

ICT JHS 1 TERM ONE (1)

LESSON PLAN

PREPARED BY: INFORMATION TECHNOLOGY FOUNDATION (ITF)

SCHOOL:

FORM:

WEEKLY FORECAST FOR ICT JHS 1 TERM 1 TOPICS

WEEK	ENDING	TOPIC	REFERENCES/TLMS	REMARKS
1 st		Reopening, registration, cleaning and revision of past questions	The Syllabus, Teacher's guide, Pupils Text Book, Understanding Computers Today and Tomorrow Text book, Laptop, and Mobile phone etc.	
2 nd		Introduction to ICT	The Syllabus, Teacher's guide, Pupils Text Book, Understanding Computers Today and Tomorrow Text book, Laptop, and Mobile phone etc.	
3 rd		Introduction to ICT	The Syllabus, Teacher's guide, Pupils Text Book, Understanding Computers Today and Tomorrow Text book, Laptop, and Mobile phone etc.	
4 th		Introduction to Personal Computer	The Syllabus, Teacher's guide, Pupils Text Book, Understanding Computers Today and Tomorrow Text book, A set of PCs, and Mobile phone etc.	
5 th		Computer Components I (parts of a computer)	The Syllabus, Teacher's guide, Pupils Text Book, Understanding Computers Today and Tomorrow Text book, A set of PCs, and Mobile phone etc.	
6 th		Computer Components I (parts of a computer)	The Syllabus, Teacher's guide, Pupils Text Book, Understanding Computers Today and Tomorrow Text book, A set of PCs, and Mobile phone etc.	
7 th		Keyboard and Mouse skills review	The Syllabus, Teacher's guide, Pupils Text Book, Understanding Computers Today and Tomorrow Text book, A set of PCs, and Mobile phone etc.	
8 th		Turning ON and OFF a Computer	The Syllabus, Teacher's guide, Pupils Text Book, Understanding Computers Today and Tomorrow Text book, A set of PCs, and Mobile phone etc.	
9 th		Turning ON and OFF a Computer	The Syllabus, Teacher's guide, Pupils Text Book, Understanding Computers Today and Tomorrow Text book, A set of PCs, and Mobile phone etc.	
10 th		Computer Health and Safety	The Syllabus, Teacher's guide, Pupils Text Book, Understanding Computers Today and Tomorrow Text book, A set of PCs, and Mobile phone etc.	
11 th		Computer Health and Safety	The Syllabus, Teacher's guide, Pupils Text Book, Understanding Computers Today and Tomorrow Text book, A set of PCs, and Mobile phone etc.	
12 th		Introduction to manipulative keys on the computer keyboard	The Syllabus, Teacher's guide, Pupils Text Book, Understanding Computers Today and Tomorrow Text book, A set of PCs, and Mobile phone etc.	
13 th		Revision of terms work	The Syllabus, Teacher's guide, Pupils Text Book, Understanding Computers Today and Tomorrow Text book, A set of PCs, and Mobile phone etc.	
14 th		Exams/ Vacation		

ICT Lesson Plan Book for JHS 1 Term 1.



2nd Week Ending: 22nd September 2017.

Term: 1st Term

Subject: Information & Communication Technology

Class: JHS 1

Reference: The ICT Syllabus for JHS, Pupils Text Book, Teachers Guide and Understanding Computers Today & Tomorrow Text Book

