ICT JHS 1 TERM TWO (2)
LESSON PLAN

PREPARED BY: INFORMATION TECHNOLOGY FOUNDATION (ITF)

SCHOOL: .................................................................

FORM: ............................
# WEEKLY FORECAST FOR ICT JHS 1 TERM 2 TOPICS

<table>
<thead>
<tr>
<th>WEEK</th>
<th>ENDING</th>
<th>TOPIC</th>
<th>REFERENCES/TLMS</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td></td>
<td>Reopening, registration, cleaning and revision of past questions</td>
<td>The Syllabus, Teacher’s guide, Pupils Text Book, Understanding Computers Today and Tomorrow Text book, Laptop, and Mobile phone etc.</td>
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<tr>
<td>4th</td>
<td></td>
<td>Graphical User Interface (Desktop Features)</td>
<td>The Syllabus, Teacher’s guide, Pupils Text Book, Understanding Computers Today and Tomorrow Text book, A set of PCs, and Mobile phone etc.</td>
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<tr>
<td>5th</td>
<td></td>
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<td>7th</td>
<td></td>
<td>Launching Applications</td>
<td>The Syllabus, Teacher’s guide, Pupils Text Book, Understanding Computers Today and Tomorrow Text book, A set of PCs, and Mobile phone etc.</td>
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</tr>
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<td>8th</td>
<td></td>
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</tr>
<tr>
<td>10th</td>
<td></td>
<td>Microsoft Windows Management</td>
<td>The Syllabus, Teacher’s guide, Pupils Text Book, Understanding Computers Today and Tomorrow Text book, A set of PCs, and Mobile phone etc.</td>
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<tr>
<td>11th</td>
<td></td>
<td>Word Processing Application I</td>
<td>The Syllabus, Teacher’s guide, Pupils Text Book, Understanding Computers Today and Tomorrow Text book, A set of PCs, and Mobile phone etc.</td>
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<tr>
<td>12th</td>
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<td>Word Processing Application I</td>
<td>The Syllabus, Teacher’s guide, Pupils Text Book, Understanding Computers Today and Tomorrow Text book, A set of PCs, and Mobile phone etc.</td>
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</tr>
<tr>
<td>13th</td>
<td></td>
<td>Revision of Terms work</td>
<td>The Syllabus, Teacher’s guide, Pupils Text Book, Understanding Computers Today and Tomorrow Text book, A set of PCs, and Mobile phone etc.</td>
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</tr>
<tr>
<td>14th</td>
<td></td>
<td>Exams/ Vacation</td>
<td></td>
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</tr>
<tr>
<td>Day/Duration</td>
<td>Topic/Sub-Topic/Aspect</td>
<td>Objectives/RPK</td>
<td>Teacher-Learner Activities</td>
<td>Teaching Learning Materials</td>
</tr>
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<td></td>
<td><strong>Topic:</strong> Basic Typing Skills Review</td>
<td><strong>Objectives</strong> By the end of the lesson, pupils will be able to;</td>
<td><strong>Introduction.</strong> Revise pupils RPK on the full meaning of ICT as well as what it entails.</td>
<td>1. A set of Computers 2. Pupils Text book 3. Cell Phone</td>
</tr>
<tr>
<td></td>
<td><strong>Sub Topic:</strong> Common Keyboard Symbols</td>
<td>1. identify common keyboard symbols (i.e. punctuation keys which do not involve the shift key</td>
<td><strong>Activities</strong> 1. Lead pupils in a class discussion to identify some common keyboard symbols (punctuation keys) which do not involve the shift key</td>
<td><strong>Using punctuation keys which do not involve the shift key to create document</strong> • Comma (,) Slash (/) Full Stop (.) Semi-Colon (;)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. use of punctuation keys which do not involve the shift key to create document</td>
<td>2. Guide students to punctuate their essays and passages using the punctuation keys to create document.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. type a short passage using the common keyboard symbols.</td>
<td>3. Assist pupils to type a short passage using punctuation keys which do not involve the shift key.</td>
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<td></td>
<td></td>
<td><strong>RPK</strong> Pupils have treated punctuation marks in their English lessons and have been applying them to their write-ups and daily vocabulary.</td>
<td><strong>Conclusion</strong> Summarize lesson activities and engage pupils to recap key points from the lesson.</td>
<td></td>
</tr>
</tbody>
</table>
3\textsuperscript{rd} Week Ending:  

