

COMPUTER LITERACY SCHEME OF WORK FOR PRIMARY ONE TERM THREE - 2020

WK	LESSON	CLASS	TOPIC	SUBTOPIC /CONTENT	COMPETENCES		METHODS	ACTIVITIES	INDICATORS OF LIFE SKILLS	L/AIDS	REF	REM
1		P.1			SUBJECT	LANGUAGE						
			BEGINNING OF TERM THREE EXAMS									
2	1		REVIEW OFSECOND TERM’S WORK									
3	2		MICROSOFT WORD	steps for opening Ms word	The learner; - Identifies the steps for opening Microsoft office word	The learner; Listens and reads the steps for opening ms word	Explanation Observation	-Opening ms word	E Effective communication Accuracy Articulation	whiteboard computer	computer Cambridge ICT	
4	3			Clip Art	The learner; -Identifies the steps for inserting clip art pictures	The learner Listens, reads and spells the word Clip Art	Explanation Observation	Inserting pictures from Clip Art	Effective communication Accuracy Articulation	computer whiteboard	Computer	
5	4			Select and resize clip art	The learner; - Identifies the steps for selecting and resizing clip art	The learner; Listens ,speaks and reads the words Select Resize	Explanation Observation	Selecting and resizing clip art	Effective communication Accuracy Articulation	whiteboard computer	Computer	
6			MID TERM PRACTICAL ASSESSMENT									

7	5			Word Art	The learner; Identifies the steps for creating Word Art.	The learner; Listens ,reads and spells words Word Art	Explanation Observation	Typing name in word art	Effective communication Accuracy Articulation	computer	computer	
8	6			Coloring and resizing text in word art	The learner: Identifies the steps for colouring text in word art. Identifies the steps for resizing text in word art.	The learner: Listens reads and spells Color Resize	Explanation Observation	Resizes and color word art text	Effective communication Accuracy Articulation	computer	Computer	
9	<h2 style="text-align: center;">END OF TERM THREE COMPUTER EXAMS</h2>											

COMPUTER LITERACY SCHEME OF WORK FOR PRIMARY TWO
TERM THREE - 2020

WK	LESSON	CLASS	TOPIC	SUBTOPIC/C ONTENT	COMPETENCES		METHODS	ACTIVITIES	INDICATORS OF LIFE SKILLS	L/AIDS	REF	REM
1		P.2			SUBJECT	LANGUAGE						
			BEGINNING OF TERM THREE EXAMS									
2	1		REVIEW OF SECOND TERM'S WORK									
3	2		MICROSOFT WORD Home	Steps for opening MS word (font size)	The learner: Identifies the steps for opening Microsoft word. Identifies the steps for changing font size.	The learner: Reads and spells the words High light text font	Explanation Discussion	Typing the word sand increasing their font size to 50 Opening Mas word	Effective communication Articulation	whiteboard computer	computer	
4	3			Bold	The learner: Identifies the steps for bolding text.	The learner: Reads and spells the words Bold Click text	Explanation Observation	Typing words and bolding them	Effective communication Accuracy Articulation	computer whiteboard	computer	
5	4			Italics	The learner: Identifies the steps for changing text in Italics.	The learner: Reads and spells the words Italics Office word	Explanation Observation	Changing a text to italics	Effective communication Accuracy Articulation	Computer White board	computer	

6			MID TERM THREE PRACTICAL ASSESSMENT									
7	5			Underline	The learner: Identifies the steps for underlining text.	The learner: Reads and spells the words underline Office word	Explanation Observation	Typing the sentences e.g. She is a <u>girl</u> . She is 10 years <u>old</u> .	Effective communication Accuracy Articulation	computer	Computer	
8	6			Save	The learner: Identifies the steps for saving text in different file location.	The learner: Discusses the steps for saving text.	Explanation Observation	Typing a story of" An old house"	Effective communication Accuracy Articulation	projector board	Computer	
9	END OF TERM THREE COMPUTER EXAMS											

COMPUTER LITERACY SCHEME OF WORK FOR PRIMARY THREE
TERM THREE - 2020

WK	LESSON	CLASS	TOPIC	SUBTOPIC/ CONTENT	COMPETENCES		METHODS	ACTIVITIES	INDICATORS OF LIFE SKILLS	L/AIDS	REF	REM
1		P.3			SUBJECT	LANGUAGE						
			BEGINNING OF TERM THREE EXAMS									
2	1		REVIEW OF SECOND TERM'S WORK									
3	2		Computer hardware	Computer keyboard	The learner <ul style="list-style-type: none"> Defines a keyboard Identifies the main key areas on a keyboard. 	The learner Reads and writes the vocabularies Keyboard Textual Numerical	Explanation Discussion Observation	Observing and giving the main keys on the keyboard. Drawing the computer electronic keyboard.	Effective communication Articulation	whiteboard computer keyboard	Basic computer/ICT skills course pg10-12	
4	3			Functions of the keys	The learner: <ul style="list-style-type: none"> Draws and names the keys on the keyboard. Gives the functions of the keyboard keys. 	The learner Reads, spells and writes the vocabularies Escape Tab Caps Lock	Explanation Discussion Observation	Drawing the keyboard keys Naming the keyboard keys. Giving the functions of the keyboard keys.	Effective communication Accuracy	computer whiteboard keyboard	Teach yourself computer & it bk2 pg38-42	