Day/Duration	Topic/Sub-Topic/Aspect	Objectives/RPK	Teacher-Learner Activities	Teaching Learning Materials	Core Points	Evaluation & Remarks
	<p>Topic: Introduction to ICT</p> <p>Sub Topic: Definition, categories, types and basic uses of a computer</p>	<p>Objectives By the end of the lesson, pupils will be able to;</p> <ol style="list-style-type: none"> 1. Define a computer 2. Mention the categories and types of computers 3. State the basic uses of a computer <p>RPK Pupils have been introduced to ICT and Personal Computer at the upper primary level. Pupils have also seen a Personal computer before</p>	<p>Introduction. Revise pupils RPK on the full meaning of ICT as well as what it entails.</p> <p>Activities 1. Lead pupils in a class discussion to come out with the definition of a computer 2. Assist pupils to mention the categories and types of computers available 3. Guide pupils to state the basic uses of a computer.</p>	<ol style="list-style-type: none"> 1. A Computer set  2. Pupils Text book 3. Cell Phone  	<p>Meaning of ICT ICT stands for Information and Communication technology and it has to do with all kinds of electronic devices which can receive data, manipulate the data and transmit information.</p> <p>Definition of Computer A computer is any programmable electronic device which is capable of accepting input data and processing it into useful information called output. This information may be used instantly or stored for future.</p> <p>Categories of Computers (by size) 1. Main Frame which is very big in size (to fill a room) and can store large information with multiple users 2. Super computer which is very powerful for calculations 3. Mini Computer (mid-range server) which is like a refrigerator and can support fewer users at a time</p>	<p>Evaluation 1. Explain the meaning of ICT 2. Define a computer 3. mention the categories and types of computers 4. State the basic uses of a computer</p> <p>Remarks Lesson not successfully delivered due to broad and involving nature of topic.</p>

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			<p><u>Conclusion</u> Summarize lesson activities and engage pupils to recap key points from the lesson.</p>		<p>4. Micro/Personal computer which is small in size and can support only one user at a time</p> <p>5. Mobile Devices which are very small in size like smart phones and can be easily carried along in pockets or worn on the body (Portability).</p> <p><u>Types of Computers</u></p> <p>1. Digital Computer which reads data in discrete format. E.g. Traffic light</p> <p>2. Analog Computer which reads data in continues range form. e.g. Thermometer</p> <p>3. Hybrid Computer which can read both digital and analog signals.</p> <p><u>Basic Uses of a Computer</u></p> <p>1. for data input (taking inventories)</p> <p>2. for data processing/analysis</p> <p>3. for displaying/sharing information (Communication)</p> <p>4. for storing information</p> <p>5. for learning (education)</p> <p>6. for business (E-commerce)</p> <p>7. for entertainment</p>	
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3rd Week Ending: 29th September 2017.

Term: 1st Term

Subject: Information & Communication Technology

Class: JHS 1

Reference: The ICT Syllabus for JHS, Pupils Text Book, Teachers Guide and Understanding Computers Today & Tomorrow Text Book

Day/Duration	Topic/Sub-Topic/Aspect	Objectives/RPK	Teacher-Learner Activities	Teaching Learning Materials	Core Points	Evaluation & Remarks
	<p>Topic: Introduction to ICT</p> <p>Sub Topic: Definition, categories, types and basic uses of a computer</p>	<p>Objectives By the end of the lesson, pupils will be able to;</p> <ol style="list-style-type: none"> 1. Define a computer 2. Mention the categories and types of computers 3. State the basic uses of a computer <p>RPK Pupils have been introduced to ICT and Personal Computer at the upper primary level. Pupils have also seen a Personal computer before</p>				<p>For details of this lesson, please refer to notes for 2nd week. Hence the second week notes will be completely taught this 3rd week due to the reason given/stated in the remarks of 2nd week notes.</p> <p>Remarks Lesson successfully delivered.</p>

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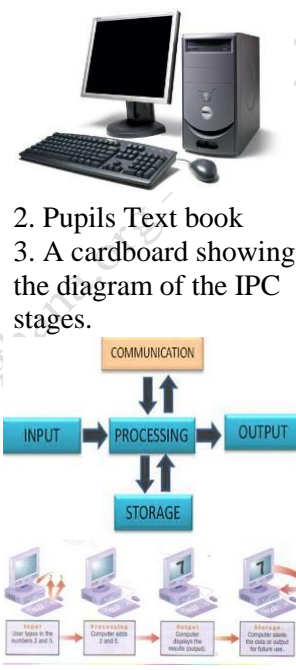
4th Week Ending: 6th October 2017.

