ICT JHS 2 TERM ONE (1)
LESSON PLAN

PREPARED BY: INFORMATION TECHNOLOGY FOUNDATION (ITF)

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

FORM: .............................................
### Weekly Forecast for ICT JHS 2 Term 1 Topics

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<td>1&lt;sup&gt;st&lt;/sup&gt;</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>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td></td>
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<td>10&lt;sup&gt;th&lt;/sup&gt;</td>
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<td>Typing Keyboard Symbols</td>
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<td>12&lt;sup&gt;th&lt;/sup&gt;</td>
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<td>Practical Session</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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<td>13&lt;sup&gt;th&lt;/sup&gt;</td>
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<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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<td>14&lt;sup&gt;th&lt;/sup&gt;</td>
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<td>Vacation</td>
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## ICT Lesson Plan Book for JHS 2 Term 1.

### 2nd Week Ending:

**Subject:** Information & Communication Technology  
**Term:** 1st Term  
**Class:** JHS 2  
**Reference:** The ICT Syllabus for JHS, Pupils Text Book, Teachers Guide and Understanding Computers Today & Tomorrow Text Book

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<thead>
<tr>
<th>Day/Duration/Class</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>
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</table>
|                    | **Topic:** Computer Components II  
**Sub Topic:** Basic Storage Systems | **Objectives**  
By the end of the lesson, pupils will be able to;  
1. explain storage systems  
2. identify the different parts & examples of storage systems  
3. state the uses/importance of storage media  
**RPK**  
Pupils have been taught computer components I in their previous lessons in JHS1 | **Introduction.**  
Revise pupils RPK on computer components I.  
**Activities**  
1. Lead pupils in a class discussion to explain storage systems  
2. Guide pupils to identify the different parts & examples of storage systems  
3. Assist pupils in groups to brainstorm and report on the uses/importance of storage systems. | **1. Hard Disk Drive**  
**2. Optical discs**  
**3. Floppy disk**  
**4. USB Flash Drive (Pen drive)**  
**5. SD Card** | **Explanation of Storage Systems**  
Storage Systems consist of a device and a storage medium which typically use magnetic and optical technology.  
**Parts of Storage Systems**  
1. Storage Medium where data is actually stored. It could be Magnetic or Optical (e.g. floppy disk, Compact Disc family, Flash memory family, Hard Disk)  
2. Storage Device which is used to read from or write data on to the storage medium. (e.g. floppy disk drive, CD drive, Hard disk drive, Flash memory reader)  
**Uses/Importance of Storage media**  
1. To store current data for processing  
2. To transfer information  
3. To backup information  
Etc. | **Evaluation**  
Pupils to;  
1. define storage systems  
2. identify the different parts & examples of storage systems  
3. state the uses/importance of storage media | **Remarks**  
Lesson not successfully delivered due to broad and involving nature of topic. |
# ICT Lesson Plan Book for JHS 2 Term 1.

**3rd 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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<td><strong>Topic:</strong> Computer Components II</td>
<td><strong>Sub Topic:</strong> Basic Storage Systems</td>
<td><strong>Objectives</strong>&lt;br&gt;By the end of the lesson, pupils will be able to;&lt;br&gt;1. explain storage systems&lt;br&gt;2. identify the different parts &amp; examples of storage systems&lt;br&gt;3. state the uses/importance of storage media</td>
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<td></td>
<td><strong>RPK</strong>&lt;br&gt;Pupils have been taught computer components I in their previous lessons in JHS1</td>
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<td>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.</td>
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<td><strong>Remarks</strong>&lt;br&gt;Lesson successfully delivered.</td>
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### ICT Lesson Plan Book for JHS 2 Term 1.

**4th Week Ending:**

**Subject:** Information & Communication Technology

**Term:** 1st Term  
**Class:** JHS 2

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

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</thead>
</table>
|                    | Topic: Computer Components II  
|                    | Sub Topic: Basic Input Devices | **Objectives**  
|                    |                               | By the end of the lesson, pupils will be able to;  
|                    |                               | 1. define input devices  
|                    |                               | 2. identify the different types/Examples of input devices  
|                    |                               | 3. outline the uses/functions of input devices  
|                    |                               | **RPK**  
|                    |                               | Pupils have been taught computer components I in their previous lessons in JHS1  
|                    |                               | **Activities**  
|                    |                               | 1. Lead pupils in a class discussion to define input devices  
|                    |                               | 2. Guide pupils to identify the different types/examples of input devices  
|                    |                               | 3. Assist pupils in groups to brainstorm and report on the uses/functions of input devices.  
|                    |                               | **Conclusion**  
|                    |                               | Summarize lesson activities and engage pupils to recap key points from the lesson.  
|                    |                               | **Introduction.**  
|                    |                               | Revise pupils RPK on computer components I.  
|                    |                               | **Activities**  
|                    |                               | 1. Keyboard  
|                    |                               | 2. Mouse  
|                    |                               | 3. Microphone  
|                    |                               | 4. Scanner  
|                    |                               | 5. Modem  
|                    |                               | **Definition of Input Devices**  
|                    |                               | Input devices are any devices which send data into the computer for processing.  
|                    |                               | **Types/Examples of Input Devices**  
|                    |                               | • Keyboard  
|                    |                               | • Mouse  
|                    |                               | • Microphone  
|                    |                               | • Scanner  
|                    |                               | • Modem etc.  
|                    |                               | **Uses/Importance of Input Devices**  
|                    |                               | 1. To send data into the computer for processing  
|                    |                               | 2. To issue commands  
|                    |                               | 3. To point/navigate through icons and pages  
|                    |                               | **Evaluation**  
|                    |                               | Pupils to  
|                    |                               | 1. define input devices  
|                    |                               | 2. identify the different types/Examples of input devices  
|                    |                               | 3. outline the uses/functions of input devices  
|                    |                               | **Remarks**  
|                    |                               | Lesson successfully delivered  

