

**LEARNING PLAN**

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| Unit of Competence: COMPUTER OPERATIONS | **Unit Code:** 0611 551 06A |
| **Name of Trainer: DUNCAN NDEGWA** | **Level: ICT TECHNICIAN LEVEL 3** |
| **Date of Preparation: 5/5/2025** | **Date of Revision: 15/5/2025** |
| **Number of Trainees: 10** | **Class: ICT/M25** |
| **Skill or Job Task:** Processing computerized word documents, manipulating computerized spreadsheets,maintaining computerized databases,manipulating presentation slides,manipulating graphic applicationandperforming online collaboration. | |

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| **Week** | **Session** | **Topic/Subtopic** | **Learning Outcome** | **Trainer Activity** | **Trainee Activity** | **Resources** | **Assessment** | **Reflection** |
| 1 | 1 | Unit Overview & Computer Basics | Identify the unit goals, functions, and uses of computers. | Introduce unit scope, demo computer parts, explain uses and types. | Take notes, explore computer components, group discussion. | Sample PC, projector, handouts | Oral questions, component checklist |  |
| 1 | 2 | Ergonomics & Input Devices | Apply ergonomic setup and identify input/output devices. | Demonstrate workstation setup, explain device functions. | Set up workspace, practice using input/output devices. | PC sets, ergonomic charts | Observation checklist, peer demo |  |
| 1 | 3 | System Boot & Desktop Navigation | Power on/off systems safely and navigate OS environment. | Demonstrate booting/shutdown, navigate OS desktop. | Practice booting, identify taskbar, start menu, open apps. | PCs with OS | Practical boot test, OS quiz |  |
| 1 | 4 | File & Folder Management Basics | Create, rename, and manage files and folders. | Show how to create/organize files/folders. | Complete worksheet on file tasks. | OS PC, folder template | Folder structure task, file-naming quiz |  |
| 2 | 5 | Word Processing: Document Creation | Create and save word processing documents. | Model new doc creation, saving, naming. | Create personal document, save and share. | Word processor, PC | Document saved check, peer review |  |
| 2 | 6 | Word Editing Tools | Edit text and paragraphs using basic tools. | Demo cut/copy/paste, undo, delete, spellcheck. | Edit prepared text samples. | MS Word or LibreOffice | Edited doc comparison, peer edit checklist |  |
| 2 | 7 | Document Formatting | Format headings, fonts, bullets, spacing. | Walk through formatting tab features. | Apply formatting on assignments. | Projector, guide docs | Before/after document review |  |
| 2 | 8 | Advanced Layout: Tables & Headers | Insert tables, headers, footers, and page layout. | Demo layout tools, table formatting. | Enhance doc with all layout features. | Sample docs, Word processor | Final formatted doc assessment |  |
| 3 | 9 | Mail Merge Introduction | Describe mail merge use and process. | Introduce concept, show field link in Word. | Discuss uses; open merge-ready file. | Letter templates, name list | Written quiz on mail merge parts |  |
| 3 | 10 | Mail Merge Output | Complete a mail merge to generate letters. | Guide setup, print/output merged docs. | Execute merge and save output. | Printer, Word | Product checklist, printed samples |  |
| 3 | 11 | Spreadsheet: Basics & Layout | Identify spreadsheet layout: rows, cells, sheets. | Show spreadsheet UI, label elements. | Navigate and label sheets. | Spreadsheet tool (Excel/Calc) | Sheet labeling task |  |
| 3 | 12 | Data Entry & Cell Referencing | Input data and apply cell referencing (relative, absolute). | Demo entry + formulas, explain referencing. | Complete guided referencing tasks. | PCs, pre-filled sheet | Practical task, formula quiz |  |
| 4 | 13 | Spreadsheet Formatting | Apply font, border, and cell styles. | Walkthrough formatting options. | Reformat a given dataset. | Task spreadsheet | Formatting checklist |  |
| 4 | 14 | Spreadsheet Formulas & Functions | Use SUM, AVERAGE, IF, VLOOKUP functions. | Demo basic + advanced formulas. | Solve formula exercises. | Function handout | Function worksheet, peer quiz |  |