Term: 1st Term

Subject: Information & Communication Technology

Class: JHS 1

Reference: The ICT Syllabus for JHS, Pupils Text Book, Teachers Guide and Understanding Computers Today & Tomorrow Text Book

Day/Duration	Topic/Sub-Topic/Aspect	Objectives/RPK	Teacher-Learner Activities	Teaching Learning Materials	Core Points	Evaluation & Remarks
	<p>Topic: Introduction to Personal Computer</p> <p>Sub Topic: The Information Processing Cycle (IPC)</p>	<p>Objectives By the end of the lesson, pupils will be able to;</p> <ol style="list-style-type: none"> 1. explain the information processing cycle 2. Identify the main stages of the information processing cycle in order and state what happens at each stage with the aid of a diagram. <p>RPK Pupils have been taught the definition of a Computer and its main uses in previous lessons.</p>	<p>Introduction. Revise pupils RPK on the definition of a computer and its uses.</p> <p>Activities 1. Lead pupils in a class discussion to explain the IPC</p> <p>2. Guide pupils to state the main stages of the IPC in order and state what takes place at each stage.</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. A cardboard showing the diagram of the IPC stages. 	<p>Explanation to the IPC The information processing cycle refers to the sequence of events through which a computer converts/transforms/changes raw data into useful information called output.</p> <p>Main Stages of the IPC</p> <ol style="list-style-type: none"> 1. Input stage where data is received by the computer 2. Processing stage where data is been manipulated/changed by the computer 3. Output stage where information is displayed to the user 4. Storage stage where information is stored for future 5. Distribution stage where information is shared to others 	<p>Evaluation 1. Explain the IPC</p> <p>2. Mention the main stages of the IPC in order form and state what happens at each stage with the aid of a diagram.</p> <p>Remarks Lesson successfully delivered.</p>

ICT Lesson Plan Book for JHS 1 Term 1.



5th Week Ending: 13th October 2017

Term: 1st Term

Subject: Information & Communication Technology

Class: JHS 1

Reference: The ICT Syllabus for JHS, Pupils Text Book, Teachers Guide and Understanding Computers Today & Tomorrow Text Book

Day/Duration	Topic/Sub-Topic/Aspect	Objectives/RPK	Teacher-Learner Activities	Teaching Learning Materials	Core Points	Evaluation & Remarks
	<p>Topic: Computer Components I (Basic Parts of a Computer)</p> <p>Sub Topic: Computer Hardware</p>	<p>Objectives By the end of the lesson, pupils will be able to;</p> <ol style="list-style-type: none"> 1. Identify the main components of a computer 2. Identify the main hardware parts of a computer and state their functions <p>RPK Pupils have been introduced to Personal Computer & its main uses in their previous lesson.</p>	<p>Introduction. Revise pupils RPK on the full meaning of ICT as well as what it entails.</p> <p>Activities 1. Assist pupils in groups to identify the basic components of a computer. 2. Guide pupils to identify the main hardware parts of a computer and state their functions</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>Basic Components of a Computer 1. Hardware (Physical & Tangible) 2. Software (Instructions & Intangible)</p> <p>Main Hardware parts of a Computer 1. System Unit which is the power unit/house of the computer system protecting the motherboard and other internal parts. 2. Monitor/screen which is the main output unit for displaying information 3. Keyboard which is the main input device for entering data 4. Mouse which is a handheld device for pointing and selecting items on the computer system</p>	<p>Evaluation 1. Identify the main components of a computer 2. Mention the main hardware parts of the computer and state one function each.</p> <p>Remarks Lesson successfully delivered.</p>

ICT Lesson Plan Book for JHS 1 Term 1.

6th Week Ending: 20th October 2017

Term: 1st Term

Subject: Information & Communication Technology

Class: JHS 1

Reference: The ICT Syllabus for JHS, Pupils Text Book, Teachers Guide and Understanding Computers Today & Tomorrow Text Book

