**COMPUTER SCHEME OF WORK FOR PRIMARY ONE**

**TERM ONE - 2020**

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| **WK** | **LESSON** | **CLASS** | **TOPIC** | **SUBTOPIC/CONTENT** | **COMPETENCES** | | **METHODS** | **ACTIVITIES** | | **INDICATORS OF LIFE SKILLS** | | **L/AIDS** | **REF** | **REM** |
|  |  | P.1 |  |  | **SUBJECT** | **LANGUAGE** |  |  | |  | |  |  |  |
| 1 |  | **BEGINNING OF TERM ONE EXAMS** | | | | | | | | | | | |
| 2 | 1 | Introduction to computer | * Definition of a computer | **The learner;**   * Defines a computer | **The learner;**  Reads ,spells and pronounces the vocabularies like;   * Device * Input * Output | Explanation  Discussion  Observation | | * Defining a computer * Mentioning the basic parts of a computer | | **Effective communication**   * Articulation * logical flow of ideas   **Decision making**   * Asking questions | * Whiteboard * Computer | * Computer * Teach yourself computer &it bk4 pg1$10 |  |
| 3 | 2 |  |  | * Uses of computer * Areas where computers are used | **The learner:**   * Identifies the uses of a computer * Identifies area where computers are used. | **The learner;**  Reads ,spells and pronounces the vocabularies like;   * Purpose * Secretarial * Airport | Explanation  Discussion  Observation | | Identifying areas where computers are used. | | **Creative thinking**   * Logical reasoning * Initiating new ideas | * Computers * chart | Computer |  |
| 4 | 3 |  |  | * Parts of a computer | **The learner:**   * Identifies parts of a computer * Identifies functions of the parts of a computer | **The learner;**  Reads ,spells and pronounces the vocabularies like;   * Monitor * Keyboard * Computer system * Mouse | Explanation  Discussion  Observation | | Touching different parts of a computer | | **Creative thinking**   * Logical reasoning   Initiating new ideas | * Computers * chart | Computer |  |
| 5 | 4 |  |  | Steps for  opening paint | **The learner;**  Indentifies the steps for opening paint. | **The learner;**  Discusses the steps for opening paint. | Explanation  Observation | | Mentioning the steps for opening paint | | * Effective communication * Articulation | whiteboard  computer | Computer  Cambridge ICT starter Pg21 |  |
| Drawing pictures | **The learner;**  Indentifies the steps for drawing pictures | **The learner**discusses the steps the steps for drawing pictures. | * Explanation * Group discussion | | Drawing traffic lights. | | Articulation | computer  whiteboard | Cambridge ICT starter Pg23-27 |  |
| 6 |  |  | **MID TERM EXAMS** | | | | | | | | | | | |
| 7 | 5 |  |  | Coloring pictures | The learner; identifies the steps for coloring pictures | The learner; discusses the steps for coloring pictures | Explanation Observation | | Drawing and coloring traffic lights. | | Confidence  effective communication | computer | Computer  Cambridge ICT starter Pg27 |  |
| 8 | 6 |  |  | Naming and resizing shapes | The learner; identifies the steps for naming and resizing shapes. | The learner;  Discuses the steps for naming and resizing shapes. | Explanation  Observation | | Drawing a duck from shapes and naming it. | | articulation | computer | Cambridge ICT starter Pg25 |  |
| 9 | **END OF TERM ONE COMPUTER EXAMS** | | | | | | | | | | | | | |

