

**BHARATIYA VIDYA BHAVAN, KOCHI KENDRA  
COMPUTER SCIENCE  
YEAR PLAN FOR THE ACADEMIC YEAR 2024-25**

**CLASS:**

| <b>MONTH</b>     | <b>TOPIC</b>                            | <b>SUB-TOPICS</b>                                   | <b>CONCEPTS</b>  |
|------------------|---|---|--|
| <b>JUNE</b>      | <b>OFFICE TOOLS<br/>CODING</b>          | Working with Slides, Enhancing a Presentation       | Adding and Deleting a slide<br>Formatting text<br>Inserting Objects<br>Rotating and Resizing a object<br>Slide master<br>Working with slide master                       |
| <b>JULY</b>      | <b>OFFICE TOOLS<br/>CODING</b>          | Enhancing a Presentation, Algorithms and Flowcharts | Applying animation effects and transitions<br>Inserting Sound Clips and video Clips<br>Using Action Buttons<br>Algorithm<br>Flowchart                                    |
| <b>AUGUST</b>    | <b>COMPUTER BASICS<br/>OFFICE TOOLS</b> | INTERNET AND E-MAIL<br>MORE ON MICROSOFT WORD       | Surfing the Internet, Search Engines, Email, Netiquette, Using format painter, Page Formatting, Setting page properties, Printing a document, Finding and Replacing text |
| <b>SEPTEMBER</b> | <b>OFFICE TOOLS</b>                     | MORE ON MICROSOFT WORD                              | Checking Spelling and Grammar<br>Using Thesaurus<br>Creating a table<br>Entering data in a table<br>Formatting a table<br>Converting text to a table                     |

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| <b>OCTOBER</b>  | <b>END TERM EVALUATION 1 (TOPIC : MICROSOFT POWERPOINT)</b> |   |   |
| <b>NOVEMBER</b> | <b>CODING</b>   | GAMING IN SCRATCH                       | Control Blocks<br>Using Ask and Answer Blocks<br>Passing messages between Sprites                         |
| <b>DECEMBER</b> | <b>CODING</b>   | GAMING IN SCRATCH                       | Control Blocks, Using Ask and Answer Blocks<br>Passing messages between Sprites                           |
| <b>JANUARY</b>  | <b>COMPUTER BASICS</b>                                      | MORE ON WINDOWS                         | Files and Folders<br>File Explorer<br>Working with Control Panel  |
| <b>FEBRUARY</b> | <b>ARTIFICIAL INTELLIGENCE</b>                              | INTRODUCTION TO ARTIFICIAL INTELLIGENCE | Artificial Intelligence, Applications of AI,<br>Benefits of AI, Various fields of AI,<br>AI in daily life |
| <b>MARCH</b>    | <b>END TERM EVALUATION 2 (TOPIC : SCRATCH)</b>              |   |   |