| 4 | 15 | Data Visualization: Charts | Insert and format charts for reports. | Demo chart creation, labeling. | Create chart from given data. | Spreadsheet app | Chart checklist, oral defense |  |
| 4 | 16 | Printing & Page Setup | Print spreadsheets using layout setup. | Show print preview, margins, scaling. | Print and review sample file. | Printer, Excel | Printed sheet task |  |
| 5 | 17 | Database Introduction & Requirements | Describe database structure and requirements. | Define key terms (tables, records), explain ERD. | Group brainstorming on data needs. | Database posters, whiteboard | Short quiz, checklist |  |
| 5 | 18 | Database Object Creation | Create tables, records, and forms. | Demo data entry, form design basics. | Create simple table and form. | DB software (Access, LibreBase) | Created DB object check |  |
| 5 | 19 | Querying & Updating Records | Search, edit, and delete DB records. | Show query builder, explain filters. | Practice running queries. | Sample dataset, projector | Query result check, peer feedback |  |
| 5 | 20 | Report Generation | Generate and print database reports. | Demo report wizard, print and export. | Create report from query. | DB tool, sample output | Final report file task |  |
| 6 | 21 | Presentations: Basics & Planning | Plan a presentation and identify key components. | Discuss presentation software, layout types. | Draft presentation outline. | PowerPoint or Impress | Plan sketch sheet |  |
| 6 | 22 | Slide Design & Content Insertion | Insert slides, text, and basic objects. | Demo slide creation and structure. | Create 5-slide draft. | Presentation app | Slide sequence checklist |  |
| 6 | 23 | Enhancing Slides: Animations/Transitions | Apply transitions, insert images, tables, and media. | Walkthrough visual enhancement tools. | Finalize presentation with effects. | PC, projector | Peer review, visual effect check |  |
| 6 | 24 | Present & Print Slides | Present and print presentations. | Model slideshow mode and printing. | Present to group; print final version. | Projector, handouts | Presentation rubric, feedback form |  |
| 7 | 25 | Introduction to Graphic Applications | Define graphic design and identify types of publishing materials. | Explain purpose and types of graphic software; show samples of templates. | Discuss uses; identify design types (flyers, brochures, posters). | Graphic samples, brochures, projector | Oral questions, matching exercise |  |
| 7 | 26 | Setting Up a Graphic Document | Create new publication, set page layout, orientation. | Demonstrate creating a new file, setting page size and orientation. | Create a blank layout with margin/ruler guides. | Publisher/Canva/Scribus | Document layout observation checklist |  |
| 7 | 27 | Working with Text and Shapes | Insert, format, and align text and shapes in a publication. | Show adding text boxes, shapes, and alignment tools. | Design a simple flyer with headline and info box. | Publication software | Peer review task, alignment checklist |  |
| 7 | 28 | Designing a Flyer | Combine text, images, and layout to design a flyer. | Guide real-time flyer creation task. | Complete a full one-page flyer. | Stock images, brand kit | Final flyer product review |  |
| 8 | 29 | Inserting Graphics & Image Effects | Insert and manipulate images in a layout. | Demonstrate inserting images, resizing, cropping, applying effects. | Add visuals to previously created flyer/poster. | PNG/JPEG samples, scanners | Image checklist, practical rubric |  |
| 8 | 30 | Templates and Reuse Design Elements | Apply templates, headers/footers, and reusable content blocks. | Guide use of templates and custom headers. | Create a poster using a predefined template. | Publication tool | Poster product checklist |  |
| 8 | 31 | Final Project: Graphic Design Task | Design, edit, and print a complete publication. | Supervise final graphic task; give printing tips. | Complete and print brochure or poster. | Printer, print settings tutorial | Printed project, portfolio checklist |  |
