5th Week ending: 18/02/2022 Form: 3

Subject: Information & Communication Technology **Reference:** Syllabus page 29, Pupils textbook page 327 - 328

Day /	Topic/Sub-	Objectives/RPK	Teacher–Learner Activities	Teaching	Core Points	Evaluation &
Duration	Topic/Aspect			Learning		Remarks
				Materials		
DAY	TOPIC	OBJECTIVES	INTRODUCTION		Accessing an e-mail	EVALUATION
Wednesday	Accessing	By the end of the	Revise students RPK on		message is the process of	1. Define
16/02/2022	and replying	lesson, student	composing and sending an		providing your e-mail	accessing an
	an e-mail	will be able to;	e-mail message through		address and password to	email message.
	messages	1. define	questions and answers		log into your e-mail	
		accessing an e-			account to retrieve a	2. Write any
		mail message.	ACTIVITIES		message that has been sent	four (4)
			1. Allow students to		to your account	importance of an
TIME		2. mention four	brainstorm on the	Pupils		email.
9:10-10:15	SUB TOPIC	importance of an	accessing an email	textbook		
	Accessing an	e-mail message	message.		Importance of e-mail	
	e-mail				1. It is fast and convenient	
	messages		2. Guide students to give	A smart		
			proper definition to	phone	2. Email messages are	
			accessing email message		secure and private to the	REMARKS
DURATION		RPK		G1 11 1	individual users.	
65 minutes		Students have	3. Ask students to mention	Chalkboard		
		learnt composing	some importance of an	illustration	3. It can be kept for a	
		and sending of an	email		longer period.	
		e-mail message			4.70	
		already in their	CI OSLIDE		4. It can be used to	
		previous lesson.	CLOSURE Summarize the lesson with		advertise new products.	
					5 74 1 1 4 1	
			questions and answers.		5. It can be used to send	
			Give students notes and		important files from one	
					computer to another.	
			exercise			

5th Week ending: 18/02/2022 Form: 3

Subject: Information & Communication Technology **Reference:** Syllabus page 29, Pupils textbook page 327 - 328

Day /	Topic/Sub-	Objectives/RPK	Teacher–Learner Activities	Teaching	Core Points	Evaluation &
Duration	Topic/Aspect			Learning		Remarks
				Materials		
DAY	TOPIC	OBJECTIVES	INTRODUCTION		1. Launch your web	EVALUATION
Thursday	Accessing	By the end of the	Revise students RPK		browser.	1, Outline the
17/02/2022	and replying	lesson, student	through questions and		2. Enter your mail ISP in	steps to access
	emails	will be able to;	answers on the accessing of		the address bar.	your email
		1, give the steps	email.		3. Type your email address	account
		to access their			and password.	
		email account.	ACTIVITIES	Pupils	4. Click on log in/sign in.	2. Identify and
			1, Ask students to mention	textbook		state the
TIME	SUB TOPIC	2. identify 3	the steps to login their		<u>Folders</u>	functions of any
1:25-2:30	Accessing	folders from their	email account		Inbox	three folder
	email	email account		A smart	Sent	found in the
	messages		2. Allow students to	phone	Draft	email account.
		3. state the	identify some folders in the		Outbox	
		functions of the	email account.		Trash	
		folder identified.		Chalkboard	Spam	
DURATION			3. Let students brainstorm	illustration		
65 minutes			to give out the function of		Folders and their	REMARKS
			the folders identified.		<u>functions</u>	
		RPK			1. inbox – it contains all	
		Students have	4. Assist students with the	Laptop	received messages from a	
		been introduced	proper function of the		reliable source.	
		to the concept of	folders		2. sent – keeps all	
		accessing email			messages that have been	
		in their previous	CLOSURE		successfully delivered to	
		lesson.	Summarize the lesson with		the recipient	
			questions and answers.		3. trash – it house all	
					deleted email messages	
			Give students notes and			
			exercise			

6th Week ending: 25/02/2022 Form: 3

Subject: Information & Communication Technology **Reference:** Syllabus page 29, Pupils textbook page 330 - 332