Day/Duration	Topic/Sub-Topic/Aspect	Objectives/RPK	Teacher-Learner Activities	Teaching Learning Materials	Core Points	Evaluation & Remarks
	<p>Topic: Computer Components I (Basic Parts of a Computer)</p> <p>Sub Topic: Computer Software</p>	<p>Objectives By the end of the lesson, pupils will be able to;</p> <ol style="list-style-type: none"> 1. identify the main software of a computer and explain each 2. state the uses of the main software 3. Mention examples of the main software <p>RPK Pupils have been introduced to main components of a computer in their previous lesson</p>	<p>Introduction. Revise pupils RPK on the full meaning of ICT as well as what it entails.</p> <p>Activities 1. Discuss the main software with pupils in class. 2. Guide pupils to state the uses/functions of the main software 3. Assist pupils to mention examples of the main software</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. Windows OS and MS office software CDs. 	<p>Main Software of a Computer 1. System software – For coordinating the work of computer hardware e.g. 2. Application software – For specific purposes. e.g. word processing</p> <p>Operating System (OS) Functions 1. to start up a computer 2. for managing hardware. 3. platform for application software 4. for enabling the user communicate with the PC E.g. Microsoft Disk Operating System (MS-DOS), Windows 95,98, 2000, NT, XP, XP professional, Vista, 7, 8, 8.1, 10, Linux, Mac OS, etc.</p> <p>Application Software Functions 1. enabling the user to perform specific tasks 2. multimedia purposes E.g. MS Office Word, Excel, PowerPoint, Publisher etc, CorelDraw, Mozilla Firefox, Photoshop etc.</p>	<p>Evaluation 1. Identify the main software of a PC and explain each 2. state the functions of the main software and give 3 examples each</p> <p>Remarks Lesson successfully delivered.</p>

ICT Lesson Plan Book for JHS 1 Term 1.

7th Week Ending: 27th October 2017

Term: 1st Term

Subject: Information & Communication Technology

Class: JHS 1

Reference: The ICT Syllabus for JHS, Pupils Text Book, Teachers Guide and Understanding Computers Today & Tomorrow Text Book

Day/Duration	Topic/Sub-Topic/Aspect	Objectives/RPK	Teacher-Learner Activities	Teaching Learning Materials	Core Points	Evaluation & Remarks
	<p>Topic: Keyboard and mouse skills review</p> <p>Sub Topic: Improving typing skills</p>	<p>Objectives By the end of the lesson, pupils will be able to;</p> <ol style="list-style-type: none"> 1. type 30-35 words per minute 2. use mouse skills in document creation <p>RPK Pupils have been introduced to main hardware parts of a computer including parts of the keyboard and mouse in their previous lesson</p>	<p>Introduction. Revise pupils RPK on parts and functions of the keyboard and mouse.</p> <p>Activities 1. Discuss typing software with pupils and guide them to use drills in the typing software to improve upon their typing speed.</p> <p>2. Guide pupils to practice mouse skills e.g. Single clicking, Double clicking, Right click, Drag and drop in document creation</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 set of Computers at the ICT lab. 2. Pupils Text book 	<p>Improving Typing Speed using Typing Software. E.g - Mavis Beacon -Typing Tutor etc. NOTE: insist on the home row keys and the use of all fingers in typing</p> <p>Using Mouse Skills in Document Creation E.g. - Moving the mouse pointer to navigate and select items. - Scrolling to view hidden contents within a window - Clicking (left button) to issue commands - Right-clicking (Right button) to open pop-menus etc.</p>	<p>Evaluation Pupils to</p> <ol style="list-style-type: none"> 1. type a short passage in a speed 30-35 words per minute (WPM) averagely. 2. use the mouse parts effectively in document creation <p>Remarks Lesson successfully delivered.</p>

ICT Lesson Plan Book for JHS 1 Term 1.

8th Week Ending: 03rd November 2017.

Term: 1st Term

Subject: Information & Communication Technology

Class: JHS 1

Reference: The ICT Syllabus for JHS, Pupils Text Book, Teachers Guide and Understanding Computers Today & Tomorrow Text Book