**Subject:** Information & Communication Technology  

**Term:** 2\textsuperscript{nd} Term  

**Class:** JHS 1  

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

<table>
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<th>Core Points</th>
<th>Evaluation &amp; Remarks</th>
</tr>
</thead>
</table>
|              | **Topic:** Basic Typing Skills Review  
**Sub Topic:** Common Keyboard Symbols | **Objectives**  
By the end of the lesson, pupils will be able to;  
1. identify common keyboard symbols (i.e. punctuation keys which do not involve the shift key)  
2. use of punctuation keys which do not involve the shift key to create document  
3. type a short passage using the common keyboard symbols.  
**RPK**  
Pupils have treated punctuation marks in their English lessons and have been applying them to their write-ups and daily vocabulary. | | | |

For details of this lesson, please refer to notes for 2\textsuperscript{nd} week. Hence the second week notes will be completely taught this 3\textsuperscript{rd} week due to the reason given/stated in the remarks of 2\textsuperscript{nd} week notes.

**Remarks**  
Lesson successfully delivered.
<table>
<thead>
<tr>
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<th>Evaluation &amp; Remarks</th>
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</thead>
<tbody>
<tr>
<td>Sub Topic:</td>
<td>Introduction to the Computer Desktop</td>
<td></td>
<td>By the end of the lesson, pupils will be able to; 1. define a desktop 2. Identify the features of the computer desktop 3. Navigate through desktop features</td>
<td>2. Pupils Text book 3. Smart cell Phone</td>
<td>A computer desktop refers to the first environment seen when the computer is booted (loads operating system). It is the starting point for all windows operations</td>
<td>Pupils to; 1. define a computer desktop 2. identify the features of the computer desktop 3. Navigate through the features of the desktop</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>Activities</td>
<td>1. Pupils to brainstorm and define the computer desktop</td>
<td>Features of the Desktop</td>
<td>Remarks</td>
</tr>
<tr>
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<td></td>
<td>2. Guide pupils to identify the features of the computer desktop.</td>
<td>1. Icons – small images e.g. Programmes, Folders, Files 2. Taskbar – Long bar at the bottom of the screen with start menu button, clock etc. on it 3. Mouse Pointer – Arrow on desktop</td>
<td>Lesson not successfully delivered due to broad and involving nature of topic.</td>
</tr>
<tr>
<td></td>
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<td>3. Assist pupils to navigate through the desktop features</td>
<td>Navigating through the Features on the Desktop</td>
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<td>Conclusion</td>
<td>This involves moving the mouse pointer over the desktop icons.</td>
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</tr>
</tbody>
</table>

5th Week Ending

Subject: Information & Communication Technology

Class: JHS 1


<table>
<thead>
<tr>
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<th>Teacher-Learner Activities</th>
<th>Teaching Learning Materials</th>
<th>Core Points</th>
<th>Evaluation &amp; Remarks</th>
</tr>
</thead>
</table>
|              | **Topic:** Graphical User Interface
|              | **Sub Topic:** Introduction to the Computer Desktop
|              | **Objectives**
|              | By the end of the lesson, pupils will be able to;
|              | 1. define a desktop
|              | 2. Identify the features of the computer desktop
|              | 3. navigate through desktop features
|              | **RPK**
|              | Pupils have been seeing the computer desktop features anytime they turn on (Boot) the computer.

For details of this lesson, please refer to notes for 4th week. Hence the 4th week notes will be completely taught this 5th week due to the reason given/stated in the remarks of 4th week notes.

