

COMPUTER, F2, T1

REFERENCES: Longhorn Secondary, Computer Studies, Foundation of Computer

W K	LS N	TOPIC	SUB-TOPIC	OBJECTIVES	L/ACTIVITIES	L/T AIDS	REFERENCE	REMARKS
1		REPORTING AND REVISION OF LAST TERM'S EXAMS						
2	1	Definition Of Word Processor	Definition Of Word Processor	By the end of the lesson, the learner should be able to Explain the purpose of a word processor Define the term word processor	discussion	Newspapers Letters Cards books	Longhorn Secondary. page 1-3	
	2-3	Using A Word Processing Package	Using A Word Processing Package	By the end of the lesson, the learner should be able to Explain the Microsoft screen layout Start a Microsoft word	demonstration practical	Handouts Books Working personal computer	Longhorn Secondary. page 5-10	
3	1	Running The Programme	Running The Programme	By the end of the lesson, the learner should be able to Save and retrieve Close and exit	demonstration practical	Books Handouts Working computer	Longhorn Secondary. page 13-17	
	2-3	Editing And Formatting A Document	Editing And Formatting A Document	By the end of the lesson, the learner should be able to Select a document Move, copy and delete Insert and type over	demonstration practical	Handouts Books Working computer	Longhorn Computer studies Secondary. page 16-19	
4	1	Find And Replace	Find And Replace	By the end of the lesson, the learner should be able to Find and replace a documents Use thesaurus Define the term find and replace	Demonstration practical	Letters Card working computer	Longhorn Secondary. page 16-24	
	2-3	Text Formatting	Text Formatting	By the end of the lesson, the learner should be able to Bold, italicize, underline, change fonts	Q/A Demonstration practical	Letters Cards Working computer	Longhorn Computer studies Secondary. page 22-23	
5	1				Q/A demonstration practical	Handouts		

		Paragraph Formatting	Paragraph Formatting	By the end of the lesson, the learner should be able to Drop cap, sub and superscript Align and indent text		Cards Working computer	Longhorn Computer studies Secondary. page 22-23	
	2-3	Paragraph Formatting	Paragraph Formatting	By the end of the lesson, the learner should be able to Space and section break Bullet and number Insert columns/page headers and footers	Q/A demonstration practical	Books Newspapers Working computer	Longhorn Secondary. page 22-23	
6	1	Set-Up	Set-Up	By the end of the lesson, the learner should be able to Set up margins Set paper size and orientation	Q/A demonstration practical	Handouts Working computer	Longhorn Secondary. page 33-35	
	2-3	Set-Up	Set-Up	By the end of the lesson, the learner should be able to Define the term table Crate tables Insert rows and columns Merge/split rows	Q/A Demonstration practical	Handouts Working computer books	Longhorn Secondary. page 37-39	
7	1	Table Conversion/ Arithmetic Calculations	Table Conversion/ Arithmetic Calculations	By the end of the lesson, the learner should be able to convert text to a table and vice verse import tables/perform calculations	Q/A Demonstration practical	Handouts Working computer Chalk board	Longhorn Secondary. page 40-41	
	2-3	Mail Merge	Mail Merge	By the end of the lesson, the learner should be able to Define the term mail merge Create: main document and data source Merge fields	Q/A Demonstration practical	Letters Card Working computer Chalk board	Longhorn Secondary. page 44-46	
8	1	Graphics	Graphics	By the end of the lesson, the learner should be able to Define the term graphic Insert/edit graphics	Q/A Demonstration practical	Clip art Working computer	Longhorn Secondary. page 44-49	
	2-3	Printing	Printing	By the end of the lesson, the learner should be able to	Q/A Demonstration practical	Letters Working computer	Longhorn Secondary. page 44	

