

COMPUTER SCIENCE

Computer is the most revolutionary invention of the modern age. Today computer have become mandatory in every walk of life. The Himachal Board has taken a step towards Computer Science sensitivity. It has included introductory Computer Science as an Elective Subject at the secondary level. This subject offers scope for computer learning. It also facilitates developing a generation of knowledge workers.

Module Code	
	LEVEL 2 FOR CLASS 10
IT 201	<p><u>Digital Literacy (Advanced Digital devices, Trouble shooting and Maintenance of OS and Internet):</u> Handling of Over head Projectors, Digital Screens (LED, LCD and plasma), Digital graphic plotters, Different type of Printers, Fax Machines, Speakers etc, Basic concept of Operating systems and its functions, Introduction to MS-Windows : desktop , Icons on the desktop (My Computer , Recycle Bin , Task Bar, Start Menu and Menu and Menu Selection using mouse), Running an application, setting system date and time, Windows Explorer to view files, folders and directories, creating and renaming of files and folders, opening and closing of Windows, Minimize and Maximize forms of a windows basic components of the windows, desktop , frame, title Bar, menu bar, status bar , scroll bars (Horizontal and vertical), use of right button of mouse , Basic Windows accessories, Notepad , Paint , Calculator, Word pad and using clipboard , Introduction to internet : internet explorer and browsing internet through various search engines such as google. google chrome , Babylon etc. setting up new internet connection and trouble shoot related problems.</p>
IT 202	<p><u>Digital Documentation- Word Processing (Advanced) :</u> Inserting word art , clip art and pictures , pages setting , bullets and numbering , border and shading , format painter , find and replace , inserting table, inserting , deleting , rows and column , merging cells , splitting cells using auto format, mail merge.</p>
IT 203	<p><u>Digital Data Tabulation-Spreadsheet(Advanced) :</u> Relative referencing , absolute referencing and mixed referencing printing a worksheet , using statistical functions : SUM(), AVG(), MAX(), MIN(), IF() with compound statements, inserting tables in worksheet , embedding charts of various types (Lines , pie , bar, scatter and area) in worksheet , using macros in worksheet.</p>

IT 204	<u>Digital Presentation (Advanced):</u> Inserting pictures from files to a slide , animating pictures and text with sound effects, timing text Box, Pictures and Slides, rehearse times , ungrouping and grouping pictures from clipart.
IT 205	On - Job Training (10% of 200Hrs.) or Project Work
	Total

Distribution of Marks 10th class

Unit	Theory	Practical	INA	Total
I.T-201	10	--	--	10
I.T-202	08	10	--	18
I.T-203	09	15	--	24
I.T-204	08	10	--	18
I.T-205 (Project Work)	--	10	--	10
Viva Voice	--	05	--	05
INA	--	--	15	15
Total	35	50	15	100

Distribution of Time/Periods for 10th class

Module Code	Name of Unit	Theory	Practical	Total
		Hours	Hours	Hours
IT-201	Digital Literacy (Advanced)	10	15	25
IT-202	Digital Documentation (Advanced)	10	15	25
IT-203	Digital Data Tabulation (Advanced)	10	15	25
IT-204	Digital Presentation (Advanced)	10	15	25
IT-205	On-job-Training/Project Work	0	15	15
TOTAL		40	75	115