**COMPUTER SCHEME OF WORK FOR PRIMARY TWO**

**TERM ONE - 2020**

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| **WK** | **LESSON** | **CLASS** | **TOPIC** | **SUBTOPIC/CONTENT** | **COMPETENCES** | | **METHODS** | **ACTIVITIES** | | **INDICATORS OF LIFE SKILLS** | | **L/AIDS** | **REF** | **REM** |
|  |  | P.2 |  |  | **SUBJECT** | **LANGUAGE** |  |  | |  | |  |  |  |
| 1 |  | **BEGINNING OF TERM ONE EXAMS** | | | | | | | | | | | |
| 2 | 1 | **REVIEW OF THIRD TERM’S WORK** | | | | | | | | | | | |
| 3 | 2 | TIME | setting time | **The learner:**  Tells the steps for setting time. | **The learner:** reads the steps for setting time. | Explanation  Discussion | | Reading the steps for setting time on a computer. | | Effective communication  Fluency  Articulation | whiteboard  computer | computer |  |
| 4 | 3 | CALENDAR | Setting date on a computer | **The learner:** discusesthe steps for setting a calendar. | **The learner:** readsthe steps for setting calendar | Explanation  observation | | Reading the steps for changing calendar.  Setting current calendar. | | Effective communication  Evaluating facts | computer  whiteboard | computer |  |
| 5 | 4 |  | Microsoft office word | Auto shape | **The learner:** identifies the steps for opening auto shapes.  Tells the steps for inserting auto shapes. | **The learner:**reading the steps for opening  Auto shapes.  Steps for inserting auto shapes | Explanation Observation | | Giving the steps for inserting auto shapes. | | Confidence  Listening and valuing what others say | computer | computer |  |
| 6 |  |  | **MID TERM EXAMS** | | | | | | | | | | | |
| 7 | 5 |  |  | Coloring and selecting shapes | **The learner:**  Identifies the steps for selecting and color filling shapes. | **The learner:**  Discuses the steps for Selecting  Color filling  Shapes. | Explanation  Observation | | Drawing shaping. selecting and shape fill using different colors | | Articulation | computer | Computer |  |
| 8 | 6 |  |  | Resizing, drag and drop auto shapes. | **The learner:**  Identifies the steps for  Resizing, drag and drop auto shapes | **The learner:** reads the steps for resizing, drag and drop shapes | Explanation  Observation | | Inserting an auto shape | | Fluency  Articulation | computer  board | Computer |  |
| 9 | **END OF TERM ONE COMPUTER EXAMS** | | | | | | | | | | | | | |

**COMPUTER SCHEME OF WORK FOR PRIMARY THREE**

**TERM ONE - 2020**

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| **WK** | **LESSON** | **CLASS** | **TOPIC** | **SUBTOPIC/**  **CONTENT** | **COMPETENCES** | | **METHODS** | **ACTIVITIES** | | **INDICATORS OF LIFE SKILLS** | | **L/AIDS** | **REF** | **REM** |
|  |  | P.3 |  |  | **SUBJECT** | **LANGUAGE** |  |  | |  | |  |  |  |
| 1 |  | **BEGINNING OF TERM ONE EXAMS** | | | | | | | | | | | |
| 2 | 1 | **REVIEW OF THIRD TERM’S WORK** | | | | | | | | | | | |
| 3 | 2 | COMPUTER | * Definition of a computer * Categories /types of computers | **The learner;**   * Defines a computer * Identifies different types of computers | **The learner;**  Reads ,spells and pronounces the vocabularies like;   * Mainframe * Mini * Personal * super | Explanation  Discussion  Observation | | * Defining a computer * Mentioning 4 types of computers | | **Effective communication**   * articulation * logical flow of ideas   **Decision making**   * Asking questions | * Whiteboard * Computer | * Computer * Teach yourself computer &it bk4 pg1$10 |  |
| 4 | 3 | Functions /uses of a computer | **The learner:**  Mentions the functions of a computer. | **The learner;**  Reads ,spells and pronounces the vocabularies like;   * Leisure * Communication * Trade * Research | Explanation  Discussion | | Giving four functions of a computer | | **Critical thinking**   * Listening and valuing what others say * Expressing one’s point of view | * Computer   whiteboard | * Teach yourself computer &it bk2 11 * Computer |  |
| 5 | 4 |  |  | Areas where computers are used | **The learner:**  Identifies areas where computers are used. | **The learner;**  Reads ,spells and pronounces the vocabularies like;   * Secretarial * Airport | Explanation  Discussion  Observation | | Identifying 7 areas where computers are used. | | **Creative thinking**   * Logical reasoning * Initiating new ideas | * Computers * chart | Computer |  |
| 6 |  |  | **MID TERM EXAMS** | | | | | | | | | | | |
| 7 | 5 |  |  | * Advantages of computers * Disadvantages of computers | **The learner:**  Mentions the advantages and disadvantages of a computer | **The learner;**  Reads ,spells and pronounces the vocabularies like;   * Accuracy * speed * Delicate | Explanation  Observation | | * Giving five advantages of computers. * Giving four disadvantages of using a computer. | | **Effective communication**   * Articulation | Computer  White board | * Computer * Basic computer /ICT skills pg.3 |  |
| 8 | 6 |  | Computer abbreviation | Common computer abbreviations | **The learner:**  Mentions the common abbreviations used in computer | **The learner;**  Reads ,spells and pronounces the vocabularies like;   * PC – personal computer | Explanation  Discussion  Observation | | Writing the following abbreviation in full   * KB * PC * MB * CPU * RAM | | **Effective communication**   * Articulation * Fluency * Meaningfulness | Computer  White board | * Computer * Basic computer /ICT skills pg.10 |  |
| 9 | **END OF TERM ONE COMPUTER EXAMS** | | | | | | | | | | | | | |