Remarks
Lesson successfully delivered.
# ICT Lesson Plan Book for JHS 1 Term 2.

6th Week Ending:  
**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

<table>
<thead>
<tr>
<th>Day/Duration</th>
<th>Topic/Sub-Topic/Aspect</th>
<th>Objectives/RPK</th>
<th>Teacher-Learner Activities</th>
<th>Teaching Learning Materials</th>
<th>Core Points</th>
<th>Evaluation &amp; Remarks</th>
</tr>
</thead>
</table>
| **Topic:** Launching Applications  
**Sub Topic:** Ways of Launching Applications | **Objectives**  
By the end of the lesson, pupils will be able to;  
1. Explain the term Launching  
2. state the two ways of launching Applications  
**RPK**  
Pupils have been introduced to the desktop features in previous lessons | **Introduction.**  
Revise pupils RPK on desktop features.  
**Activities**  
1. Lead pupils in a class discussion to explain the term launching  
2. Assist pupils to mention the two ways of launching Applications  
**Conclusion**  
Summarize lesson activities and engage pupils to recap key points from the lesson. | 1. A set of Computers  
2. Pupils Text book  
3. Smart cell Phone/Tablet. | **Launching Applications**  
Launching is the process of loading (Opening up) a program/application on the computer system  
**Ways of Launching Applications**  
1. Through the start menu  
2. Through a shortcut icon on desktop |  
**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  
**Remarks**  
Lesson successfully delivered. |
# ICT Lesson Plan Book for JHS 1 Term 2.

**7th Week Ending:**

**Subject:** Information & Communication Technology

**Term:** 2nd Term

**Class:** JHS 1

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

<table>
<thead>
<tr>
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<th>Topic/Sub-Topic/Aspect</th>
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<th>Teacher-Learner Activities</th>
<th>Teaching Learning Materials</th>
<th>Core Points</th>
<th>Evaluation &amp; Remarks</th>
</tr>
</thead>
</table>
|               | **Topic:** Launching Applications | **Objectives** By the end of the lesson, pupils will be able to; | **Introduction.** Revise pupils RPK on the two ways of launching applications. | **1.** A set of Computers at the ICT lab.  
**2.** Pupils Text book | **Launching Applications Using the Start Menu**  
• Click on start button to open start menu  
• Point to/click on all programs  
• Select/click on the desired application to load/open the application on desktop | **Evaluation**  
Pupils to  
1. launch applications using the start menu and state the required steps  
2. launch applications using program shortcuts on desktop |
|               | **Sub Topic:** Ways of Launching Applications | **Activities**  
1. launch applications using the start menu  
2. launch applications using program shortcuts on desktop | **Activities**  
1. Guide pupils to launch applications using the start menu.  
2. Assist pupils to launch applications using short-cut icons on desktop | **Launching Applications Using the Desktop Icons**  
• Place the mouse pointer over the target program short-cut icon on desktop and click on it to highlight it  
• Right-click on the program short-cut icon to open a pop-menu  
• Select open option from the pop-menu to load the program  
OR  
• Double-Click on the target program short-cut icon on desktop to load (launch) it  
Etc. | **Remarks**  
Lesson successfully delivered. |

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8th Week Ending:

