CONTINUOUS LEARNING PROCESS (CLP)
CLASS VII
COMPUTER

S.No	Month	Chapter	Learning Outcomes
1	April	**Ch-1 Computer Hardware and Software**	The learner ➢ Identifies the names and features of different kinds of input and output devices. ➢ Distinguish between computer hardware and software. ➢ Analyses the Data System in computer. ➢ Generalizes the types Software and hardware. ➢ Defines the relationship between software and hardware ➢ Recalls troubleshooting tips. Skills: - Thinking Skill and Communicative skill.
2	May	**Ch-2 Advance Features of Windows 7**	The learner ➢ Recognizes the Windows screen elements and parts of a Window. ➢ Generalizes Create Option, Rename, Select, Delete, Copy, View files and folders.. ➢ Organizes the Resizes, Move, and Scroll windows. ➢ Defines Maximize, Restore, Minimize, and Close windows.. ➢ Analyses Compress files. ➢ Recalls the Windows operating system to practice performing common tasks Skills: - Time Management skill and Creative skill.
3	July	**Ch-3 viruses and Detection**	The learner ➢ Identifies the major types of computer viruses. ➢ Analyses the impacts of viruses have on computer. ➢ Applies the ways to protect computer against viruses. ➢ Defines routes of virus attacks ➢ Applies protection measures on computer ➢ Recalls scanning a computer through Antivirus Software Skills:- Cognitive and Analytical skill
4	August	**Ch-4 Number System**	The learner ➢ Recognize different types of number system. ➢ Identifies Base of Binary, Decimal, Octal and Hexadecimal number system. ➢ Analyses the Addition, Subtraction, mutilation and division in binary number system. ➢ Recalls all conversion of Number System Skills: - Critical skill and Problem solving skill.

5	September	Ch-5 Advance Formulae and Functions in MS Excel 2007	The learner ➢ Defines formulae with the use of build-in functions, and relative and absolute references. ➢ Identifies and use functions like sum, average, count numbers, max, min and if. ➢ Formatted data with specified condition filter and sort data. Skills:- Thinking Skill and Analytical skill.
		Ch-6 Charts in MS Excel	The learner ➢ Analyses a line chart to show a time series trend. ➢ Finds how to adjust the Y axis scale. ➢ Applies a line chart to present a comparison of two trends. ➢ Finds how to use a column chart to show a frequency distribution. ➢ Generalizes a separate chart sheet for a chart embedded in a worksheet. ➢ Recalls printing, deleting and resizing charts. Skills:- Time Management skill and Problem Solving skill
6	October	Ch-7 Introduction to MS OneNote	The learner ➢ Analyses the basic structure of OneNote. ➢ Generalizes the different OneNote programs/Apps ➢ Learnt to Create and manage your Notebooks ➢ Defines how to share and Collaborate in OneNote ➢ Creates and organized your Sections ➢ Discovers how to use OneNote with Microsoft Outlook ➢ Recalls Be mindful of the Do's and Don'ts of taking Electronic Notes Skills:- Analytical skill and Creative skill.
7	November	Ch-8 Adobe Photoshop CS3	The learner ➢ Identifies the elements of the Photoshop CS6 user interface and demonstrate knowledge of their functions. ➢ Demonstrates the knowledge of layers and masks. ➢ Recalls importing, exporting, organizing, and saving. ➢ Demonstrates knowledge of producing and reusing images. Skills:- Thinking Skill and Analytical skill
8	December	Ch-9 More on Internet	The learner ➢ Identifies methods and demonstrates how to search information on the internet. ➢ Listed several useful things that can be done using the Internet, in addition to basic browsing and e-mail.

			➢ Defines online shopping, video conferencing, news groups, online reservation, blogs and social networking. Skills:- Imaginative skill and Time Management skill.
9	**January**	**Ch-10 An Introduction to Flash**	The Learner ➢ At the end of this chapter they learnt to create animated graphics, add sound and interactivity. ➢ Defines How to create a new flash file. ➢ Creates and manipulates a wide variety of objects ranging from simple graphic ➢ designs to complex animation sequences using the Adobe® Flash® CS5 application ➢ Recalls flash elements and flash tools Skills:-Creative thinking skill and Transferable skill.