# LEARNING PLAN

Unit of Competence: Computer Operations

Unit Code: 0611 551 06A

Name of Trainer: TBD

Level: 3

Date of Preparation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Revision: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Trainees: 25

Class: ICT Technician Level 3

Skill or Job Task: Perform Computer Operations

Benchmark or Criteria to be used: CDACC guidelines and formative/practical evaluation criteria

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| Week | Session No. | Session Title | Learning Outcome | Trainer Activities | Trainee Activities | Resources & Refs | Learning Checks/Assessments | Reflections & Date |
| 1 | 1 | Session 1: Task-based Computer Operation | By the end of the session, the trainee should be able to demonstrate task-specific computer operation skills. | Explain concept, demonstrate procedure, supervise guided practice, provide feedback. | Follow demonstration, perform hands-on tasks, engage in peer feedback, complete individual task. | Computer lab, projector, task worksheet, word processor/spreadsheet tools. | Observation checklist, product review, formative quiz. |  |
| 1 | 2 | Session 2: Task-based Computer Operation | By the end of the session, the trainee should be able to demonstrate task-specific computer operation skills. | Explain concept, demonstrate procedure, supervise guided practice, provide feedback. | Follow demonstration, perform hands-on tasks, engage in peer feedback, complete individual task. | Computer lab, projector, task worksheet, word processor/spreadsheet tools. | Observation checklist, product review, formative quiz. |  |
| 1 | 3 | Session 3: Task-based Computer Operation | By the end of the session, the trainee should be able to demonstrate task-specific computer operation skills. | Explain concept, demonstrate procedure, supervise guided practice, provide feedback. | Follow demonstration, perform hands-on tasks, engage in peer feedback, complete individual task. | Computer lab, projector, task worksheet, word processor/spreadsheet tools. | Observation checklist, product review, formative quiz. |  |
| 1 | 4 | Session 4: Task-based Computer Operation | By the end of the session, the trainee should be able to demonstrate task-specific computer operation skills. | Explain concept, demonstrate procedure, supervise guided practice, provide feedback. | Follow demonstration, perform hands-on tasks, engage in peer feedback, complete individual task. | Computer lab, projector, task worksheet, word processor/spreadsheet tools. | Observation checklist, product review, formative quiz. |  |
| 2 | 5 | Session 5: Task-based Computer Operation | By the end of the session, the trainee should be able to demonstrate task-specific computer operation skills. | Explain concept, demonstrate procedure, supervise guided practice, provide feedback. | Follow demonstration, perform hands-on tasks, engage in peer feedback, complete individual task. | Computer lab, projector, task worksheet, word processor/spreadsheet tools. | Observation checklist, product review, formative quiz. |  |
| 2 | 6 | Session 6: Task-based Computer Operation | By the end of the session, the trainee should be able to demonstrate task-specific computer operation skills. | Explain concept, demonstrate procedure, supervise guided practice, provide feedback. | Follow demonstration, perform hands-on tasks, engage in peer feedback, complete individual task. | Computer lab, projector, task worksheet, word processor/spreadsheet tools. | Observation checklist, product review, formative quiz. |  |
| 2 | 7 | Session 7: Task-based Computer Operation | By the end of the session, the trainee should be able to demonstrate task-specific computer operation skills. | Explain concept, demonstrate procedure, supervise guided practice, provide feedback. | Follow demonstration, perform hands-on tasks, engage in peer feedback, complete individual task. | Computer lab, projector, task worksheet, word processor/spreadsheet tools. | Observation checklist, product review, formative quiz. |  |
| 2 | 8 | Session 8: Task-based Computer Operation | By the end of the session, the trainee should be able to demonstrate task-specific computer operation skills. | Explain concept, demonstrate procedure, supervise guided practice, provide feedback. | Follow demonstration, perform hands-on tasks, engage in peer feedback, complete individual task. | Computer lab, projector, task worksheet, word processor/spreadsheet tools. | Observation checklist, product review, formative quiz. |  |
| 3 | 9 | Session 9: Task-based Computer Operation | By the end of the session, the trainee should be able to demonstrate task-specific computer operation skills. | Explain concept, demonstrate procedure, supervise guided practice, provide feedback. | Follow demonstration, perform hands-on tasks, engage in peer feedback, complete individual task. | Computer lab, projector, task worksheet, word processor/spreadsheet tools. | Observation checklist, product review, formative quiz. |  |