				Define the term printing Set up the printer and print				
9	1	Spread Sheets (Spreadsheets)	Spread Sheets (Spreadsheets)	By the end of the lesson, the learner should be able to Define the term spreadsheets Explain the application areas of spreadsheet	Q/A Discussion	Call register Accounts book	Longhorn Secondary. page 52-53	
	2-3	Creating A Worksheet	Creating A Worksheet	By the end of the lesson, the learner should be able to Define the term worksheet Create a worksheet Save/retrieve a worksheet	Q/A demonstration practical	Handouts Class register Accounts book Working computer	Longhorn Secondary. page 57-65	
10	1	Cell Data Types	Cell Data Types	By the end of the lesson, the learner should be able to Define the term cell data type Explain the different data types	Q/A discussion	Books	Longhorn Secondary. page 66	
	2-3	Cell Referencing	Cell Referencing	By the end of the lesson, the learner should be able to Define the term cell referencing Explain the different cell referencing Apply cell referencing on a computer	Q/A Demonstration practical	Books Handouts Working computer	Longhorn Secondary. page 66-69	
11	1	Functions And Formulae	Functions And Formulae	By the end of the lesson, the learner should be able to Differentiate between functions and formulae Apply functions and formulae on a document	Q/A demonstration Practical	Working computer Books	Longhorn Secondary. page 70-73	
	2-3	Worksheet Formatting	Worksheet Formatting	By the end of the lesson, the learner should be able to Format a worksheet: text, numbers, rows, columns and global	Q/A Demonstration practical	Books Handouts Working computer	Longhorn Secondary. page 74-79	
12	1	Data Management	Data Management	By the end of the lesson, the learner should be able to	Q/A Demonstration practical	Books Working computer		

				Explain the terms, Sort, filter, total forms Apply the above features			Longhorn Secondary. page 73-75	
	2-3	Charts/Graphics	Charts/Graphics	By the end of the lesson, the learner should be able to Define the terms chart Explain the different charts Insert charts	Q/A Demonstration practical	Books Handouts Working computer	Longhorn Secondary. page 77-79	
13	1	Database	Database	By the end of the lesson, the learner should be able to Define the database Explain the concept of D/base	Q/A discussion	Class list	Longhorn Secondary. page 93-94	
	2-3	Database Models	Database Models	By the end of the lesson, the learner should be able to Define the term d/base model Explain the difference d/base models Discuss the features of a database	Q/A demonstration practical	Handouts Books Working computer	Longhorn Secondary. page 96-98	
14		END TERM EXAMS						
15		PREPARATION OF REPORTS AND CLOSING						

COMPUTER, F2, T2

REFERENCES: Longhorn Secondary, Computer Studies, Foundation of Computer

W K	LS N	TOPIC	SUB-TOPIC	OBJECTIVES	L/ACTIVITIES	L/T AIDS	REFERENCE	REMARKS
1		REPORTING AND REVISION OF LAST TERM'S EXAMS						
2	1	Data Organization	Data Organization	By the end of the lesson, the learner should be able to Organize data in a database Start Ms Access	Q/A demonstration practical	Handouts Books Working computer	Longhorn Secondary. page 97-100	
	2-3	Ms Access Screen Layout	Ms Access Screen Layout	By the end of the lesson, the learner should be able to Explain the access screen layout Create a database	Q/A Demonstration practical	Letters Cards Books Working computer	Longhorn Secondary. page 100-104	
3	1	Editing A D/Base	Editing A D/Base	By the end of the lesson, the learner should be able to Edit a data base	Q/A Demonstration practical	Letters Cart Working computer	Longhorn Secondary. page 108-109	
	2-3	Queries	Queries	By the end of the lesson, the learner should be able to Define the term query Crate a query	Q/A Demonstration Practical	Letters Card Working computer	Longhorn Secondary. page 116-117	
4	1	Updating A Query	Updating A Query	By the end of the lesson, the learner should be able to Update a query View a query	Q/A Demonstration practical	Handouts Books Working computer	Longhorn Secondary. page 120-122	
	2-3	Form Design	Form Design	By the end of the lesson, the learner should be able to Explain the form layout Create a form	Q/A Demonstration practical	Books Newspaper Working computer	Longhorn Secondary. page 110-113	
5	1	Formatting Fields	Formatting Fields	By the end of the lesson, the learner should be able to Display records in a form Format fields	Q/A Demonstration practical	Handouts	Longhorn Secondary. page 113	
	2-3	Reports Layout	Reports Layout	By the end of the lesson, the learner should be able to Define a report Create a report	Q/A Demonstration Practical	Handouts Books Working Computer	Longhorn Secondary. page 125-129	