Day /	Topic/Sub-	Objectives/RPK	Teacher–Learner Activities	Teaching	Core Points	Evaluation &
Duration	Topic/Aspect			Learning		Remarks
				Materials		
DAY	TOPIC	OBJECTIVES	INTRODUCTION			EVALUATION
Wednesday	Accessing	By the end of the	Revise students RPK			1. Define the
23/02/2022	and replying	lesson, student	through questions and		Replying an e-mail	term replying an
	e-mail	will be able to;	answers on the accessing of		messages is the process of	e-mail message
	messages	1. define replying	e-mail.		responding the sender of	
		e-mail message.			an e-mail message with	2. Write the
			ACTIVITIES		another message.	steps to follow
		2. outline the	1. Let students brainstorm			in replying an e-
TIME		steps to follow in	to bring out the meaning of			mail message
9:10 – 10:15	SUB TOPIC	replying an e-	replying an e-mail	Pupils	Procedure to reply an	
	Accessing e-	mail message.	message.	textbook	<u>email message</u>	
	mail				1, Log into your account	
	messages		2. Help students with the			
			appropriate explanation to	A smart	2. Click on the inbox tab	
DAID (FIX O)		DDV	the term replying an e-mail	phone		REMARKS
DURATION		RPK	message.		3. Open the email message	
65 minutes		Students have		Chalkboard	you want to reply	
		been introduced	3. Assist students to give	illustration	4 61: 1 1 1 1	
		to the concept of	the steps to reply an e-mail		4. Click on the reply tab	
		accessing e-mail	message.		5 True the ments messes	
		in their previous	CLOSUDE		5. Type the reply message above the old mail	
		lesson.	CLOSURE Summarize the lesson with		above the old man	
					6. Click on the send button	
			questions and answers.		o. Chek on the send button	
			Give students notes and		7. Sign out from your	
			exercise		account	
			CACICISC		account	

6th Week ending: 25/02/2022 Form: 3

Subject: Information & Communication Technology **Reference:** Syllabus page 29, Pupils textbook page 333 - 336

Day /	Topic/Sub-	Objectives/RPK	Teacher–Learner Activities	Teaching	Core Points	Evaluation &
Duration	Topic/Aspect			Learning		Remarks
				Materials		
DAY	TOPIC	OBJECTIVES	INTRODUCTION			EVALUATION
Thursday	Ways of	By the end of the	Revise students RPK on		Information can be used	1. Why should
24/02/2022	sharing	lesson, student	the composing and sending		for planning, controlling,	an information
	information	will be able to;	of an e-mail messages		decision-making,	be shared?
		1. give 2 reasons	through questions and		recording and measuring.	
		why information	answers.			2. Write any
		should shared			Ways to share	four ways to
			ACTIVITIES		<u>information</u>	share an
TIME	SUB TOPIC	2. identify 5 ways	1. Ask students to give		Through e-mail	information
1:25-2:30	Sharing	to share	some reasons why	Pupils	Through websites	obtained.
	information	information	information should be	textbook	Through personal blogs	
			shared.		Through podcasts	
		3. give			Through RSS feeds	
		explanations to	2. Assist students to	A smart	By joining online	
		the identified	identify the ways through	phone	collaboration projects	REMARKS
DURATION		ways	which information can be			
65 minutes			shared.		e-mail: that is the use of an	
				Chalkboard	electronic mail to share	
			3. Guide students to	illustration	different kinds of files	
		RPK	explain the various ways to		such as images, documents	
		Students have	share information as		and music over the internet	
		learnt composing	identified already.		as e-mail attachment	
		and sharing of e-				
		mail messages in	CLOSURE		RSS feeds: its stands for	
		their previous	Summarize the lesson with		Really Simple	
		lesson.	questions and answers.		Syndication. Its an internet	
					technology used to send	
			Give students notes and		frequently updated	
			exercise		information such as news.	

7th Week ending: 4/03/2022 Form: 3

Subject: Information & Communication Technology **Reference:** Syllabus page 29-30, Pupils textbook page 137

Day /	Topic/Sub-	Objectives/RPK	Teacher-Learner	Teaching	Core Points	Evaluation &
Duration	Topic/Aspect		Activities	Learning		Remarks
				Materials		
DAY	TOPIC	OBJECTIVES	INTRODUCTION		Spreadsheet application is a	EVALUATION
Wednesday	Introduction	By the end of the	Revise students RPK on		program that is used to	1. Define
02/03/2022	to spreadsheet	lesson, student	word processing document		create number-based	spreadsheet
	application	will be able to;	through questions and		documents and charts.	application.
		1. define	answers.			
		spreadsheet			Examples	2. Write any 4
		application.	ACTIVITIES		Microsoft excel	examples
	SUB TOPIC		1, Assist students to define		2. Lotus 1-2-3	spreadsheet
TIME	Uses of	2. identify 4	spreadsheet application		3. Gnumeric	application.
9:10 – 10:15	spreadsheet	examples of a		Pupils	4. Corel Quattro Pro	
	application	spreadsheet	2. Lead students through	textbook	5. Google Doc	3. Give 3 uses of
		application	class discussion to identify		6. OpenOffice Calc	the spreadsheet
			some examples of the			application
		3. state 3 uses of	spreadsheet application	A smart	<u>Uses of spreadsheet</u>	programs
DIDATION		the spreadsheet		phone	application programs	
DURATION		application	3. Guide students to give		1. It's can be used to create	
65 minutes		programs	some uses of the	C111-11	continuous assessments	DEM A DIZO
			spreadsheet application	Chalkboard	2, It is used to create sale	REMARKS
		RPK	programs	illustration	reports 3. Is used to create graphs	
		Students have	CLOSURE		and charts	
		learnt word	Summarize the lesson with		4. Is used to prepare	
		processing	questions and answers.		financial budgets	
		application in	questions and answers.		5. It is also used to prepare	
		their previous	Give students notes and		bank statement of an	
		lesson	exercise		account	
		1055011			account .	
						,