**COMPUTER SCHEME OF WORK FOR PRIMARY FOUR**

**TERM ONE - 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 ONE EXAMS** | | | | | | | | | | | |
| 2 | 1 | **REVIEW OF THIRD TERM’S WORK** | | | | | | | | | | | |
| 3 | 2 | COMPUTER SOFTWARE | Definition of computer software  Identifies kinds of computer software  Definition of operating system  Examples of operating. | The learner:   * Defines computer software * Identifies kinds of computer software * Defines operating system * Gives examples of operating system. | **The learner:**  reads and  Spells the vocabulary   * Software * Operating * application | Explanation  Discussion | | Defining computer software  Mentioning kinds of software | | * Effective communication * Fluency * Meaningless   Articulation | whiteboard  computer | Teach yourself computer pg 7-pg 8 |  |
| 4 | 3 | Examples of Microsoft windows  Definition of application software  Examples of application software and their signs | **The learner:**   * Defines Microsoft windows * Gives examples of Microsoft windows * Mentions the examples of application software and their signs | **The learner:**  reads and  Spells the vocabulary   * Program * Specialize * task | Explanation  observation | | Mentioning examples of windows | | * Effective communication * Fluency * Meaningless * Articulation | computer  whiteboard | Computer, basic computer /ICT skills pg. 10 |  |
| 5 | 4 |  | **The learner**   * Gives functions of application software * Draws symbols of application software | **The learner**  reads and  Spells the vocabulary   * Calculation * Documents * Internet * presentation | * Explanation * Observation | | Giving functions of application software  Drawing symbols of application software | | * Effective communication * Accuracy * Fluency * meaningfulness | White board  computer | Computer  Teach yourself computer and IT pg 9 |  |
| 6 |  |  | **MID TERM EXAMS** | | | | | | | | | | | |
| 7 | 5 |  | INTRODUCTION TO WINDOWS | Definition of Microsoft windows | **The learner:**   * Defines Microsoft windows * Mentions the parts of windows | **The learner:**  reads and  Spells the vocabularies;   * Windows * Desktop | * Explanation * Observation | | Defining Microsoft windows  Mentioning the parts of desktop window | | * Effective communication * Articulation * meaningfulness | computer | Computer  Computer, basic computer /ICT skills pg 10. |  |
| 8 | 6 |  | TOPICAL QUESTION | TOPICAL QUESTION | 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 | | Accuracy | Computerphotocopies of the question paper | Computer , basic computer / ICT skills |  |
| 9 | **END OF TERM ONE COMPUTER EXAMS** | | | | | | | | | | | | | |