| 3 | 10 | Session 10: Task-based Computer Operation | By the end of the session, the trainee should be able to demonstrate task-specific computer operation skills. | Explain concept, demonstrate procedure, supervise guided practice, provide feedback. | Follow demonstration, perform hands-on tasks, engage in peer feedback, complete individual task. | Computer lab, projector, task worksheet, word processor/spreadsheet tools. | Observation checklist, product review, formative quiz. |  |
| 3 | 11 | Session 11: Task-based Computer Operation | By the end of the session, the trainee should be able to demonstrate task-specific computer operation skills. | Explain concept, demonstrate procedure, supervise guided practice, provide feedback. | Follow demonstration, perform hands-on tasks, engage in peer feedback, complete individual task. | Computer lab, projector, task worksheet, word processor/spreadsheet tools. | Observation checklist, product review, formative quiz. |  |
| 3 | 12 | Session 12: Task-based Computer Operation | By the end of the session, the trainee should be able to demonstrate task-specific computer operation skills. | Explain concept, demonstrate procedure, supervise guided practice, provide feedback. | Follow demonstration, perform hands-on tasks, engage in peer feedback, complete individual task. | Computer lab, projector, task worksheet, word processor/spreadsheet tools. | Observation checklist, product review, formative quiz. |  |
| 4 | 13 | Session 13: Task-based Computer Operation | By the end of the session, the trainee should be able to demonstrate task-specific computer operation skills. | Explain concept, demonstrate procedure, supervise guided practice, provide feedback. | Follow demonstration, perform hands-on tasks, engage in peer feedback, complete individual task. | Computer lab, projector, task worksheet, word processor/spreadsheet tools. | Observation checklist, product review, formative quiz. |  |
| 4 | 14 | Session 14: Task-based Computer Operation | By the end of the session, the trainee should be able to demonstrate task-specific computer operation skills. | Explain concept, demonstrate procedure, supervise guided practice, provide feedback. | Follow demonstration, perform hands-on tasks, engage in peer feedback, complete individual task. | Computer lab, projector, task worksheet, word processor/spreadsheet tools. | Observation checklist, product review, formative quiz. |  |
| 4 | 15 | Session 15: Task-based Computer Operation | By the end of the session, the trainee should be able to demonstrate task-specific computer operation skills. | Explain concept, demonstrate procedure, supervise guided practice, provide feedback. | Follow demonstration, perform hands-on tasks, engage in peer feedback, complete individual task. | Computer lab, projector, task worksheet, word processor/spreadsheet tools. | Observation checklist, product review, formative quiz. |  |
| 4 | 16 | Session 16: Task-based Computer Operation | By the end of the session, the trainee should be able to demonstrate task-specific computer operation skills. | Explain concept, demonstrate procedure, supervise guided practice, provide feedback. | Follow demonstration, perform hands-on tasks, engage in peer feedback, complete individual task. | Computer lab, projector, task worksheet, word processor/spreadsheet tools. | Observation checklist, product review, formative quiz. |  |
| 5 | 17 | Session 17: Task-based Computer Operation | By the end of the session, the trainee should be able to demonstrate task-specific computer operation skills. | Explain concept, demonstrate procedure, supervise guided practice, provide feedback. | Follow demonstration, perform hands-on tasks, engage in peer feedback, complete individual task. | Computer lab, projector, task worksheet, word processor/spreadsheet tools. | Observation checklist, product review, formative quiz. |  |
| 5 | 18 | Session 18: Task-based Computer Operation | By the end of the session, the trainee should be able to demonstrate task-specific computer operation skills. | Explain concept, demonstrate procedure, supervise guided practice, provide feedback. | Follow demonstration, perform hands-on tasks, engage in peer feedback, complete individual task. | Computer lab, projector, task worksheet, word processor/spreadsheet tools. | Observation checklist, product review, formative quiz. |  |
| 5 | 19 | Session 19: Task-based Computer Operation | By the end of the session, the trainee should be able to demonstrate task-specific computer operation skills. | Explain concept, demonstrate procedure, supervise guided practice, provide feedback. | Follow demonstration, perform hands-on tasks, engage in peer feedback, complete individual task. | Computer lab, projector, task worksheet, word processor/spreadsheet tools. | Observation checklist, product review, formative quiz. |  |