| 8 | 32 | CAT 1: Integrated Document & Design Task | Demonstrate integrated skills in document editing and design. | Set up a CAT that includes Word + Graphic tasks. | Complete CAT under timed conditions. | All prior tools | CAT rubric, assessor observation |  |
| 9 | 33 | Online Collaboration Tools Overview | Identify key collaboration tools and uses. | Explain types (Google Meet, Zoom, Teams), show comparison. | Discuss experiences, create tool list. | Internet access, tool comparison | Oral quiz, charting task |  |
| 9 | 34 | Emailing & Cloud Storage | Use email and cloud tools to organize files. | Demonstrate email structure, attachments, Drive/Dropbox. | Send and share docs with partners. | Gmail, Drive, sample files | Shared link test, email check |  |
| 9 | 35 | Scheduling and Calendars | Use online calendars for planning. | Demo Google Calendar, event scheduling. | Schedule a task with invite. | Google Calendar, device access | Event invite check |  |
| 9 | 36 | Group Collaboration Task | Apply multiple tools in a collaborative project. | Set small group tasks using Docs/Slides/Chat. | Complete a shared team presentation. | Google Docs/Slides, login accounts | Collaboration rubric, observation |  |
| 10 | 37 | Mobile Collaboration Apps | Use mobile apps for remote teamwork. | Explore apps: WhatsApp, Trello, mobile Docs. | Install, share files, complete chat task. | Mobile phones, app guide | Task completion check |  |
| 10 | 38 | Synchronization & Backup | Backup files and sync across devices. | Guide cloud sync setup, discuss data loss risks. | Test folder sync and backup. | Flash drives, cloud account | Sync test, backup checklist |  |
| 10 | 39 | CAT 2: Online Tool Use | Complete project using digital collaboration tools. | Administer CAT project instructions. | Collaborate and submit final shared task. | All digital tools | CAT assessment form |  |
| 10 | 40 | CAT Review and Feedback | Reflect and revise based on CAT feedback. | Share CAT results, guide revision sessions. | Make improvements, explain changes. | Printed CATs, feedback form | Improved resubmission, oral reflection |  |
| 11 | 41 | Final Integration: Document + Design | Integrate Word, Spreadsheet, and Graphics in one project. | Assign capstone task combining all tools. | Plan and begin multi-tool project. | All software + templates | Work plan, progress check |  |
| 11 | 42 | Capstone Project: Development | Build document, spreadsheet, and graphic file. | Supervise progress, assist with troubleshooting. | Continue working in guided stages. | PC lab, capstone rubric | Draft progress check |  |
| 11 | 43 | Capstone Project: Finalization | Finalize and polish the full integrated project. | Check formatting, print settings, layout flow. | Finalize files and print output. | Printer, proofing checklist | Final file review, print check |  |
| 11 | 44 | Capstone Presentation | Present project to peers and instructor. | Coordinate presentation time, record feedback. | Present and explain integrated tasks. | Projector, rubric, evaluation sheet | Peer and trainer scorecard |  |
| 12 | 45 | Revision: Areas of Weakness | Re-teach and practice difficult tasks. | Targeted mini-lessons on problem areas. | Complete remedial tasks or resubmit. | Topic review guides | Improvement record |  |
| 12 | 46 | Revision: Areas of Weakness | Re-teach and practice difficult tasks. | Targeted mini-lessons on problem areas. | Complete remedial tasks or resubmit. | Topic review guides | Improvement record |  |
| 12 | 47 | Final Assessment | Complete official summative practical assessment. | Administer full assessment, observe, record. | Perform final project work individually. | Final rubric, scoring sheet | Summative results sheet |  |
| 12 | 48 | Feedback & Closure | Reflect on course, give feedback, and close session. | Facilitate reflection circle, distribute course evaluations. | Reflect on progress, give trainer feedback. | Feedback forms, certificates | Reflection logs, trainer notes |  |

**PREPARED BY DUNCAN NDEGWA DATE 15/05/2022 SIGN…………………….**

**VERIFIED BY…………………………………………………………...DATE……………………………SIGN…………………….**

**APPROVED BY……………………………............................................DATE……………………………SIGN…………………….**