**COMPUTER LITERACY SCHEME OF WORK FOR PRIMARY ONE**

**TERM THREE - 2020**

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| **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 | **END OF TERM THREE COMPUTER EXAMS** | | | | | | | | | | | | | | | | | |

**COMPUTER LITERACY SCHEME OF WORK FOR PRIMARY TWO**

**TERM THREE - 2020**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **WK** | **LESSON** | **CLASS** | **TOPIC** | **SUBTOPIC/CONTENT** | | **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 girl.  She is 10 years old. | | | Effective communication  Accuracy  Articulation | | computer | Computer |  |
| 8 | 6 |  | Save | | **The learner:**  Identifies the steps for saving text in different file location. | **The learner:**  Discuses 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 PRIMARYTHREE**

**TERM THREE - 2020**

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| **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**   * 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:**   * 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 |  |
| 5 | 4 | **The learner:**   * Draws and names the keys on the keyboard. * Gives the functions of the keyboard keys. | **The learner**  Reads, spells and writes the vocabularies  Shift key  Ctrl  Alt | Explanation  Discussion  Observation | | Drawing the keyboard keys  Naming the keyboard keys.  Giving the functions of the keyboard keys  Practicing the keyboard short cuts given. | | Effective communication  Accuracy  Articulation | Computer | Computer  Teach yourself computer &it bk4 pg3-5 |  |
| 6 |  |  | **MID TERM THREE PRACTICAL ASSESSMENT** | | | | | | | | | | | |
| 7 | 5 | Computer hardware | Computer keyboard | **The learner:**   * Draws and names the keys on the keyboard.   Gives the functions of the keyboard keys | **The learner**  Reads, spells and writes the vocabularies  Spacebar key  Back space  Num lock  Enter key | Explanation  Discussion  Observation | | Drawing the keyboard keys  Naming the keyboard keys.  Giving the functions of the keyboard keys  Typing the sentences give as they practice the keys given. | | Effective communication  Accuracy  Articulation | Computer  White board  Keyboard | Teach yourself computer &it bk4 pg3-5 |  |
| 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 | Computer , basic computer / ICT skills |  |
| 9 | **END OF TERM THREE COMPUTER EXAMS** | | | | | | | | | | | | | |

**COMPUTER LITERACY SCHEME OF WORK FOR PRIMARY FOUR**

**TERM THREE - 2020**

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| **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 |  |
| 6 |  |  | **MID TERM THREE PRACTICAL ASSESSMENT** | | | | | | | | | | | | | |
| 7 | 5 |  | MICROSOFT OFFICE WORD | Find and replace | **The learner:**  Identifies the steps for find and replace. | **The learner:**  Reads, spells and writes the vocabularies  Find  Replace | | Explanation  Observation | | Typing a story of Shinnah’s profile then finding and replace as instructed | | Articulation | computer | | Computer |  |
| 8 | 6 |  | TOPICAL QUESTION | 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 FIVE**

**TERM THREE - 2020**

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| **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**

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| **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 | The learner:  Defines Excel  -opens M  s Excel  Defines mathematical symbols  -gives the steps for inserting mathematical symbols | **The learner:**  Reads, spells and writes the vocabulary,  Mathematical  Symbols  Calculations  worksheet | Explanation  Observation | | Defining Ms Excel  Opening Ms Excel | | Accuracy | whiteboard  computer | computer |  |
| 4 | 3 | chart  Pie charts | **The learner:**   * Defines a chart * Identifies the steps for creating a chart * Mentions different chart types * Identifies the steps for creating Pie charts. | The learner;reads, spells and pronounces the vocabularies.   * Pie charts   . | Explanation  discussion  Observation | | Mentioning different chart types.  Creating a Pie chart from the data provided. | | Articulation  Accuracy | computer | Internet |  |
| 5 | 4 |  | Line graph | **The learner:**   * Defines a line graph * Identifies the steps for creating line graph. | The learner;reads, spells and pronounces the vocabularies.  Line | Explanation  discussion  Observation | | Creating a line graph chart from the data provided. | | Articulation  Accuracy | computer | Internet |  |
| 6 |  |  | **MID TERM THREE PRACTICAL ASSESSMENT** | | | | | | | | | | | |
| 7 | 5 |  |  | Column chart | **The learner:**   * Defines a column chart * Identifies the steps for creating column chart | The learner;reads, spells and pronounces the vocabularies.   * Vertical bars * Columns | Explanation  discussion  Observation | | Creating column chart from the data provided. | | * Articulation * Accuracy | computer | Internet |  |
| 8 | 6 |  | TOPICAL QUESTION | 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** | | | | | | | | | | | | | |