| 5 | 20 | Session 20: Task-based Computer Operation | By the end of the session, the trainee should be able to demonstrate task-specific computer operation skills. | Explain concept, demonstrate procedure, supervise guided practice, provide feedback. | Follow demonstration, perform hands-on tasks, engage in peer feedback, complete individual task. | Computer lab, projector, task worksheet, word processor/spreadsheet tools. | Observation checklist, product review, formative quiz. |  |
| 6 | 21 | Session 21: Task-based Computer Operation | By the end of the session, the trainee should be able to demonstrate task-specific computer operation skills. | Explain concept, demonstrate procedure, supervise guided practice, provide feedback. | Follow demonstration, perform hands-on tasks, engage in peer feedback, complete individual task. | Computer lab, projector, task worksheet, word processor/spreadsheet tools. | Observation checklist, product review, formative quiz. |  |
| 6 | 22 | Session 22: Task-based Computer Operation | By the end of the session, the trainee should be able to demonstrate task-specific computer operation skills. | Explain concept, demonstrate procedure, supervise guided practice, provide feedback. | Follow demonstration, perform hands-on tasks, engage in peer feedback, complete individual task. | Computer lab, projector, task worksheet, word processor/spreadsheet tools. | Observation checklist, product review, formative quiz. |  |
| 6 | 23 | Session 23: Task-based Computer Operation | By the end of the session, the trainee should be able to demonstrate task-specific computer operation skills. | Explain concept, demonstrate procedure, supervise guided practice, provide feedback. | Follow demonstration, perform hands-on tasks, engage in peer feedback, complete individual task. | Computer lab, projector, task worksheet, word processor/spreadsheet tools. | Observation checklist, product review, formative quiz. |  |
| 6 | 24 | Session 24: Task-based Computer Operation | By the end of the session, the trainee should be able to demonstrate task-specific computer operation skills. | Explain concept, demonstrate procedure, supervise guided practice, provide feedback. | Follow demonstration, perform hands-on tasks, engage in peer feedback, complete individual task. | Computer lab, projector, task worksheet, word processor/spreadsheet tools. | Observation checklist, product review, formative quiz. |  |
| 7 | 25 | Session 25: Task-based Computer Operation | By the end of the session, the trainee should be able to demonstrate task-specific computer operation skills. | Explain concept, demonstrate procedure, supervise guided practice, provide feedback. | Follow demonstration, perform hands-on tasks, engage in peer feedback, complete individual task. | Computer lab, projector, task worksheet, word processor/spreadsheet tools. | Observation checklist, product review, formative quiz. |  |
| 7 | 26 | Session 26: Task-based Computer Operation | By the end of the session, the trainee should be able to demonstrate task-specific computer operation skills. | Explain concept, demonstrate procedure, supervise guided practice, provide feedback. | Follow demonstration, perform hands-on tasks, engage in peer feedback, complete individual task. | Computer lab, projector, task worksheet, word processor/spreadsheet tools. | Observation checklist, product review, formative quiz. |  |
| 7 | 27 | Session 27: Task-based Computer Operation | By the end of the session, the trainee should be able to demonstrate task-specific computer operation skills. | Explain concept, demonstrate procedure, supervise guided practice, provide feedback. | Follow demonstration, perform hands-on tasks, engage in peer feedback, complete individual task. | Computer lab, projector, task worksheet, word processor/spreadsheet tools. | Observation checklist, product review, formative quiz. |  |
| 7 | 28 | Session 28: Task-based Computer Operation | By the end of the session, the trainee should be able to demonstrate task-specific computer operation skills. | Explain concept, demonstrate procedure, supervise guided practice, provide feedback. | Follow demonstration, perform hands-on tasks, engage in peer feedback, complete individual task. | Computer lab, projector, task worksheet, word processor/spreadsheet tools. | Observation checklist, product review, formative quiz. |  |
| 8 | 29 | Session 29: Task-based Computer Operation | By the end of the session, the trainee should be able to demonstrate task-specific computer operation skills. | Explain concept, demonstrate procedure, supervise guided practice, provide feedback. | Follow demonstration, perform hands-on tasks, engage in peer feedback, complete individual task. | Computer lab, projector, task worksheet, word processor/spreadsheet tools. | Observation checklist, product review, formative quiz. |  |
| 8 | 30 | Session 30: Task-based Computer Operation | By the end of the session, the trainee should be able to demonstrate task-specific computer operation skills. | Explain concept, demonstrate procedure, supervise guided practice, provide feedback. | Follow demonstration, perform hands-on tasks, engage in peer feedback, complete individual task. | Computer lab, projector, task worksheet, word processor/spreadsheet tools. | Observation checklist, product review, formative quiz. |  |