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

**5th 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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<th>Core Points</th>
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</thead>
</table>
| Topic: Computer Components II Sub Topic: Basic Output Devices | **Objectives**  
By the end of the lesson, pupils will be able to;  
1. define output devices  
2. identify the different types/Examples of output devices  
3. outline the uses/functions of output devices | **Introduction.**  
Revise pupils RPK on computer components I.  
**Activities**  
1. Lead pupils in a class discussion to define output devices  
2. Guide pupils to identify the different types/examples of output devices  
3. Assist pupils in groups to brainstorm and report on the uses/functions of output devices. | 1. Monitor  
2. CRT  
3. Printer  
4. Projector | **Definition of Input Devices**  
Output devices are any devices which display information to the user.  
**Types/Examples of Output Devices**  
• Monitor  
• Speakers  
• Printer  
• Projector  
**Uses/Importance of Output Devices**  
1. To display information  
2. To Print out information  
3. To bring out sound | | 1. define output devices  
2. identify the different types/Examples of output devices  
3. outline the uses/functions of output devices | **Remarks**  
Lesson successfully delivered |
6th Week Ending:  
**Subject:** Information & Communication Technology  
**Term:** 1st Term  
**Class:** JHS 2  
**Reference:** The ICT Syllabus for JHS, Pupils Text Book, Teachers Guide and Understanding Computers Today & Tomorrow Text Book

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</table>
|                    | **Topic:** File & Folder Management  
**Sub Topic:** Definitions and creating of folders | **Objectives**  
By the end of the lesson, pupils will be able to;  
1. define files and Folders  
2. create folders on desktop  
3. move folders from one location to another using drag and drop or cut and paste option  
**RPK**  
Pupils familiar with files and folders at school level where student records are kept for safety. | **Introduction.**  
Revise pupils RPK on composing and sending emails  
**Activities**  
1. Pupils to brainstorm on the definition of files and folders  
2. Discuss the steps to create a folder on desktop and guide pupils to create individual/personal folders.  
3. Assist pupils to move folders from one location to another using drag and drop or cut and paste option/steps  
**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 Textbook. | **Definition of Files and Folders**  
• A file is a document (package of information) with a name extension attached to it. E.g. ITF.doc, ITF.pdf, ITF.jpg, ITF.png etc.  
**Examples** include Ordinary/simple files, Fifo files, Directory files and Program files  
• A folder is a storage location where files and sub-folders are organized  
**Examples** include System folders, Program/Application folders and Data folders.  
**Steps to create a folder on Desktop**  
1. Right-click on an empty space on desktop to open a pop-menu  
2. Place the mouse pointer over the new option in the menu to open a sub-menu  
3. Click on the folder option in the sub-menu to create the folder  
4. Type the desired name for the folder  
5. Press enter on keyboard or click anywhere on the desktop. | **Evaluation**  
Pupils to  
1. Define a file and a folder  
2. State the steps to create a new folder on desktop  
3. Move a folder from one location to another using drag and drop or cut and paste method. | **Remarks**  
Lesson not successfully delivered due to broad and involving nature of topic. |
Moving a folder from one location to another on Desktop Using Drag and Drop
1. Place the mouse pointer over the target folder
2. Click and hold down the left mouse button and drag to the desired location

Moving a folder from one location to another on Desktop Using Cut and Paste
1. Place the mouse pointer over the target folder and right-click on the it to open a pop-menu
2. Select the cut option from the pop-menu
3. Move the mouse pointer over the desired/new location and right-click on it to open a pop-menu
4. Select the paste option to move the folder to the new location as required
## ICT Lesson Plan Book for JHS 2 Term 1.

