

**SCHEME OF WORK (CBET CLASSES)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DEPARTMENT: ICT** | | | | **NAME OF TRAINER: DUNCAN NDEGWA** | | | **NUMBER OF TRAINEES:** | | |
| **UNIT CODE: IT/OS/ICT/BC/03** | | | | **TERM: I** | **DATE OF PREPARATION: 27/04/2025** | | **CLASS: ALL S24** | | |
| **COURSE:** | | | | | | | **LEVEL: LEVEL 6** | | |
| UNIT OF COMPETENCE: DEMONSTRATE DIGITAL LITERACY | | | | | | | **DATE OF REVISION: 3/5/2025** | | |
| **SCHEDULE** | | | | | | | | | |
| **WEEK** | **NUMBER OF HOURS** | **ELEMENT / LEARNING OUTCOME** | **SUB -TOPIC/ CONTENT** | **SPECIFIC OBJECTIVES / PERFORMANCE CRITERIA** | | **ACTVITIES** | | **REFERENCE/ RESOURCES** | **REMARKS** |
|  | **REPORTING AND REGISTRATION** | | | | | | | | |
|  | 2 | Classify data security and privacy | * Data security and privacy | * Data security and privacy are classified in accordance with the prevailing technology. | | * Taking notes * Class discussion * Questions and answers | | * E-books * Hobbs, R. (2017). *Create to learn: Introduction to digital literacy*. John Wiley & Sons. |  |
|  | 2 | Identify security threats and control measures | * Risk reduction. * Cyber threat issues. | * Security threats are identified, and control measures are applied in accordance with laws governing protection of ICT. | | * Taking notes * Class discussion * Questions and answers | | * E-books * Hobbs, R. (2017). *Create to learn: Introduction to digital literacy*. John Wiley & Sons. |  |
|  | 2 | Detect computer threats and crimes | * Computer threats and crimes | * Computer threats and crimes are detected. | | * Taking notes * Class discussion * Questions and answers | | * E-books * Hobbs, R. (2017). *Create to learn: Introduction to digital literacy*. John Wiley & Sons. |  |
|  | 2 | Apply internet and email in communication at workplace. | * Internet * Email | * Office internet functions are defined and executed in accordance with office procedures. | | * Taking notes * Practical session * Class discussion * Questions and answers | | * E-books * Hobbs, R. (2017). *Create to learn: Introduction to digital literacy*. John Wiley & Sons. |  |
|  | 2 | Apply internet and email in communication at workplace | * Internet * Email | * Electronic mail addresses are opened and applied in workplace communication in accordance with office policy. | | * Taking notes * Practical session * Class discussion * Questions and answers | | * E-books * Hobbs, R. (2017). *Create to learn: Introduction to digital literacy*. John Wiley & Sons. |  |
|  | 2 | Network configuration | * Types of Networks * Network Topologies | * Network configuration is determined in accordance with office operations procedures. | | * Taking notes * Practical session * Class discussion * Questions and answers | | * E-books * Hobbs, R. (2017). *Create to learn: Introduction to digital literacy*. John Wiley & Sons. |  |
|  | 2 | World Wide Web | * World Wide Web | * Official World Wide Web is installed and managed according to workplace procedures | | * Taking notes * Practical session * Class discussion * Questions and answers | | * E-books * Hobbs, R. (2017). *Create to learn: Introduction to digital literacy*. John Wiley & Sons. |  |
|  | 2 | Word processing | Introduction to Microsoft word | * ***Word processing concepts*** are applied in resolving workplace tasks, report writing and documentation * ***Word processing utilities*** are applied in accordance with workplace procedures. | | * Taking notes * Practical session * Class discussion * Questions and answers | | * E-books * Hobbs, R. (2017). *Create to learn: Introduction to digital literacy*. John Wiley & Sons. |  |
|  | 2 | Spread sheets | Ms. Excel | * Worksheets are built and data manipulated in the worksheets in accordance with workplace procedures. * Continuous data manipulated on worksheet is undertaken in accordance with work requirements | | * Taking notes * Practical session * Class discussion * Questions and answers | | * E-books * Hobbs, R. (2017). *Create to learn: Introduction to digital literacy*. John Wiley & Sons. |  |
|  | 2 | Data base design and manipulation | Ms. Access | * Database design and manipulation is undertaken in accordance with office procedures. * Data sorting, indexing, storage, retrieval and security is provided in accordance with workplace procedures. | | * Taking notes * Practical session * Class discussion * Questions and answers | | * E-books * Hobbs, R. (2017). *Create to learn: Introduction to digital literacy*. John Wiley & Sons. |  |
|  | **REVISION AND EXAMS** | | | | | | | | |

CHECKED BY VERIFIED BY:

NAME: NAME:

DESIGNATION DESIGNATION