| 8 | 31 | Session 31: Task-based Computer Operation | By the end of the session, the trainee should be able to demonstrate task-specific computer operation skills. | Explain concept, demonstrate procedure, supervise guided practice, provide feedback. | Follow demonstration, perform hands-on tasks, engage in peer feedback, complete individual task. | Computer lab, projector, task worksheet, word processor/spreadsheet tools. | Observation checklist, product review, formative quiz. |  |
| 8 | 32 | Session 32: Task-based Computer Operation | By the end of the session, the trainee should be able to demonstrate task-specific computer operation skills. | Explain concept, demonstrate procedure, supervise guided practice, provide feedback. | Follow demonstration, perform hands-on tasks, engage in peer feedback, complete individual task. | Computer lab, projector, task worksheet, word processor/spreadsheet tools. | Observation checklist, product review, formative quiz. |  |
| 9 | 33 | Session 33: Task-based Computer Operation | By the end of the session, the trainee should be able to demonstrate task-specific computer operation skills. | Explain concept, demonstrate procedure, supervise guided practice, provide feedback. | Follow demonstration, perform hands-on tasks, engage in peer feedback, complete individual task. | Computer lab, projector, task worksheet, word processor/spreadsheet tools. | Observation checklist, product review, formative quiz. |  |
| 9 | 34 | Session 34: Task-based Computer Operation | By the end of the session, the trainee should be able to demonstrate task-specific computer operation skills. | Explain concept, demonstrate procedure, supervise guided practice, provide feedback. | Follow demonstration, perform hands-on tasks, engage in peer feedback, complete individual task. | Computer lab, projector, task worksheet, word processor/spreadsheet tools. | Observation checklist, product review, formative quiz. |  |
| 9 | 35 | Session 35: Task-based Computer Operation | By the end of the session, the trainee should be able to demonstrate task-specific computer operation skills. | Explain concept, demonstrate procedure, supervise guided practice, provide feedback. | Follow demonstration, perform hands-on tasks, engage in peer feedback, complete individual task. | Computer lab, projector, task worksheet, word processor/spreadsheet tools. | Observation checklist, product review, formative quiz. |  |
| 9 | 36 | Session 36: Task-based Computer Operation | By the end of the session, the trainee should be able to demonstrate task-specific computer operation skills. | Explain concept, demonstrate procedure, supervise guided practice, provide feedback. | Follow demonstration, perform hands-on tasks, engage in peer feedback, complete individual task. | Computer lab, projector, task worksheet, word processor/spreadsheet tools. | Observation checklist, product review, formative quiz. |  |
| 10 | 37 | Session 37: Task-based Computer Operation | By the end of the session, the trainee should be able to demonstrate task-specific computer operation skills. | Explain concept, demonstrate procedure, supervise guided practice, provide feedback. | Follow demonstration, perform hands-on tasks, engage in peer feedback, complete individual task. | Computer lab, projector, task worksheet, word processor/spreadsheet tools. | Observation checklist, product review, formative quiz. |  |
| 10 | 38 | Session 38: Task-based Computer Operation | By the end of the session, the trainee should be able to demonstrate task-specific computer operation skills. | Explain concept, demonstrate procedure, supervise guided practice, provide feedback. | Follow demonstration, perform hands-on tasks, engage in peer feedback, complete individual task. | Computer lab, projector, task worksheet, word processor/spreadsheet tools. | Observation checklist, product review, formative quiz. |  |
| 10 | 39 | Session 39: Task-based Computer Operation | By the end of the session, the trainee should be able to demonstrate task-specific computer operation skills. | Explain concept, demonstrate procedure, supervise guided practice, provide feedback. | Follow demonstration, perform hands-on tasks, engage in peer feedback, complete individual task. | Computer lab, projector, task worksheet, word processor/spreadsheet tools. | Observation checklist, product review, formative quiz. |  |
| 10 | 40 | Session 40: Task-based Computer Operation | By the end of the session, the trainee should be able to demonstrate task-specific computer operation skills. | Explain concept, demonstrate procedure, supervise guided practice, provide feedback. | Follow demonstration, perform hands-on tasks, engage in peer feedback, complete individual task. | Computer lab, projector, task worksheet, word processor/spreadsheet tools. | Observation checklist, product review, formative quiz. |  |