Day/Duration	Topic/Sub-Topic/Aspect	Objectives/RPK	Teacher-Learner Activities	Teaching Learning Materials	Core Points	Evaluation & Remarks
	<p>Topic: Turning ON and OFF a Computer</p> <p>Sub Topic: Bootling process</p>	<p>Objectives By the end of the lesson, pupils will be able to;</p> <ol style="list-style-type: none"> 1. explain the term bootling in computer language 2. state the two types of bootling 3. turn ON (boot) a computer safely using appropriate steps <p>RPK Pupils have been seeing their parents turn ON or OFF T.V sets and other similar electronic gadgets back at home or they have been doing it themselves.</p>	<p>Introduction. Revise pupils RPK using questions and answers.</p> <p>Activities 1. Lead pupils in a class discussion to explain the term bootling 2. Guide pupils to state the two types of bootling 3. Assist pupils to turn ON a computer safely by taking them through the appropriate steps</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 set of Computers at the ICT lab. 2. Pupils Text book 	<p>Explanation to Bootling Bootling is the process of checking and turning on the computer to load operating system.</p> <p>Types of Bootling 1. Cold Bootling – Bootling for the first time 2. Warm/Re-Bootling – Restarting a computer</p> <p>Steps to Boot a computer 1. Check and ensure all cables are well connected between the main socket and the computer 2. Remove all removable storage devices (if any) from the system unit 3. Switch on the main socket and any voltage regulators is any 4. Press the power button on the system unit to turn it on 5. Finally press the power button on the monitor to turn it on and wait for operating system to load and you are done.</p>	<p>Evaluation Pupils to</p> <ol style="list-style-type: none"> 1. define the term bootling. 2. state the two types of bootling 3. follow appropriate steps to turn on the computer properly <p>Remarks Lesson successfully delivered.</p>

ICT Lesson Plan Book for JHS 1 Term 1.

9th Week Ending: 10th November 2017.

Term: 1st Term

Subject: Information & Communication Technology

Class: JHS 1

Reference: The ICT Syllabus for JHS, Pupils Text Book, Teachers Guide and Understanding Computers Today & Tomorrow Text Book

Day/Duration	Topic/Sub-Topic/Aspect	Objectives/RPK	Teacher-Learner Activities	Teaching Learning Materials	Core Points	Evaluation & Remarks
	<p>Topic: Turning ON and OFF a Computer</p> <p>Sub Topic: Shutting down process</p>	<p>Objectives By the end of the lesson, pupils will be able to;</p> <ol style="list-style-type: none"> 1. explain the term shutting down in computer language 2. open and close applications 3. turn OFF a computer safely using appropriate steps <p>RPK Pupils have been seeing their parents turn ON or OFF T.V sets and other similar electronic gadgets back at home or they have been doing it themselves.</p>	<p>Introduction. Revise pupils RPK using questions and answers.</p> <p>Activities 1. Lead pupils in a class discussion to explain the term shutting down 2. Guide pupils to state the two types of booting 3. Assist pupils to turn OFF a computer safely by taking them through the appropriate steps</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 set of Computers at the ICT lab. 2. Pupils Text book 	<p>Explanation to Booting Shutting down refers to the process of turning OFF the computer safely.</p> <p>Opening and Closing Applications 1. Double click on the target application icon or right-click on it and select open option in the pop-menu 2. Click on the close button to close/exit the application</p> <p>Steps to Shut Down a Computer 1. Close/exit all opened applications running 2. Click on start 3. Click on shut down (for Win.7 or later to turn OFF the computer) 4. Finally press the power button on the monitor to turn it OFF OR 3. Click on Turn OFF Computer (For Win. XP or earlier) to open a dialogue box 4. Select (click) Turn OFF and wait for the screen to go blank 5. Finally press the power button on the monitor to turn it OFF and switch OFF the main socket</p>	<p>Evaluation Pupils to</p> <ol style="list-style-type: none"> 1. define the term booting. 2. state the two types of booting 3. follow appropriate steps to turn on the computer properly <p>Remarks Lesson successfully delivered.</p>

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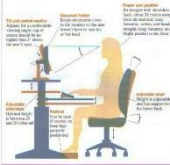
10th Week Ending: 17th November 2017.

