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**LEARNING PLAN**

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| **Unit of Competence:** DEMONSTRATE DIGITAL LITERACY | **Unit Code:** IT/OS/ICT/BC/03 |
| **Name of Trainer: DUNCAN NDEGWA** |  |
|  | **Level: 6** |
| **Date of Preparation:** 24TH APR 2025 | **Date of Revision: 1/5/2025** |
| **Number of Trainees:** | **Class:**S24 LEVEL 6 |
| **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 2. Apply Internet and Email in Communication at Workplace 3. Apply desktop Publishing in official assignments 4. Prepare presentation packages | |

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| **Week** | **Session No.** | **Session Title** | **Learning Outcome** | **Trainer**  **Activities** | **Trainee**  **Activities** | **Resources & Refs** | **Learning Checks/ Assessments** | **Reflections & Date** |
| 2 | 1&2 | Apply computer software in solving tasks | *By the End of the session Trainee should be to:*   1. *Explain the meaning and importance of Spreadsheets* 2. *Describe the Components of a spreadsheet application* 3. *Explain at least five basic formulae and functions* | *Trainer to:*  *Pose questions on the meaning and importance of Spreadsheets*  *Describe the Components of a spreadsheet application*  *Through demonstrate explain at least five basic formulae and functions* | *Trainee to:*  *-Answer questions on the basic concepts of ICT*  Through question and answer describe the components of a spreadsheet  *describe explain at least five basic formulae and functions* | |  | | --- | | 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 | 1&2 | Apply computer software in solving tasks | *By the End of the session Trainee should be to:*   1. *Use formulae and functions in solving tasks* 2. *Manage large data in a spreadsheet application* 3. *Create charts and Print excel sheet data* | *Trainer to:*  *Use demonstration to solve tasks using formulae and functions*  *Use different methods such as sorting in managing large amounts of data*  Through demonstration *Create charts and Print excel sheet data* | *Trainee to:*  *Demonstrate how to apply different formulae and functions in solving tasks*  Apply sorting and data filtering in managing large amounts of data  Create different types of charts and print excel sheet data | 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 * Practical tests * Presentation * demonstrations |  |

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| 4 | 1&2 | Apply computer software in solving tasks | *By the End of the session Trainee should be to:*   1. *Explain the meaning and importance of Databases* 2. *Create a database using Ms Access* 3. *Create tables, Queries and Relationships in MsAcess* | *Trainer to:*  *Through brainstorming Explain the meaning and importance of Databases*  *Through demonstrate Create a database using Ms Access*  *Through demonstration Create tables, Queries and Relationships in MsAcess* | *Trainee to:*  *Explain the meaning of databases and database management systems*  *Create different types of Ms Access*  Create tables, querries and relationships in MsAccess | |  | | --- | | 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 * Practical tests * Presentation * demonstrations |  |

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| 5 | 1 | Apply desktop Publishing in official assignments | *By the End of the session Trainee should be to:*   1. *Create different types of Forms* 2. *Create reports and Macros* 3. *Practical Assessment* | *Trainer to:*  *Demonstrate the creation of different types of forms in MsAccess*    *Demonstrate the creation of different types of forms in MsAccess* | *Trainee to:*  *Demonstrate the creation of different types of forms in MsAccess*  *Demonstrate the creation of different types of forms in MsAccess*  Attain at least 70% of tasks given | Resources:  Cheswick, W.R., Bellovin (2003). *Firewalls and Internet security: repelling the wily hacker.* Addison-Wesley Longman Publishing Co., Inc.   |  | | --- | |  |   Aids  -Projector  - | * Written tests * Practical Tests * Presentation * demonstrations |  |

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| 6 | 1&2 | Apply Internet and Email in Communication at Workplace | *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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| 7 | 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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| 8 | 1 | Apply Internet and Email in Communication at Workplace | *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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| 9 | 1 | Apply desktop Publishing in official assignments | *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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| 10 | 1 | Apply desktop Publishing in official assignments | *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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| 11 | 1 | Apply desktop Publishing in official assignments | *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* | *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* | *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* | 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 | Prepare presentation packages | *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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| 12 | 1 | Prepare presentation packages | *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 |  |
| 13&14 |  | CDACC EXAMS | | | | | |  |

PREPARED BY……………………………..DATE…………………………SIGN………

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

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