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5th Week ending: 18/02/2022   **Form: 3**
Subject: Information &Communication Technology   **Reference:** Syllabus page 29, Pupils textbook page 327 - 328

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

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

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6th Week ending: 25/02/2022   **Form: 3**
Subject: Information &Communication Technology   **Reference:** Syllabus page 29, Pupils textbook page 330 - 332

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

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6th Week ending: 25/02/2022   **Form: 3**
Subject: Information &Communication Technology   **Reference:** Syllabus page 29, Pupils textbook page 333 - 336

Day / Duration	Topic/Sub-Topic/Aspect	Objectives/RPK	Teacher–Learner Activities	Teaching Learning Materials	Core Points	Evaluation & Remarks
DAY Thursday 24/02/2022	**TOPIC** Ways of sharing information	**OBJECTIVES** By the end of the lesson, student will be able to; 1. give 2 reasons why information should shared	**INTRODUCTION** Revise students RPK on the composing and sending of an e-mail messages through questions and answers.		Information can be used for planning, controlling, decision-making, recording and measuring.	**EVALUATION** 1. Why should an information be shared?
TIME 1:25 – 2:30	**SUB TOPIC** Sharing information	2. identify 5 ways to share information 3. give explanations to the identified ways	**ACTIVITIES** 1. Ask students to give some reasons why information should be shared. 2. Assist students to identify the ways through which information can be shared. 3. Guide students to explain the various ways to share information as identified already.	Pupils textbook A smart phone Chalkboard illustration	**Ways to share information** -. Through e-mail -. Through websites -. Through personal blogs -. Through podcasts -. Through RSS feeds -. By joining online collaboration projects e-mail: that is the use of an electronic mail to share different kinds of files such as images, documents and music over the internet as e-mail attachment	2. Write any four ways to share an information obtained. **REMARKS**
DURATION 65 minutes		**RPK** Students have learnt composing and sharing of e-mail messages in their previous lesson.	**CLOSURE** Summarize the lesson with questions and answers. Give students notes and exercise		RSS feeds: its stands for Really Simple Syndication. Its an internet technology used to send frequently updated 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 / Duration	Topic/Sub-Topic/Aspect	Objectives/RPK	Teacher–Learner Activities	Teaching Learning Materials	Core Points	Evaluation & Remarks
DAY Wednesday 02/03/2022

TIME 9:10 – 10:15

DURATION 65 minutes | **TOPIC** Introduction to spreadsheet application

SUB TOPIC Uses of spreadsheet application | **OBJECTIVES** By the end of the lesson, student will be able to; 1. define spreadsheet application.

2. identify 4 examples of a spreadsheet application

3. state 3 uses of the spreadsheet application programs

RPK Students have learnt word processing application in their previous lesson | **INTRODUCTION** Revise students RPK on word processing document through questions and answers.

ACTIVITIES 1, Assist students to define spreadsheet application

2. Lead students through class discussion to identify some examples of the spreadsheet application

3. Guide students to give some uses of the spreadsheet application programs

CLOSURE Summarize the lesson with questions and answers.

Give students notes and exercise | Pupils textbook

A smart phone

Chalkboard illustration | Spreadsheet application is a program that is used to create number-based documents and charts.

Examples 1. Microsoft excel 2. Lotus 1-2-3 3. Gnumeric 4. Corel Quattro Pro 5. Google Doc 6. OpenOffice Calc

Uses of spreadsheet application programs 1. It's can be used to create continuous assessments 2, It is used to create sale reports 3. Is used to create graphs and charts 4. Is used to prepare financial budgets 5. It is also used to prepare bank statement of an account | **EVALUATION** 1. Define spreadsheet application.

2. Write any 4 examples spreadsheet application.

3. Give 3 uses of the spreadsheet application programs

REMARKS |

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7ᵗʰ Week ending: 25/02/2022   **Form: 3**
Subject: Information &Communication Technology   **Reference:** Syllabus page 29-30, Pupils textbook page 137-138

Day / Duration	Topic/Sub-Topic/Aspect	Objectives/RPK	Teacher–Learner Activities	Teaching Learning Materials	Core Points	Evaluation & Remarks
DAY Thursday 03/03/2022 **TIME** 1:25 – 2:30 **DURATION** 65 minutes	**TOPIC** Introduction to spreadsheet application **SUB TOPIC** Features on the spreadsheet application window(excel)	**OBJECTIVES** 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 **RPK** Students have been introduced to the concepts of spreadsheet application in their previous lesson	**INTRODUCTION** Revise students RPK on spreadsheet application through questions and answers **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. Give students notes and exercise	Pupils textbook A smart phone Chalkboard illustration	**Procedures to launch Ms excel** 1. Click on 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. **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	**EVALUATION** 1. Give the steps to launch Ms excel 2. Write any 10 features from the Ms excel window. **REMARKS**