Term: 1st Term

Subject: Information & Communication Technology

Class: JHS 1

Reference: The ICT Syllabus for JHS, Pupils Text Book, Teachers Guide and Understanding Computers Today & Tomorrow Text Book

Day/Duration	Topic/Sub-Topic/Aspect	Objectives/RPK	Teacher-Learner Activities	Teaching Learning Materials	Core Points	Evaluation & Remarks
	<p>Topic: Computer Health and Safety</p> <p>Sub Topic: Health Harzards and Safety Precautions of ICT tools</p>	<p>Objectives By the end of the lesson, pupils will be able to;</p> <ol style="list-style-type: none"> 1. identify possible health hazards associated with long-term exposure to ICT tools 2. state safety precautions for the use of ICT tools 3. Adopt a good posture and attitude towards the use of ICT tools <p>RPK Pupils have been seeing visually and hearing impaired people among others.</p>	<p>Introduction. Revise pupils RPK on ICT tools and their uses through questions and answers.</p> <p>Activities 1. Put Pupils in groups to brainstorm and discuss the possible health hazards associated with long-term exposure to the use of ICT tools and Discuss the risk involved in receiving a call while the mobile phone is on charge.</p> <p>2. Discuss the safety precautions for the use of ICT tools. i.e. holding the mouse, typing, looking at the computer screen, etc.; and the risks of injury to one's neck, back, eyes, etc.</p> <p>3. Demonstrate the correct body posture for working with a personal computer and let students practice correct sitting position</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 set of Computers at the ICT lab. 2. Pupils Text book 3. A chart showing the diagram of a good sitting posture. 	<p>Health Hazards of ICT Tools Possible health hazards associated with long-term exposure to ICT tools e.g.</p> <ul style="list-style-type: none"> • Television - affects vision • Computer - affects vision, back ache, wrist pain • Mobile phone - radiation which can cause cancer, loud ringing tones – damage hearing • Radio - high volume damages hearing • Public address system - high volume damages hearing. <p>Safety precaution for the use of ICT tools</p> <ul style="list-style-type: none"> • Do not answer or receive calls when charging mobile phone • Avoid plugging ICT tools in damaged sockets • Do not overload socket • Ensure a good body posture when using ICT tools • Take regular breaks when working with ICT devices 	<p>Evaluation Pupils to</p> <ol style="list-style-type: none"> 1. define the term booting. 2. state the two types of booting 3. follow appropriate steps to turn on the computer properly <p>Remarks Lesson not successfully delivered due to broad, technical and involving nature of topic.</p>

ICT Lesson Plan Book for JHS 1 Term 1.

11th Week Ending: 24th November 2017.

Term: 1st Term

Subject: Information & Communication Technology

Class: JHS 1

Reference: The ICT Syllabus for JHS, Pupils Text Book, Teachers Guide and Understanding Computers Today & Tomorrow Text Book

Day/Duration	Topic/Sub-Topic/Aspect	Objectives/RPK	Teacher-Learner Activities	Teaching Learning Materials	Core Points	Evaluation & Remarks
	<p>Topic: Computer Health and Safety</p> <p>Sub Topic: Health Harzards and Safety Precautions of ICT tools</p>	<p>Objectives By the end of the lesson, pupils will be able to;</p> <ol style="list-style-type: none"> 1. identify possible health hazards associated with long-term exposure to ICT tools 2. state safety precautions for the use of ICT tools 3. Adopt a good posture and attitude towards the use of ICT tools <p>RPK Pupils have been seeing visually and hearing impaired people among others.</p>				<p>Evaluation For details of this lesson, please refer to notes for 10th week. Hence the second week notes will be completely taught this 11th week due to the reason given/stated in the remarks of 10th week notes.</p> <p>Remarks Lesson successfully delivered.</p>

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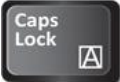
12th Week Ending: 1st December 2017.