				Modify a report				
6	1	Reports Layout	Reports Layout	By the end of the lesson, the learner should be able to Sort and group data in a report Design labels	Q/A Demonstration practical	Forms Report Working computer	Longhorn Secondary. page 40-41	
	2-3	Printing	Printing	By the end of the lesson, the learner should be able to Define the term printing Print: form and a report	Q/A Demonstration Practical	Forms Report Working computer	Longhorn Secondary. page 112	
Desktop Publishing								
7	1	Desktop Publishing	Desktop Publishing	By the end of the lesson, the learner should be able to Define DTP S/W State then purpose of DTPS/W	Q/A Demonstration practical	Clip art Working computer	Longhorn Secondary. page 132-134	
	2-3	Designing A Publication	Designing A Publication	By the end of the lesson, the learner should be able to Explain the DTP S/W Discuss the types of DTP publications	Q/A Observation Practical	Letters Working computer	Longhorn Secondary. page 133-134	
8	1	Designing A Publication	Designing A Publication	By the end of the lesson, the learner should be able to Run the DTP program Explain the DTP screen layout	Q/A discussion	Cards, certificates, text, calendars, text books	Longhorn Secondary. page 134-136	
	2-3	Designing A Publication	Designing A Publication	By the end of the lesson, the learner should be able to Set up a publication Manipulate text and graphics	Q/A demonstration practical	Cards, certificates, text calendars, textbooks Working Computer	Longhorn Secondary. page 139-143	
9	1	Text	Text	By the end of the lesson, the learner should be able to Design page layout Use a ruler to measure	Q/A discussion <i>© Education Plus Agencies</i>	Calendars, textbooks	Longhorn Secondary. page 158	
	2-3	Graphics	Graphics	By the end of the lesson, the learner should be able to Define the term graphics Change full stroke	Q/A Demonstration practical	Books Handouts Working Computer	Longhorn Secondary. page 150	

				Reshape objects				
10	1	Graphics	Graphics	By the end of the lesson, the learner should be able to Copy an object Import and wrap text	Q/A Demonstration Practical	Books Handouts Working computer	Longhorn Secondary. page 161-162	
	2&3	Graphics	Graphics	By the end of the lesson, the learner should be able to Group objects Lock objects	Q/A Demonstration Practical	Books Handouts Working computer	Longhorn Secondary. page 164-168	
11/ 12	1	Rotate/Crop	Rotate/Crop	By the end of the lesson, the learner should be able to Explain the terms, sort, filter, total, forms Apply the above features	Q/A Demonstration practical	Books Working computer	Longhorn Secondary. page 164	
13		END OF TERM EXAMINATIONS						
14		PREPARATION OF REPORTS AND CLOSING						

