



MINISTRY OF EDUCATION

State Department of Vocational & Technical Training

**DAVID MBITI WAMBULI TECHNICAL AND VOCATIONAL COLLEGE**

**LEARNING PLAN TEMPLATE**

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| **Unit of Competence:** DEMONSTRATE DIGITAL LITERACY | **Unit Code:** IT/OS/ICT/BC/3/6/A |
| **Name of Trainer:** James Muchunguzi Gandu |  |
|  | **Level: 6** |
| **Date of Preparation:** 12th January 2024 | **Date of Revision:** |
| **Number of Trainees:** 4 | **Class:** ICT L6 2309 |
| **Skill or Job Task:**  This unit covers the competencies required to effectively use digital devices such as smartphones, tablets, laptops and desktop PCs. It entails identifying and using digital devices such as smartphones, tablets, laptops and desktop computers for purposes of communication, work performance and management at the work place. | |
| **Benchmark or Criteria to be used**   1. Apply computer software in solving tasks | |

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| **Week** | **Session No.** | **Session Title** | **Learning Outcome** | **Trainer**  **Activities** | **Trainee**  **Activities** | **Resources & Refs** | **Learning Checks/ Assessments** | **Reflections & Date** |
| 3 | 1 | Computer Software and Hardware | *By the End of the session Trainee should be to:*   1. *Explain the basic concepts of ICT* 2. *Explain the functions of ICT* 3. *Describe the History of Computers* | *Trainer to:*  *Pose questions on the basic concepts of ICT*  *Pose questions on the functions of ICT*  *Though class discussion allow Trainees to discuss the History of Computers* | *Trainee to:*  *-Answer questions on the basic concepts of ICT*  *Answer questions on the functions of ICT*  *Describe History of Computers* | |  | | --- | | References  1. Chemwa, G. W., & Mburu, S. N. (2007). Longhorn Secondary Computer Studies for Form 2.  2. McNamara, W. J. (1967, June). The selection of computer personnel: past, present, future. |   Aids  -Projector  -Slides on the History of computers | * Oral * presentation |  |

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| 3 | 2 | Computer Software and Hardware | *By the End of the session Trainee should be to:*   1. *Explain the classification of computers* 2. *Describe the components of a computer* | *Trainer to:*  *Organize the students in groups to discuss classification of computers*  *demonstrate the different components of a computer* | *Trainee to:*  *-discuss in groups and present their findings on the classification of computers*  *Demonstrate the different components of a computer* | References 1. Chemwa, G. W., & Mburu, S. N. (2007). Longhorn Secondary Computer Studies for Form 2.  2. Mall,R (2018), *Fundamentals of software engineering.* PHI Learning Pvt. Ltd. People.bu.edu/briefcomputerhistory.html  Aids  -Projector  - A working PC | * Written tests * Oral * Presentation * demonstrations |  |

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| 4 | 1,2 | Computer Software and Hardware | *By the End of the session Trainee should be to:*   1. *Explain the classification computer software* 2. *Explain the types of operating systems* 3. *Describe the functions of an operating system* 4. *Demonstrate different operating system commands* | *Trainer to:*   1. *Organize the students in groups to discuss classification of computer Software* 2. *Organize the students in groups to discuss the types of operating systems* 3. *Pose questions on the functions of an operation* 4. *Through demonstration explain the different operating system commands* | *Trainee to:*   1. *discuss in groups and present their findings on the classification of computer software* 2. *discuss in groups and present their findings on the types of operating systems* 3. *Answer questions on functions of an operating system* 4. *Attempt to demonstrate different operating system commands* | |  | | --- | | References 1. Chemwa, G. W., & Mburu, S. N. (2007). Longhorn Secondary Computer Studies for Form 2.  2. Mall,R (2018), *Fundamentals of software engineering.* PHI Learning Pvt. Ltd. People.bu.edu/briefcomputerhistory.html |   **Aids**  -Projector  - A working PC  - Slides on operating system functions and commands | * Written tests * Oral * Presentation * demonstrations |  |

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| 5 | 1 | Security Measures to Hardware, Software in Automated Environment | *By the End of the session Trainee should be to:*   1. *Classify Data Security in accordance with prevailing technology* 2. *Identify security threats and control measures used* | *Trainer to:*  *-Through class discussion classify data security in accordance with prevailing technology*  *-Demonstrate security threats and control measures used* | *Trainee to:*  *-discuss the classification of data security in accordance with the prevailing technology*  *Attempt to demonstrate security threats and control measures used* | Resources:  Cheswick, W.R., Bellovin (2003). *Firewalls and Internet security: repelling the wily hacker.* Addison-Wesley Longman Publishing Co., Inc.   |  | | --- | |  |   Aids  -Projector  - | * Written tests * Oral * Presentation * demonstrations |  |

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| 5 | 2 | Security Measures to Hardware, Software in Automated Environment | *By the End of the session Trainee should be to:*   1. *Detect Computer Threats and Crimes* 2. *Demonstrate methods of protecting self from computer crimes*   *,* | *Trainer to:*  *-Group the trainee to discuss he computer threats and crimes*  *-Demonstrate methods of protecting self from computer crimes* | *Trainee to:*  *-discuss in groups the various computer threats and crimes and present in class.*  *Attempt to demonstrate methods of protecting self from computer crimes* | Resources:  Cheswick, W.R., Bellovin (2003). *Firewalls and Internet security: repelling the wily hacker.* Addison-Wesley Longman Publishing Co., Inc.   |  | | --- | |  |   Aids  -Projector  -Slides | * Written tests * Oral * Presentation * demonstrations |  |