Subject: Information & Communication Technology

Class: JHS 1


<table>
<thead>
<tr>
<th>Day/Duration</th>
<th>Topic/Sub-Topic/Aspect</th>
<th>Objectives/RPK</th>
<th>Teacher-Learner Activities</th>
<th>Teaching Learning Materials</th>
<th>Core Points</th>
<th>Evaluation &amp; Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Microsoft Windows</td>
<td></td>
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<tr>
<td></td>
<td>Management</td>
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<tr>
<td>Sub Topic:</td>
<td>Features of a window</td>
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<td></td>
<td></td>
<td>Objectives</td>
<td>By the end of the lesson, pupils will be able to;</td>
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<td></td>
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<td></td>
<td>1. identify a window on the computer desktop</td>
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<td></td>
<td>2. state the functions of the features on the title bar</td>
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<td></td>
<td></td>
<td>RPK</td>
<td>Pupils have treated features of the computer desktop in previous lessons</td>
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<td></td>
<td></td>
<td>Introduction</td>
<td>Revise pupils RPK and lead them in a class discussion to describe a window.</td>
<td>1. A set of Computers at the ICT lab.</td>
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<td>2. Pupils Text book</td>
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<td></td>
<td></td>
<td>Activities</td>
<td>1. Guide pupils to identify a window on the computer desktop.</td>
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<td></td>
<td>2. Assist pupils to state the functions of the features on the title bar</td>
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<tr>
<td></td>
<td></td>
<td>Conclusion</td>
<td>Summarize lesson activities and engage pupils to apply the title bar feature functions to manage windows.</td>
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**Core Points**

- **Definition of a window**
  A window is any rectangular frame on desktop which displays information about a computer program.

- **Identification of a window**
  - A window has both the title bar and menu bar present
  - A window may have scroll bars present
  - A window contains information about a particular program

- **Functions of the tile bar features**
  - The control box on the title bar displays the close (x), minimize (—) and maximize (□) /restore (.loggedIn) buttons for performing the following tasks;
    1. Close button for ending/exiting apps
    2. The minimize for dropping/hiding windows on the taskbar
    3. The restore button for bringing back windows to normal view
    4. Maximize for enlarging a window to cover the entire desktop
  - The title bar also displays the title/name of the application window

**Evaluation & Remarks**

- Pupils to
  1. describe a window
  2. identify a window on the computer desktop
  3. state the functions of the features on the title bar

**Remarks**

Lesson not successfully delivered due to broad and involving nature of topic.
<table>
<thead>
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<tbody>
<tr>
<td></td>
<td><strong>Topic:</strong> Microsoft Windows Management</td>
<td><strong>Objectives</strong> By the end of the lesson, pupils will be able to; 1. identify a window on the computer desktop 2. state the functions of the features on the title bar</td>
<td></td>
<td></td>
<td></td>
<td>For details of this lesson, please refer to notes for 8th week. Hence the 8th week notes will be completely taught this 9th week due to the reason given/stated in the remarks of 8th week notes.</td>
</tr>
<tr>
<td></td>
<td><strong>Sub Topic:</strong> Features of a window</td>
<td><strong>RPK</strong> Pupils have treated features of the computer desktop in previous lessons</td>
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<td><strong>Remarks</strong> Lesson successfully delivered.</td>
</tr>
</tbody>
</table>
**ICT Lesson Plan Book for JHS 1 Term 2.**

10th Week Ending:  
**Subject:** Information & Communication Technology  
**Reference:** The ICT Syllabus for JHS, Pupils Text Book, Teachers Guide and Understanding Computers Today & Tomorrow Text Book

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</table>
|              | **Topic:** Computer Health and Safety  
**Sub Topic:** Health Hazards and Safety Precautions of ICT tools | **Objectives**  
By the end of the lesson, pupils will be able to;  
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  
**RPK**  
Pupils have been seeing visually and hearing impaired people among others. | **Introduction.**  
Revise pupils RPK on ICT tools and their uses through questions and answers.  
**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.  
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.  
3. Demonstrate the correct body posture for working with a personal computer and let students practice correct sitting position  
**Conclusion**  
Summarize lesson activities and engage pupils to recap key points from the lesson. | 1. A set of Computers at the ICT lab.  
2. Pupils Text book | **Health Hazards of ICT Tools**  
Possible health hazards associated with long-term exposure to ICT tools e.g.  
• 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.  
**Safety precaution for the use of ICT tools**  
• 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 | **Evaluation**  
Pupils to  
1. define the term booting.  
2. state the two types of booting  
3. follow appropriate steps to turn on the computer properly  
**Remarks**  
Lesson not successfully delivered due to broad, technical and involving nature of topic. |
### ICT Lesson Plan Book for JHS 1 Term 2.

