess their learning from <u>Think and Answer</u> oral questions and <u>Quick Questions</u> (or teachers can consider creating viva voice questions)</p>
	<p><b>Session 2</b> <i>(40 mins approx)</i></p>	<p>Practical execution of <i>Activities</i> of session 1</p>
	<p><b>Session 3</b> <i>(40 mins approx)</i></p>	<p><b>Steps to be discussed (Theory)</b></p> <ul style="list-style-type: none"> <li>• Changing backdrop</li> <li>• Adding new sprite</li> <li>• Basic movements</li> </ul> <p><b>Assessment:</b> Ask different questions from the students to assess their learning from Think and Answer oral questions and Quick Questions (or teachers can consider creating viva voice questions)</p>
	<p><b>Session 4</b> <i>(40 min approx)</i></p>	<p>Practical execution of <i>Activities</i> of session 3</p>
	<p><b>Session 5</b> <i>(40 min approx)</i></p>	<p><b>Steps to be discussed (Theory)</b></p> <ul style="list-style-type: none"> <li>• More basic movements, turning, editing a text field, taking help</li> <li>• Expanding and rearranging the script</li> </ul> <p><b>Assessment:</b> Ask different questions from the students to assess their learning from Think and Answer oral questions and Quick Questions (or teachers can consider creating viva voice questions)</p>

	<b>Session 6</b> (40 min approx)	Practical execution of Activities of session 5
	<b>Session 7</b> (40 min approx)	<p><b>Steps to be discussed (Theory)</b></p> <ul style="list-style-type: none"> <li>• Duplicating a sprite</li> <li>• Repeating script, deleting and repositioning script</li> <li>• Using pen</li> </ul> <p><b>Assessment:</b> Ask different questions from the students to assess their learning from Think and Answer oral questions and Quick Questions (or teachers can consider creating viva voice questions)</p>
	<b>Session 8</b> (40 min approx)	Practical execution of Activities of session 7
	<b>Session 9</b> (40 min approx)	<p><b>Steps to be discussed (Theory)</b></p> <ul style="list-style-type: none"> <li>• Controlling script execution, cleaning up scripts</li> <li>• Adding a costume, Animating sprite using a costume</li> <li>• Adding sound</li> </ul> <p><b>Assessment:</b> Ask different questions from the students to assess their learning from Think and Answer oral questions and Quick Questions (or teachers can consider creating viva voice questions)</p>
	<b>Session 10</b> (40 min approx)	Practical execution of Activities of session 9
	<b>HW</b>	<ul style="list-style-type: none"> <li>• All theory questions (MCQ, Fill-in, T/F, and short answers)</li> <li>• Perform the practical assignment (<b>Practical Session</b>) on this topic (if given).</li> </ul>



Date	Session/ Period	<b>Let's Reboot-Book 4</b>
		<b>Chapter 7-Internet Applications and Security</b>
		<p><b>Objectives</b> By the end of the lesson, Students should be able to:</p> <ul style="list-style-type: none"> <li>• Understand the World Wide Web (WWW)</li> <li>• Work with a Web browser and Search Engine</li> <li>• Work with E-mail</li> <li>• Understand Chatting</li> <li>• Do Internet Chatting</li> </ul> <p><b>Teaching Aids</b></p> <ul style="list-style-type: none"> <li>• online videos (could be from YouTube)</li> <li>• Student's Book</li> <li>• Board and marker</li> <li>• Computer with Browser(Chrome/MS Edge)</li> </ul> <p>Students should open Microsoft Edge/Chrome and work on their computers so that they can follow you as you demonstrate all the detailed steps on the screen.</p> <p>Ask students to work alone or with a partner to complete the practical assignment</p>
	<b>Session 1</b> (40 mins approx)	<p><b>Detail steps to be discussed(theory)</b></p> <ul style="list-style-type: none"> <li>• Discuss the Internet, www, and important terms related to the web</li> </ul> <p><b>Assessment:</b> Ask additional questions to students to assess their learning from <i>Think and Answer</i> oral questions and <i>Quick Questions</i> (or teachers can consider creating viva voice questions)</p>
	<b>Session 2</b> (40 mins approx)	Practical execution of <i>Activities</i> of session 1
	<b>Session 3</b> (40 mins approx)	<ul style="list-style-type: none"> <li>• Discuss different types of web browsers, search engines, and their use</li> <li>• Steps to open a website, Search any term in the search engine</li> </ul> <p><b>Assessment:</b> Ask additional questions to students to assess their learning from <i>Think and Answer</i> oral questions and <i>Quick Questions</i> (or teachers can consider creating viva voice questions)</p>
	<b>Session 4</b> (40 min approx)	Practical execution of <i>Activities</i> of session 3
	<b>Session 5</b> (40 min approx)	<ul style="list-style-type: none"> <li>• Discuss e-mail and its advantage</li> <li>• Creating e-mail account, sending and receiving e-mails</li> </ul> <p><b>Assessment:</b> Ask additional questions to students to assess their learning from <i>Think and Answer</i> oral questions and <i>Quick Questions</i> (or teachers can consider creating viva voice questions)</p>
	<b>Session 6</b> (40 min approx)	Practical execution of <i>Activities</i> of session 5

