

SUBJECT: ICT

CLASS: JHS 2

TERM: 2

PROF DUKER: 0242830522

REFERENCE: ICT syllabus, Kinglion Textbook and Best Click Series Pg 125 - 126

Day/Duration	Topic/Sub-Topic/Aspect	Objectives/RPK	Teacher-Learner Activities	Teaching Learning Materials	Core Points	Evaluation & Remarks
	<p>Topic: Using Internet to Communicate</p> <p>Sub Topic: ICT/Computer Lab. etiquettes</p>	<p>Objectives By the end of the lesson, pupils will be able to;</p> <ol style="list-style-type: none"> 1. explain the computer laboratory etiquettes 2. develop some computer laboratory etiquettes and observe them <p>RPK Pupils have been taught netiquettes in previous lessons.</p>	<p>Introduction. Revise pupils RPK on formatting and editing.</p> <p>Activities 1. Assist pupils to explain the term internet etiquettes</p> <p>2. Guide pupils in groups to develop computer laboratory etiquettes</p> <p>Conclusion Summarize lesson activities and engage pupils to recap key points from the lesson.</p>	<ol style="list-style-type: none"> 1. A Computer set 2. Pupils Text book 3. Cell Phone 	<p>Explanation to ICT Lab Etiquettes Computer laboratory etiquettes are the set of moral values (rules and regulations) which govern the use of the ICT centre/lab.</p> <p>ICT Laboratory/Centre Rules 1. Do not send anything liquid or food to the ICT lab 2. Do not use any PC at the centre without permission 3. Avoid inserting removable storage devices in any PC at the centre 4. Do not disturb the privacy of others or instructing them unnecessarily 5. Do not make noise at the ICT centre</p> <p>IMPORTANT DEFINITIONS Spam: is an unsolicited e-mail sent to many recipients by e-mail</p> <p>Flame: is an abusive, insulting or threatening messages sent on the internet.</p> <p>Flame war: erupts when a flame is answered with a flame</p> <p>Internet fraud: refers to any crime that involves the use of the internet.</p> <p>Emoticons are text pictures used to express emotions especially in e-mail message and IM</p>	<p>Evaluation Pupils to;</p> <ol style="list-style-type: none"> 1. explain the computer laboratory etiquettes 2. develop some computer laboratory etiquettes. 3. explain the following terms a. spam b. flame c. flame war <p>Remarks</p>


SUBJECT: ICT

CLASS: JHS 3

TERM: 2

PROF DUKER: 0242830522

REFERENCE: ICT syllabus, Kinglion Textbook and Best Click Series Pg 221

Day/Duration	Topic/Sub-Topic/Aspect	Objectives/RPK	Teacher-Learner Activities	Teaching Learning Materials	Core Points	Evaluation & Remarks
	<p>Topic: Word Processing Application III (Tool Bars)</p> <p>Sub Topic: Features of Standard Toolbar</p>	<p>Objectives By the end of the lesson, pupils will be able to;</p> <ol style="list-style-type: none"> 1. identify the features of the Standard toolbar 2. state the uses of the standard toolbar features <p>RPK Pupils have been taught formatting and editing in previous lessons.</p>	<p>Introduction. Revise pupils RPK on formatting and editing.</p> <p>Activities 1. Assist pupils to identify the features of the formatting toolbar on the word application</p> <p>2. Guide pupils to state the uses of the formatting toolbar features</p> <p>Conclusion Summarize lesson activities and engage pupils to recap key points from the lesson.</p>	<ol style="list-style-type: none"> 1. A Computer set 2. Pupils Text book 3. Cell Phone 	<p>STANDARD TOOLBAR Is the toolbar that contains tools used to perform common tasks such as saving, printing and opening a document.</p> <p>FEATURES OF THE STANDARD TOOLBAR</p> <ul style="list-style-type: none"> • Undo • Redo • Copy • Cut • Paste • Save Etc.  <p>Uses of the Standard Toolbar Features</p> <ul style="list-style-type: none"> • Undo – to cancel current changes made • Redo – to retrieve/repeat an action • Copy – to make a duplicate (carbon copy) of text leaving behind the original • Cut – to move text completely • Paste – to place duplicated/moved text • Save – to save changes made to an existing document. Etc. <p>Tooltip: is the brief message that is displayed when the mouse pointer point to a tool.</p> <p>Tool: is a command button or icon on a toolbox used to send commands to an application or the computer</p>	<p>Evaluation Pupils to;</p> <ol style="list-style-type: none"> 1. Identify the features of the standard tool bar 2. state the uses of the standard toolbar features <p>Remarks Lesson successfully delivered.</p>