**COMPUTER SCHEME OF WORK FOR PRIMARY FIVE**

**TERM ONE - 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 ONE EXAMS** | | | | | | | | | | | |
| 2 | 1 | **REVIEW OF THIRD TERM’S WORK** | | | | | | | | | | | |
| 3 | 2 | Microsoft office word | Page margin | The learner;   * Defines a page margin * Identifies steps for creating margins | **The learner;**  Reads ,spells and pronounces the vocabularies   * Page * Margin | Explanation  Observation | | Typing a story of your own and set the page margins | | * Effective communication * Articulation * meaningfulness | * whiteboard * computer | Teach yourself computer &it bk4 pg15-20 |  |
| 4 | 3 | Page orientation | The learner;   * Defines page orientation * Gives the steps for setting page orientation | **The learner;**  Reads ,spells and pronounces the vocabularies   * Orientation * Landscape * Portrait | Explanation  Observation | | Typing the following data in landscape | | * Effective communication * Articulation   meaningfulness | computer  whiteboard | Teach yourself computer &it bk2 pg38-42 |  |
| 5 | 4 |  |  | Column break | The learner;   * Defines column break * Gives the steps for creating a column break | **The learner;**  Reads ,spells and pronounces the vocabularies   * Column * Splitting * text | Explanation  Observation | | Typing the following text and put it into two columns | | * Effective communication * Articulation   meaningfulness | computer  whiteboard | Computer |  |
| 6 |  |  | **MID TERM EXAMS** | | | | | | | | | | | |
| 7 | 5 |  |  | Watermark | The learner;   * Defines water mark * Identifies steps for inserting watermark | **The learner;**  Reads ,spells and pronounces the vocabularies   * Design * Mark * Behind * Content | Explanation  Observation | | Typing the notice and insert Eliana junior school in a water mark | | * Effective communication * Articulation   meaningfulness | Computer  White board | Computer |  |
| 8 | 6 |  | Trial questions | Trial questions | The learner:  Writes the topical questions and fills in the answers | the learner:  reads and fills in the correct answers | * Question and answers | | Writing and answering questions | | Effective communication  Articulation | Computer  White board | Teach yourself computer &it bk4 pg21-23 |  |
| 9 | **END OF TERM ONE COMPUTER EXAMS** | | | | | | | | | | | | | |

**COMPUTER SCHEME OF WORK FOR PRIMARY SIX**

**TERM ONE - 2020**

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| **WK** | **LESSON** | **CLASS** | **TOPIC** | **SUBTOPIC/CONTENT** | **COMPETENCES** | | **METHODS** | **ACTIVITIES** | | **INDICATORS OF LIFE SKILLS** | | **L/AIDS** | **REF** | **REM** |
|  |  | P.6 |  |  | **SUBJECT** | **LANGUAGE** |  |  | |  | |  |  |  |
| 1 |  | **BEGINNING OF TERM ONE EXAMS** | | | | | | | | | | | |
| 2 | 1 | **REVIEW OF THIRD TERM’S WORK** | | | | | | | | | | | |
| 3 | 2 | FILE MANAGEMENT | Definition of   * File and a folder * How to create a file * How to create a folder | **The learner:**   * Defines a file and a folder * Gives the steps for creating a file * Gives the steps for creating a folder | **The learner;**  Reads ,spells and pronounces the vocabularies like;   * Folder * Program * Storage | Explanation  Observation | | Type the story and create a file name for it | | **Effective communication**   * Meaning fullness | whiteboard  computer | Computer  Basic computer/ICT skills pg.74 |  |
| 4 | 3 | Selecting a file /a folder | **The learner:**   * Gives the steps for selecting a file /a folder | **The learner;**  Reads ,spells and pronounces the vocabularies like;   * Selecting /highlighting * Multiple * Hold | Explanation  Observation  Question and answer | | Practice selecting the following;   * Multiple grouped files/folders * Not grouped file /folders | | **Critical thinking**   * Responding to questions to question appropriately * Selecting and evaluating information | Computer  White board | Computer  Basic computer/ICT skills pg.74-86 |  |
| 5 | 4 |  | Copying and pasting a file/folder  **Moving a file/folder**  Cut and paste  Drag and drop | **The learner:**   * Identifies the steps for copying and paste. * Identifies the steps for cutting and pasting. * Identifies the steps for dragging and dropping | **The learner;**  Reads ,spells and pronounces the vocabularies like;   * Copy * Location * Paste * Cut * Drag * drop | Observation  Question and answer | |  | | **Critical thinking**   * Responding to questions to question appropriately * Selecting and evaluating information | Computer  White board | Computer  Basic computer/ICT skills pg.74-86 |  |
| 6 |  |  | **MID TERM EXAMS** | | | | | | | | | | | |
| 7 | 5 |  |  | Deleting a file /folder  Renaming a file /folder  Restoring deleted files from the recycle bin | **The learner:**   * Gives steps for deleting a file /folder. * Give steps for renaming a file/folder | **The learner;**  Reads ,spells and pronounces the vocabularies ;   * Rename * Recycle in | Explanation  discussion  Observation | | Creating a column chart from the data provided. | |  | computer | Computer |  |
| 8 | 6 |  | Topical questions | Topical questions | The learner:  Writes the topical questions and fills in the answers | The learner: reads and fills in the correct answers | * Question and answers | | Writing and answering questions | | Critical thinking  Responding to questions appropriately | * Whiteboard | Basic computer IT skills |  |
| 9 | **END OF TERM ONE COMPUTER EXAMS** | | | | | | | | | | | | | |