**11th Week Ending:**

**Subject:** Information & Communication Technology

**Term:** 2nd Term

**Class:** JHS 1

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

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<th>Day/Duration</th>
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<th>Evaluation &amp; Remarks</th>
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</table>
|              | **Topic:** Computer Health and Safety  
**Sub Topic:** Health Harzards and Safety Precautions of ICT tools | **Objectives**  
By the end of the lesson, pupils will be able to;
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 | **RPK**  
Pupils have been seeing visually and hearing impaired people among others. |                      |                      | 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. |
|              |                        |                |                             |                             |             | Remarks  
Lesson successfully delivered. |
### ICT Lesson Plan Book for JHS 1 Term 2.

**12th Week Ending:**

**Subject:** Information & Communication Technology  
**Term:** 2nd Term  
**Class:** JHS 1

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

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<th>Core Points</th>
<th>Evaluation &amp; Remarks</th>
</tr>
</thead>
</table>
|              | **Topic:** Introduction to Manipulative Keys on the keyboard  
**Sub Topic:** Common Keyboard keys | **Objectives**  
By the end of the lesson, pupils will be able to:  
1. use commonly used keys on the keyboard to create a document  
2. **RPK**  
Pupils have been taught keyboard skills in previous lessons.  
**Activities**  
1. Assist pupils to type selected passages and letters using the following keys:  
   - Shift  
   - Tab  
   - Enter  
   - Insert  
   - Backspace  
   - Delete  
   - Caps Lock  
   - Ctrl (control)  
**Conclusion**  
Summarize lesson activities and engage pupils to recap key points from the lesson.  
| **Introduction,**  
Revise pupils RPK on keyboard skills through questions and answers.  
**Activities**  
1. Assist pupils to type selected passages and letters using the following keys:  
   - Shift  
   - Tab  
   - Enter  
   - Insert  
   - Backspace  
   - Delete  
   - Caps Lock  
   - Ctrl (control)  
| 1. A set of Computers at the ICT lab.  
2. Pupils Text book  
| Using **some commonly used keys on the keyboard**  
• 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.  
| Evaluation  
Pupils to  
1. type short passages using the common keyboard keys.  
**Remarks**  
Lesson successfully delivered.  

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### ICT Lesson Plan Book for JHS 1 Term 2.

**13th Week Ending:**

**Subject:** Information & Communication Technology  
**Class:** JHS 1  
**Term:** 1st Term  
**Reference:** The ICT Syllabus for JHS, Pupils Text Book, Teachers Guide and Understanding Computers Today & Tomorrow Text Book

<table>
<thead>
<tr>
<th>Day/Duration</th>
<th>Topic/Sub-Topic/Aspect</th>
<th>Objectives/RPK</th>
<th>Teacher-Learner Activities</th>
<th>Teaching Learning Materials</th>
<th>Core Points</th>
<th>Evaluation &amp; Remarks</th>
</tr>
</thead>
</table>
|              | **Topic:** Revision of Terms Topics  
**Sub Topic:** All topics treated for first term | **Objectives**  
By the end of the lesson, pupils will be able to:  
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 | **Introduction**  
Revise pupils RPK on topics treated during the term through questions and answers.  
**Activities**  
1. Assist pupils to mention and state all the topics treated during the term.  
2. Ask pupils some relevant questions in relation to topics treated for the term  
3. Explain the nature and structure of questions for the end of term exams to pupils. | **Topics Treated for the Term**  
Basic typing skills review, Introduction to the Desktop features, Launching Applications, Windows management and Word Processing Application I.  
**The Structure of Exams**  
The paper is divided into two sections – I & 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 | **Core Points**  
1. The syllabus.  
2. Pupils Text book  
3. Teachers guide | **Evaluation**  
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. | **Remarks**  
Lesson successfully delivered. |