**SCHEME OF WORK**

NAME OF TEACHER: OTTO CHARLES SCHOOL: KAKIRA SECONDARY SCHOOL

CLASS: S.2

SUBJECT: ICT

TERM: ONE

YEAR: 2025

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| WEEK | PERIODS | THEME/TOPIC | SUB-TOPIC | COMPETENCY | LEARNING OUTCOMES | LEARNING ACTIVITIES | METHODOLOGY | TEACHING/LEARNING RESOURCES | REFERENCES |
| 1 | 2 | Spreadsheets2 | Spreadsheet Interface | The learner should be able to:  a. use spreadsheet functions to manipulate  data and print it, (k, s, v).  b. use charts to represent data. (s, v) | Learners understand and explore the spreadsheet interface | Opening, navigating, entering data | Demonstration, hands-on practice | Computers with spreadsheet software, projector, whiteboard | S2 Elite ICT textbook, Learners Book, Teachers Guide |
| 2 | 2 | Formatting Text and Cells | Learners format text and cells | Bold, italics, font size, colors, merging cells | Hands-on practice | Sample formatted spreadsheets, handouts | S2 Elite ICT textbook, Learners Book, Teachers Guide |
| 3 | 2 | Formatting Features | Learners analyze document formatting | Identifying text styles in a printed document | Group discussion, observation | Hardcopy of a formatted document, projector | S2 Elite ICT textbook, Learners Book, Teachers Guide |
| 4 | 2 | SUM and MIN | Learners use SUM and MIN functions to manipulate data | Simple formulas for totals and minimum values | Hands-on spreadsheet tasks | Computers, spreadsheet software, example datasets | S2 Elite ICT textbook, Learners Book, Teachers Guide |
| 5 | 2 | MAX and AVERAGE | Learners use MAX and AVERAGE functions to analyze data | Compute highest values and averages | Hands-on spreadsheet tasks | Computers, spreadsheet software, example datasets | S2 Elite ICT textbook, Learners Book, Teachers Guide |
| 6 | 2 | Sorting Data | Learners sort data alphabetically, ascending & descending order | Sorting exercises | Hands-on practice | Computers, spreadsheet software, sample data | S2 Elite ICT textbook, Learners Book, Teachers Guide |
| 7 | 2 | Pie Charts | Learners generate and label Pie Charts | Creating Pie Charts | Hands-on practice | Spreadsheet software, sample data | S2 Elite ICT textbook, Learners Book, Teachers Guide |
| 8 | 2 | Line and Bar Charts | Learners generate and label Line and Bar Charts | Creating Line and Bar Charts | Hands-on practice | Spreadsheet software, sample data | S2 Elite ICT textbook, Learners Book, Teachers Guide |
| 9 | 2 | Creative Formatting | Learners explore different layouts | Experimenting with various spreadsheet formats | Discovery learning | Spreadsheet software, case studies | S2 Elite ICT textbook, Learners Book, Teachers Guide |
| 10 | 2 | Real-World Spreadsheet Task | Learners complete a spreadsheet project integrating all skills | Mini-project task | Hands-on assessment | Computers, spreadsheet software, project rubric | S2 Elite ICT textbook, Learners Book, Teachers Guide |

**KEY:**

K = Knowledge

S = Skills

V= Values

**Prepared by**

Mr. Charles Otto

<Tel:0777489038>