**COMPUTER SCHEME OF WORK FOR PRIMARY SEVEN**

**TERM ONE - 2020**

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| **WK** | **LESSON** | **CLASS** | **TOPIC** | **SUBTOPIC/CONTENT** | **COMPETENCES** | | **METHODS** | **ACTIVITIES** | | **INDICATORS OF LIFE SKILLS** | | **L/AIDS** | **REF** | **REM** |
| 1 |  | P.7 |  |  | **SUBJECT** | **LANGUAGE** |  |  | |  | |  |  |  |
|  |  | **BEGINNING OF TERM ONE EXAMS** | | | | | | | | | | | |
| 2 | 1 | **REVIEW OF THIRD TERM’S WORK** | | | | | | | | | | | |
| 3 | 2 | Microsoft excel | Definition.  Steps for  Opening Ms excel.  Mathematics symbols  Steps for inserting symbols | The learner:   * Defines Ms excel * Identifies the steps for opening Ms Excel. * Identifies the steps for opening Ms Excel. | **The learner:**  Reads ,spells and pronounces the vocabularies ;   * Signs * Indicates * Operations | * Explanation * Observation | | Typing different mathematical symbols. | | **Effective communication**   * Meaning fullness | Whiteboard  Computer | computer |  |
| 4 | 3 | charts  Pie charts | The learner:   * Defines a chart * Identifies steps for creating a chart. * Defines a pie chart * Identifies the steps for creating a pie chart | **The learner:**  Reads ,spells and pronounces the vocabularies ;   * Chart * Graphical * Contribution * Pie chart | * Explanation * Discussion * Observation | | Creating a pie chart from the data provided. | | Articulation | computer | Cambridge ICT starter Pg38-41 |  |
| 5 | 4 |  | Creating a Line graph  Chart title  Axis title | **The learner:**   * Identifies the steps for creating a Line graph. * Identifies the steps for chart title. * Identifies the steps for creating axis title | **The learner:**  Reads ,spells and pronounces the vocabularies ;   * Chart title * Axis title * Insert * Position * Layout | * Explanation * Discussion * Observation | | Creating a line chart from the data provided | | * Articulation * working in groups | computer | Computer |  |
| 6 |  |  | **MID TERM EXAMS** | | | | | | | | | | | |
| 7 | 5 |  |  | Creating a column chart | **The learner:**   * Identifies the steps for creating a column chart | **The learner:**  Reads ,spells and pronounces the vocabularies ;   * Column * Chart | * Explanation * Discussion * Observation | | Creating a column chart | | * Articulation * working in groups | computer | Computer |  |
| 8 | 6 |  | Topical questions | **The learner:**  Writes the topical questions and fills in the answers | **The learner:** reads and fills in the correct answers | * Question and answers | | Writing and answering questions | | Critical thinking  Responding to questions appropriately | White board | * Whiteboard |  |
| 9 | **END OF TERM ONE COMPUTER EXAMS** | | | | | | | | | | | | | |