7th Week ending: 25/02/2022 Form: 3

Subject: Information & Communication Technology **Reference:** Syllabus page 29-30, Pupils textbook page 137-138

pic/Aspect		Teacher–Learner Activities	Teaching	Core Points	Evaluation &
pic/Aspect			Learning		Remarks
			Materials		
					EVALUATION
	•				1. Give the steps
	,				to launch Ms
		0 1			excel
		answers			
	*				2. Write any 10
	Microsoft excel				features from
	2		5	,	the Ms excel
	-	steps to open Ms excel.		to launch the program.	window.
		2.6	textbook		
				To 4 CDV 1	
	Window	* * *	A		
ndow(excel)		launching Mis excel		,	REMARKS
		2. Halm students to identify	phone		REMARKS
	DDV				
			Chalkboard		
		in the ivis excel window			
		CLOSUPE	mustration		
	_				
		questions and answers.			
	_	Give students notes and			
				11. sheet tass	
re ol	adsheet ication B TOPIC ures on adsheet ication low(excel)	By the end of the lesson, student will be able to; 1. outline the steps to launch Microsoft excel B TOPIC ures on 2. identify 10 features on the Microsoft excel window	By the end of the lesson, student will be able to; 1. outline the steps to launch Microsoft excel TOPIC ures on adsheet ication By the end of the lesson, student will be able to; 1. outline the steps to launch Microsoft excel 2. identify 10 features on the Microsoft excel window ACTIVITIES 1. Ask students to give the steps to open Ms excel. 2. Give students the appropriate procedures for launching Ms excel 3. Help students to identify the various features found in the Ms excel window CLOSURE Summarize the lesson with questions and answers.	adsheet ication By the end of the lesson, student will be able to; 1. outline the steps to launch Microsoft excel TOPIC ures on eadsheet ication dow(excel) By the end of the lesson, student will be able to; 1. outline the steps to launch Microsoft excel 2. identify 10 features on the Microsoft excel window By the end of the lesson, student storage and answers ACTIVITIES 1. Ask students to give the steps to open Ms excel. Pupils textbook 2. Give students the appropriate procedures for launching Ms excel 3. Help students to identify the various features found in the Ms excel window CLOSURE Summarize the lesson with questions and answers. CLOSURE Summarize the lesson with questions and answers. Give students notes and	PIC oduction to adsheet oduction to adsheet ication will be able to; 1. outline the steps to launch Microsoft excel ures on low(excel) RPK Students have been introduced to the concepts of spreadsheet application in their previous lesson Stopic duction to adsheet adsheet oduction to display the start button to display the start menu. 2. Click on "All program" from the start menu. 3. Click on "Microsoft Excel" in the Office menu, to launch the program. RPK Students have been introduced to the concepts of spreadsheet application in their previous lesson Give students notes and on the display the start menu. 2. Click on "All program" from the start menu. 3. Click on "Microsoft Excel" in the Office menu, to launch the program. Features of Ms excel 1. As students to give the steps to open Ms excel. Pupils textbook 2. Give students the appropriate procedures for launching Ms excel 3. Help students to identify the various features found in the Ms excel window CLOSURE Summarize the lesson with questions and answers. Give students notes and Give students notes and ACTIVITIES 1. Ask students to give the steps to open Ms excel. Pupils textbook A smart phone Features of Ms excel 1. Click on the start button to display the start menu. 2. Click on "Microsoft Excel" in the Office menu, to launch the program. Features of Ms excel 1. Menu bar 2. Standard toolbar 3. Cell name 4. Cell 5. Row 6. Column 7. Formula bar 8. Active cell 9. Formatting toolbar 10. Title bar 11. sheet tabs