COMPUTER, F2, T3

REFERENCES: Longhorn Secondary, Computer Studies, Foundation of Computer

W K	LS N	TOPIC	SUB-TOPIC	OBJECTIVES	L/ACTIVITIES	L/T AIDS	REFERENCE	REMARKS
1	REPORTING AND REVISION OF LAST TERM'S EXAMS							
2	1	Internet And E-Mail	Internet And E-Mail	By the end of the lesson, the learner should be able to Define the term internet Explain the development of internet	Q/A discussion Demonstration observation	internet Text book Working Computer	Longhorn Secondary. page 168-169	
	2-3	Importance Of The Internet	Importance Of The Internet	By the end of the lesson, the learner should be able to Explain the importance of the internet	Q/A demonstration practical	Handouts Books Working computer	Longhorn Secondary. page 266-275	
3	1	Internet Connectivity	Internet Connectivity	By the end of the lesson, the learner should be able to Define the internet connectivity Explain elements of IC	Q/A Demonstration Practical	Handouts Books Modem S/W Working computer	Longhorn Secondary. page 273-276	
	2-3	Internet Services	Internet Services	By the end of the lesson, the learner should be able to Explain the internet services	Q/A Demonstration Practical	Letters Cards Books computer	Longhorn Secondary. page 273-276	
	1	Accessing Internet	Accessing Internet	By the end of the lesson, the learner should be able to Log in/Sign in Surf/browse	Q/A Demonstration practical	Web pages Books Working computer	Longhorn Secondary. page 279	
4	2-3	Hyper Links And Search Engines	Hyper Links And Search Engines	By the end of the lesson, the learner should be able to Define the term search engine Use search engines	Q/A Demonstration practical	Letters Card Working computer	Longhorn Secondary. page 177-179	
5	1	Electronic Mail	Electronic Mail	By the end of the lesson, the learner should be able to Explain the term e-mail Discuss the use of email s/w	Q/A Demonstration practical	Handouts Books Working computer	Longhorn Secondary. page 178-180	

	2-3	E-Mail	E-Mail	By the end of the lesson, the learner should be able to State the e-mail facilities Compose mails Check mails	Q/A Demonstration practical	Books Web pages Working computer	Longhorn Secondary. page 30-37	
6	1	E-Mail	E-Mail	By the end of the lesson, the learner should be able to Manipulate an e-mail	Q/A Demonstration practical	Handouts Books Web pages Working computer	Longhorn Secondary. page 180	
	2-3	Set-Up	Set-Up	By the end of the lesson, the learner should be able to Fax e-mail Attach files	Q/A Demonstration practical	Websites Web pages Working computer	Longhorn Secondary. page 181-182	
7	1	Tel Messaging	Tel Messaging	By the end of the lesson, the learner should be able to Explain the term tel messaging Develop contact mgt	Q/A Demonstration practical	Handouts Web pages Working computer	Longhorn Secondary. page 181-182	
	2-3	Emerging Issues	Emerging Issues	By the end of the lesson, the learner should be able to Explain the emerging issues Search for the emerging issues in the net	Q/A Demonstration practical	Websites Web pages Working computer	Longhorn Secondary. page 182-183	
8	1	Graphics	Graphics	By the end of the lesson, the learner should be able to Define the term graphic Insert/edit graphics	Q/A Demonstration practical	Web sites Web pages Working computer	Longhorn Secondary. page 44-49	
	2-3	G. Data Security And Controls	G. Data Security And Controls	By the end of the lesson, the learner should be able to Define the term data security Identify security threats on ICT	Q/A Demonstration practical	Books Working computer	Longhorn Secondary. page 185-186	
9	1	Control Measures	Control Measures	By the end of the lesson, the learner should be able to Discuss the control measures on ICT	Q/A discussion	Internet Books Working computer	Longhorn Secondary. page 186-188	
	2-3		Computer Crimes		Q/A Demonstration Practical	Books		

		Computer Crimes		By the end of the lesson, the learner should be able to Define the term computer crimes Explain the computer crimes		Internet Working computer	Longhorn Secondary. page 188-190	
10	1	Ict Protection	Ict Protection	By the end of the lesson, the learner should be able to Discuss ICT protection measures	Q/A Demonstration practical	Books Internet Handouts Working computer	Longhorn Secondary. page 190-193	
	2-3	Laws Of Ict	Laws Of Ict	By the end of the lesson, the learner should be able to Define the terms ethics Explain the ethical issues	Q/A demonstration practical	Books Internet Handouts Books Working computer	Computer studies by S.John Onunga page 327-328	
11	1	Ict Legislation	Ict Legislation	By the end of the lesson, the learner should be able to Discuss ICT laws	Q/A discussion		Computer studies by S.John Onunga page 328-331	
	2-3	Worksheet Formatting	Worksheet Formatting	By the end of the lesson, the learner should be able to Format a w/sheet: text, numbers, rows, columns and global	Q/A Demonstration practical	Books Handouts Working computer	Longhorn Secondary. page 190-193	
12		END YEAR EXAMS AND CLOSING						