COMPUTER LITERACY SCHEME OF WORK FOR PRIMARY FOUR
TERM THREE - 2020

WK	LESSON	CLASS	TOPIC	SUBTOPIC /CONTENT	COMPETENCES		METHODS	ACTIVITIES	INDICATORS OF LIFE SKILLS	L/AIDS	REF	REM
1		P.4			SUBJECT	LANGUAGE						
			BEGINNING OF TERM THREE EXAMS									
2	1		REVIEW OF SECOND TERM'S WORK									
3	2		MICROSOFT OFFICE WORD	Bullets	The learner: Identifies the steps for creating bullets Types words using different bullet styles	The learner;reads, spells and pronounces the vocabularies. • bullets • Appears • Symbols	Explanation Discussion	Typing words using different bullet styles	Effective communication Accuracy	whiteboard computer	computer	
4	3			Numbering	The learner: Identifies the steps for creating different number styles	The learner;reads, spells and pronounces the vocabularies. • Number • format • Appear	Explanation Observation	Typing words using different number formats	Effective communication Accuracy	computer whiteboard	computer	
5	4			Changing cases	The learner: Identifies the steps for changing case	The learner;reads, spells and pronounces the vocabularies. • Lowercase • Uppercase • Sentence case • Capitalize	Explanation Observation	Typing words Changing the selected text either in uppercase or lowercase from the story of the fox and stalk.	Effective communication Accuracy	computer	computer	

COMPUTER LITERACY SCHEME OF WORK FOR PRIMARY FIVE
TERM THREE - 2020

WK	LESSON	CLASS	TOPIC	SUBTOPIC/ CONTENT	COMPETENCES		METHODS	ACTIVITIES	INDICATORS OF LIFE SKILLS	L/AIDS	REF	REM
1		P.5			SUBJECT	LANGUAGE						
			BEGINNING OF TERM THREE EXAMS									
2	1		REVIEW OF SECOND TERM'S WORK									
3	2		MICROSOFT WORD Table	Inserting a Table	The learner; Identifies the steps for inserting a table	The learner: reads , spells and writes the vocabulary Insert Cursor Rows column	Explanation Observation	Inserting a table and filling in the given information	Effective communication Accuracy Articulation	whiteboard computer	Computer	
4	3			Drawing a table	The learner; Identifies the steps for drawing a table	The learner; reads ,spells and writes the vocabulary, drag across deactivate	Explanation Observation	Drawing a table and filling in the given information	Effective communication Accuracy Articulation	computer whiteboard	Computer	
5	4			Merging a table	The learner; Defines merging Identifies the steps for merging cells	The learner: reads ,spells and writes the vocabularies merge cell	Explanation Observation	Drawing a table and merging the given cells	Effective communication	computer whiteboard	Computer	

6			MID TERM THREE PRACTICAL ASSESSMENT									
7	5		MICROSOFT WORD	Text direction	The learner; Defines text direction Identifies steps for text direction	The learner; Reads, spells and writes the vocabularies Direction Select Cell	Explanation Observation	Inserting a table and	Effective communication Articulation	computer	Computer	
8	6		TOPICAL QUESTIONS	Trial test	The learner: Writes the topical questions and fills in the correct answers	The learner: Reads and fills in the correct answers	Explanation Observation Question and answer	Writing and answering questions	Effective communication Accuracy Articulation	computer photocopies of the question paper		
9	END OF TERM THREE COMPUTER EXAMS											

COMPUTER LITERACY SCHEME OF WORK FOR PRIMARY SIX
TERM THREE - 2020

WK	LESSON	CLASS	TOPIC	SUBTOPIC/CONTENT	COMPETENCES		METHODS	ACTIVITIES	INDICATORS OF LIFE SKILLS	L/AIDS	REF	REM
1		P.6			SUBJECT	LANGUAGE						
			BEGINNING OF TERM THREE EXAMS									
2	1		REVIEW TERM TWO'S WORK									
3	2		Microsoft Excel	Mathematical symbols	<p>The learner: Defines Excel -opens M</p> <p>s Excel Defines mathematical symbols -gives the steps for inserting mathematical symbols</p>	<p>The learner: Reads, spells and writes the vocabulary, Mathematical Symbols Calculations worksheet</p>	Explanation Observation	Defining Ms Excel Opening Ms Excel	Accuracy	whiteboard computer	computer	
4	3			chart Pie charts	<p>The learner:</p> <ul style="list-style-type: none"> • Defines a chart • Identifies the steps for creating a chart • Mentions different chart types • Identifies the steps for creating Pie charts. 	<p>The learner;reads, spells and pronounces the vocabularies.</p> <ul style="list-style-type: none"> • Pie charts 	Explanation discussion Observation	<p>Mentioning different chart types.</p> <p>Creating a Pie chart from the data provided.</p>	Articulation Accuracy	computer	Internet	