	<b>Session 7</b> (40 min approx)	<ul style="list-style-type: none"> <li>• Continue..... details about the e-mail account</li> <li>• Discuss chatting and the software available for that</li> <li>• Securing yourself on the Internet</li> </ul> <p><b>Assessment:</b>  Ask additional questions to students to assess their learning from <i>Think and Answer</i> oral questions and <i>Quick Questions</i> (or teachers can consider creating viva voice questions)</p>
	<b>Session 8</b> (40 min approx)	Practical execution of Activities of session 7
	<b>HW</b>	<ul style="list-style-type: none"> <li>• All theory questions (MCQ, Fill-in, T/F, and short answers)</li> <li>• Perform the practical assignment (<b>Practical Session</b>) on this topic (if given).</li> </ul>

Date	Session/ Period	Let's Reboot-Book 4
		<b>Chapter 8-About Artificial Intelligence</b>
		<p><b>Objectives</b> By the end of the lesson, Students should be able to:</p> <ul style="list-style-type: none"> <li>• Understand the Basic of AI</li> <li>• Application of AI</li> <li>• Limitation of AI</li> </ul> <p><b>Teaching Aids</b></p> <ul style="list-style-type: none"> <li>• online videos (could be from YouTube)</li> <li>• Student's Book</li> <li>• Board and marker</li> <li>• Computer with Browser (Chrome/MS Edge)</li> </ul> <p>Students should open Microsoft Edge/Chrome and work on their computers so that they can follow you as you demonstrate all the detailed steps on the screen.</p> <p>Ask students to work alone or with a partner to complete the practical assignment</p>
	<b>Session 1</b> (40 mins approx)	<p><b>theory</b></p> <ul style="list-style-type: none"> <li>• Discuss Artificial Intelligence</li> <li>• Different applications of AI</li> </ul> <p><b>Assessment:</b> Ask additional questions to students to assess their learning from <i>Think and Answer</i> oral questions and <i>Quick Questions</i> (or teachers can consider creating viva voice questions)</p>
	<b>Session 2</b> (40 mins approx)	<p><b>theory</b> AI experiments with Google</p> <p><b>Assessment:</b> Ask different questions from the students to assess their learning from <i>Think and Answer</i> oral questions and <i>Quick Questions</i> (or teachers can consider creating viva voice questions)</p>
	<b>Session 3</b> (40 min approx)	Practical execution of <i>Activities</i> of session 2
	<b>Session 4</b> (40 min approx)	Practical Work on practice time given in chapter/experiment with AI
	<b>Session 5</b> (40 min approx)	Solving worksheets and revising chapter concepts/taking the chapter test
	<b>HW</b>	<ul style="list-style-type: none"> <li>• All theory questions (MCQ, Fill-in, T/F, and short answers)</li> <li>• Perform the practical assignment (<b>Practical Session</b>) on this topic (if given).</li> </ul>

**Total Sessions/classes required to cover the whole book is 53 in a year.**