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**DAVID MBITI WAMBULI TECHNICAL AND VOCATIONAL COLLEGE**

**NAME OF TUTOR: OMAI BOGONKO**

**SCHEME OF WORK**

**COURSE UNIT: DIGITAL LITERACY LEVEL: 5 TERM: 1 YEAR: 2024**

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| **WK** | **lesson** | | **TOPIC/SUB-TOPIC** | | **OBJECTIVES** | **LEARNING ACTIVITIES** | | **LEARNING RESOURCES & REFERENCES** | | **REMARKS** | |
| 1 | **REPORTING** | | | | | | | | | | |
| 2 | 1 | | INTRODUCTION TO OPERATING SYSTEM | | *By the end of this lesson the trainee should be able to:*   1. Define Operating System. 2. Describe functions of O.S. 3. Explain the types of O.S. 4. Describe how O.S organizes information. 5. Explain the file management task of the O.S 6. Explain the disk management function of the O.S 7. Explain how the O.S manages devices e.g. processor, RAM, storage devices… | -writing notes  -discussions  Practical work | | Norton.P.& Holzner S(2003) Visual Basic for Windows- Peter Norton Computing Ltd- New York  -Computers  -Internet | |  | |
| 2 | | WORD PROCESSING | | *By the end of this lesson the trainee should be able to:*   1. Define word processor 2. State purpose of word processor. 3. Format and edit a word document. 4. Mail Merge. | * Practical work * Note taking | | -Norton.P.& Holzner S(2003) Visual Basic for Windows- Peter Norton Computing Ltd- New York  -Computers  -Internet | |  | |
| 3 | 1 | | SPREADSHEETS | | *By the end of this lesson the trainee should be able to:*   1. Define Spreadsheets. 2. Describe components of a spreadsheet. 3. State application areas of spreadsheets. 4. Create and edit a worksheet. 5. Explain different cell data types. 6. Apply cell referencing. | * Writing notes. * Discussions * Code writing. * Sitting assignment. | | Norton.P.& Holzner S(2003) Visual Basic for Windows- Peter Norton Computing Ltd- New York  -Computers  -Internet | |  | |
| 2 | | FUNCTIONS AND FORMULAE | | 1. *By the end of this lesson the trainee should be able to:* 2. Apply functions and formulae. 3. Apply data management skills. 4. Apply chart and graphing skills. | writing notes  -discussions  - Practical work | | Norton.P.& Holzner S(2003) Visual Basic for Windows- Peter Norton Computing Ltd- New York  -Computers  -Internet | |  | |
| 4 | 1 | | INTERNET AND E-MAIL | | *By the end of this lesson the trainee should be able to:*   1. Define computer network. 2. Configure a network. 3. Surf the internet. 4. Explain the major E-mail concepts. | -writing notes  -discussions  Practical work | | Norton.P.& Holzner S(2003) Visual Basic for Windows- Peter Norton Computing Ltd- New York  -Computers  -Internet | |  | |
|  | 2 | | …INTERNET AND EMAIL | | *By the end of this lesson the trainee should be able to:*   1. Define computer network. 2. Configure a network. 3. Surf the internet. 4. Explain the major E-mail concepts. | writing notes  -discussions  -Practical exercises | | Norton.P.& Holzner S(2003) Visual Basic for Windows- Peter Norton Computing Ltd- New York  -Computers  -Internet | |  | |
| 5 | 1 | | DATABASE | | *By the end of this lesson the trainee should be able to:*   1. Define a database. 2. Explain the concepts of DB. 3. Explain data organization in a database. 4. Create a database. | -writing notes  -discussions  -Practical exercises | | Norton.P.& Holzner S(2003) Visual Basic for Windows- Peter Norton Computing Ltd- New York  -Computers  -Internet | |  | |
| 2 | | … DATABASE | | *By the end of this lesson the trainee should be able to:*   1. Edit a database. 2. Design a form | writing notes  -discussions  -Practical exercises | | Norton.P.& Holzner S(2003) Visual Basic for Windows- Peter Norton Computing Ltd- New York  -Computers  -Internet | |  | |
| 6 | 1 | | QUERIES | | *By the end of this lesson the trainee should be able to:*   1. Apply basic concepts of queries. 2. Create reports and labels. 3. Group work. | writing notes  -discussions  -Practical exercises | | Norton.P.& Holzner S(2003) Visual Basic for Windows- Peter Norton Computing Ltd- New York  -Computers  -Internet | |  | |
| 2 | | FORMS PRINTING | | *By the end of this lesson the trainee should be able to:*   1. Print forms, queries and reports. | writing notes  -discussions  -Practical exercises | | Norton.P.& Holzner S(2003) Visual Basic for Windows- Peter Norton Computing Ltd- New York  -Computers  -Internet | |  | |
| 7 | **CAT** | | | | | | | | | | |
| 8 | **1** | **DTP** | | *By the end of this lesson the trainee should be able to:*   1. Define DTP. 2. State purposes of DTP. 3. Open a publication window. 4. Identify different tools and tool bars. 5. Use colour pellets to enhance a document. | | writing notes  -discussions  -Practical exercises |  | |  | |
| 9&10 | **EXAMINATIONS** | | | | | | | | | |