Term: 1st Term


Subject: Information & Communication Technology

Class: JHS 1

Reference: The ICT Syllabus for JHS, Pupils Text Book, Teachers Guide and Understanding Computers Today & Tomorrow Text Book

Day/Duration	Topic/Sub-Topic/Aspect	Objectives/RPK	Teacher-Learner Activities	Teaching Learning Materials	Core Points	Evaluation & Remarks
	<p>Topic: Introduction to Manipulative Keys on the keyboard</p> <p>Sub Topic: Common Keyboard keys</p>	<p>Objectives By the end of the lesson, pupils will be able to;</p> <p>1. use commonly used keys on the keyboard to create a document</p> <p>RPK Pupils have been taught keyboard skills in previous lessons.</p>	<p>Introduction. Revise pupils RPK on keyboard skills through questions and answers.</p> <p>Activities 1. Assist pupils to type selected passages and letters using the following keys:</p> <ul style="list-style-type: none"> • Shift  • Tab  • Enter  • Insert  • Backspace  • Delete  • Caps Lock  	<p>1. A set of Computers at the ICT lab. 2. Pupils Text book</p>	<p>Using some commonly used keys on the keyboard</p> <ul style="list-style-type: none"> • Shift - used to toggle keys between upper case and lower case letters when the caps lock key is off or on. It is also used together with other keys to perform other tasks • Tab – used to create paragraphs and track alignment of paragraphs. It is also used together with other keys to perform other tasks • Enter – it is used to issue commands and end paragraphs in text. It is also used to begin new paragraphs and sentences. • Insert – it is used to insert omissions and pictures in text documents • Backspace – it is used to erase text to the left hand side • Delete – it is used to erase text to the right hand side and to delete unwanted items from the computer. Caps Lock – it is used to change keys to upper case letters when on • Ctrl – Used together with other keys for special commands. 	<p>Evaluation Pupils to</p> <p>1. type short passages using the common keyboard keys.</p> <p>Remarks Lesson successfully delivered.</p>

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			<ul style="list-style-type: none"> • Ctrl (control)  <p><u>Conclusion</u> Summarize lesson activities and engage pupils to recap key points from the lesson.</p>			
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Prepared By Salifu A. Faaruk of itfghana.org – 0544272440/0206672000

ICT Lesson Plan Book for JHS 1 Term 1.

13th Week Ending: 8th December 2017.

Term: 1st Term

Subject: Information & Communication Technology

Class: JHS 1

Reference: The ICT Syllabus for JHS, Pupils Text Book, Teachers Guide and Understanding Computers Today & Tomorrow Text Book

Day/Duration	Topic/Sub-Topic/Aspect	Objectives/RPK	Teacher-Learner Activities	Teaching Learning Materials	Core Points	Evaluation & Remarks
	<p>Topic: Revision of Terms Topics</p> <p>Sub Topic: All topics treated for first term</p>	<p>Objectives By the end of the lesson, pupils will be able to;</p> <ol style="list-style-type: none"> 1. Revise all the topics treated for the term 2. Apply the knowledge acquired from all the topics treated in their end of term exams 3. identify the structure of questions for their end of term examination <p>RPK Pupils have been taught all topics for the term</p>	<p>Introduction. Revise pupils RPK on topics treated during the term through questions and answers.</p> <p>Activities 1. Assist pupils to mention and state all the topics treated during the term.</p> <p>2. Ask pupils some relevant questions in relation to topics treated for the term</p> <p>3. Explain the nature and structure of questions for the end of term exams to pupils.</p> <p>Conclusion Summarize lesson activities and engage pupils to recap key points from the lesson.</p>	<ol style="list-style-type: none"> 1. The syllabus. 2. Pupils Text book 3. Teachers guide 	<p>Topics Treated for the Term Introduction to ICT and PC, The IPC, Parts of a PC, Keyboard and mouse skills, Turning ON and OFF the computer, Computer health and safety, and Manipulative keys on the keyboard.</p> <p>The Structure of Exams The paper is divided into two sections – 1 & 2. Paper 2 is first which is also divided into two parts- I & II. Part I is only one question which practical and compulsory whiles Part II is essay and made of 5 questions which pupils are expected to answer 3 out of the 5. Paper 1 is made of 40 objective questions where options A-D are available for pupils to select the most suitable possible answer to each question</p>	<p>Evaluation Pupils to</p> <ol style="list-style-type: none"> 1. mention all topics treated for the term. 2. demonstrate some level of confidence towards applying the knowledge acquired from the topics treated in their exams. <p>Remarks Lesson successfully delivered.</p>