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| 6 | 1 | Continuous Assessment Test | *By the End of the session Trainee should be to:*   1. *Attempt at least 70% of the Questions*   *,* | *Trainer to:*   1. *Issue the trainees with question papers and answer booklets* | *Trainee to:*   1. *Attempt to answer the questions in the answer booklets provided* | Resources:  Hajek, D. W. (2017). *Introduction to computer Graphics*  2. Wempen, F (2014).  *Computing fundamentals: IC3 edition.* John Wiley & Sons.   |  | | --- | |  |   Aids  -Computer with a word processing application  - | * Written tests * Presentation * demonstrations |  |

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| 6 | 2 | Apply Computer Software in solving tasks | *By the End of the session Trainee should be to:*   1. *Apply word processing concepts in resolving workplace Tasks, Report writing and Documentation*   *,* | *Trainer to:*  *-Demonstrate the working with tables, tabs and tab stops in word applications* | *Trainee to:*  *-Attempt to Demonstrate working with tables, tabs and tab stops in word applications* | Resources:  Hajek, D. W. (2017). *Introduction to computer Graphics*  2. Wempen, F (2014).  *Computing fundamentals: IC3 edition.* John Wiley & Sons.   |  | | --- | |  |   Aids  -Projector  -Computer with a word processing application | * Written tests * Presentation * demonstrations |  |

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| 7 | 1 | Apply Computer Software in solving tasks | *By the End of the session Trainee should be to:*   1. *Apply word processing concepts in resolving workplace Tasks, Report writing and Documentation*   *,* | *Trainer to:*  *-Demonstrate the working with graphics, shapes smart arts, and Headers and footers* | *Trainee to:*  *-Attempt to Demonstrate working with graphics, shapes smart arts, and Headers and footers* | Resources:  Hajek, D. W. (2017). *Introduction to computer Graphics*  2. Wempen, F (2014).  *Computing fundamentals: IC3 edition.* John Wiley & Sons.   |  | | --- | |  |   Aids  -Projector  -Computer with a word processing application | * Written tests * Presentation * demonstrations |  |

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| 7 | 2 | Apply Computer Software in solving tasks | *By the End of the session Trainee should be to:*  *i)Demonstrate word processing Utilities*  *,* | *Trainer to:*  *-Demonstrate word processing utilities:*   * *Spell Checking* * *Synonyms* * *Hyphenation* * *Word Count* | *Trainee to:*  *-Attempt to Demonstrate working with graphics, shapes smart arts, and Headers and footers* | Resources:  Hajek, D. W. (2017). *Introduction to computer Graphics*  2. Wempen, F (2014).  *Computing fundamentals: IC3 edition.* John Wiley & Sons.   |  | | --- | |  |   Aids  -Projector  -Computer with a word processing application | * Written tests * Presentation * demonstrations |  |

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| 8 | 1,2 | Apply Computer Software in solving task | *By the End of the session Trainee should be to:*   1. *Prepare Worksheet layout in accordance with workplace procedures* 2. *Build worksheet and manipulate data in the worksheet in accordance with workplace procedures* 3. *Undertake continuous data manipulation on worksheet in accordance with office procedures* | *Trainer to:*   1. *Demonstrate the preparation of worksheets in excel* 2. *Demonstrate the manipulation of data in the worksheet through the use formulae and functions* 3. *Demonstrate the continuous data manipulation on worksheet through charts, graphs and other conditional formatting.* | *Trainee to:*   1. *Prepare worksheets by opening, saving, naming* 2. *Attempt to demonstrate the manipulation of data in the worksheet through the use formulae and functions* 3. *Attempt to demonstrate the continuous data manipulation on worksheet through charts, graphs and other conditional formatting.* | Resources:  Hajek, D. W. (2017). *Introduction to computer Graphics*  2. Wempen, F (2014).  *Computing fundamentals: IC3 edition.* John Wiley & Sons.   |  | | --- | |  |   Aids  -Projector  -Computer with a word processing application | * Written tests * Presentation * demonstrations |  |
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| 10 | 1,2 | Apply Computer Software in solving tasks | *By the End of the session Trainee should be to:*   1. *Provide data sorting, indexing, storage, retrieval and security in accordance with workplace procedures* | *Trainer to:*   1. *Demonstrate data sorting, indexing, storage, retrieval and security in a database* | *Trainee to:*  *-Attempt to Demonstrate data sorting, indexing, storage, retrieval and security in a database* | Resources:  Hajek, D. W. (2017). *Introduction to computer Graphics*  2. Wempen, F (2014).  *Computing fundamentals: IC3 edition.* John Wiley & Sons.   |  | | --- | |  |   Aids  -Projector  -Computer with a word processing application | * Written tests * Presentation * demonstrations |  |

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| 9 | 1,2 | Apply Computer Software in solving tasks | *By the End of the session Trainee should be to:*   1. *Undertake database design and manipulation in accordance with office procedures* 2. *Provide data sorting, indexing, storage, retrieval and security in accordance with workplace procedures* | *Trainer to:*   1. *Prepare a database and manipulate data in the various tables* 2. *Demonstrate data sorting, indexing, storage, retrieval and security in a database* | *Trainee to:*  *-Attempt to Prepare a database and manipulate data in the various tables*  *-Attempt to Demonstrate data sorting, indexing, storage, retrieval and security in a database* | Resources:  Hajek, D. W. (2017). *Introduction to computer Graphics*  2. Wempen, F (2014).  *Computing fundamentals: IC3 edition.* John Wiley & Sons.   |  | | --- | |  |   Aids  -Projector  -Computer with a word processing application | * Presentation * demonstrations |  |