**7th Week Ending:**

**Subject:** Information & Communication Technology  

**Term:** 1st Term  

**Class:** JHS 2  

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

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| **Topic:** File & Folder Management  
**Sub Topic:** Definitions and creating of folders | **Objectives**  
By the end of the lesson, pupils will be able to;  
1. define files and folders  
2. create folders on desktop  
3. move folders from one location to another using drag and drop or cut and paste option  
**RPK**  
Pupils familiar with files and folders at school level where student records are kept for safety. | | | | |  

For details of this lesson, please refer to notes for 6th week. Hence the 6th week notes will be completely taught this 7th week due to the reason given/stated in the remarks of 6th week notes.

**Remarks**  
Lesson successfully delivered.

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

**8th 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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<th>Core Points</th>
<th>Evaluation &amp; Remarks</th>
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</table>
|                     | **Topic:** File & Folder Management  
**Sub Topic:** Moving files into folders and renaming folders  
**RPK** Pupils familiar with how to create and move folders in their previous lessons | **Objectives**  
By the end of the lesson, pupils will be able to;  
1. move files into folders using cut and paste method  
2. rename folders using the right mouse click  
3. state the differences between a file and a folder  
**Activities**  
1. Guide pupils to move files into specific folders by applying cut and paste option  
2. Assist pupils to apply the right mouse click to rename folders  
3. Discuss the differences between files and folders with pupils in class.  
**Conclusion**  
Summarize lesson activities and engage pupils to practice the steps again whilsts they recap key points from the lesson. | **Introduction.**  
Revise pupils RPK on composing and sending emails  
**Activities**  
1. Place the mouse pointer over the target file and right-click on it to open a pop-menu  
2. Select the cut option in the pop-menu  
3. Place the mouse pointer over the desired folder and right-click on it to open a pop-menu  
4. Select the paste option from the pop-menu to move the file into it  
**Steps to Rename a folder on**  
1. Place the mouse pointer over the desired folder and right-click on it to open a pop-menu  
2. Select the rename option in the pop-menu  
3. Type the new name for the folder  
5. Press enter on keyboard or click anywhere on the desktop.  
**Differences between a File and a folder**  
1. A file contains a set of well-organized information whereas a folder contains files and sub-folders | 1. A set of computers at the ICT lab  
2. Pupils Textbook. | **Moving Files into Folders**  
1. Place the mouse pointer over the target file and right-click on it to open a pop-menu  
2. Select the cut option in the pop-menu  
3. Place the mouse pointer over the desired folder and right-click on it to open a pop-menu  
4. Select the paste option from the pop-menu to move the file into it  
**Steps to Rename a folder on**  
1. Place the mouse pointer over the desired folder and right-click on it to open a pop-menu  
2. Select the rename option in the pop-menu  
3. Type the new name for the folder  
5. Press enter on keyboard or click anywhere on the desktop.  
**Differences between a File and a folder**  
1. A file contains a set of well-organized information whereas a folder contains files and sub-folders | **Evaluation**  
Pupils to  
1. Define a file and a folder  
2. State the steps to create a new folder on desktop  
3. Move a folder from one location to another using drag and drop or cut and paste method. | **Remarks**  
Lesson not successfully delivered due to broad and involving nature of topic. |
2. A file requires an application software to be created but a folder does not require any application software to be created.
3. A folder can be created on any computer but not all computers can create files.
4. A file has a name extension whereas a folder does not have any name extension.
**9th Week Ending:**

**Subject:** Information & Communication Technology

**Term:** 1st Term

**Class:** JHS 2

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

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| **Topic:** File & Folder Management  
**Sub Topic:** Moving files into folders and renaming folders | **Objectives**  
By the end of the lesson, pupils will be able to;  
1. move files into folders using cut and paste method  
2. rename folders using the right-mouse click  
3. state the differences between a file and a folder | **RPK**  
Pupils familiar with how to create and move folders in their previous lessons | | | | 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.  
**Remarks**  
Lesson successfully delivered.
### ICT Lesson Plan Book for JHS 2 Term 1

**10th Week Ending:**

**Subject:** Information & Communication Technology

**Term:** 1st Term

**Class:** JHS 2

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

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<td></td>
<td><strong>Topic:</strong> Typing</td>
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<td><strong>Keyboard Symbols</strong></td>
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<td><strong>Sub Topic:</strong></td>
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<td>Punctuation Keys which involve the Shift Key</td>
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<td><strong>Objectives</strong></td>
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<td>By the end of the lesson, pupils will be able to;</td>
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<td></td>
<td>1. identify keyboard symbols (Punctuation keys) which involve the shift key</td>
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<td>2. type short passages involving punctuation keys which require the use of the shift key on the computer keyboard.</td>
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<td><strong>RPK</strong></td>
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<td>Pupils have been taught keyboard skills and manipulative keys on the keyboard in previous lessons in JHS1.</td>
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<td><strong>Introduction</strong></td>
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<td>Revise pupils RPK using questions and answers.</td>
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<td><strong>Activities</strong></td>
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<td></td>
<td>1. Assist pupils to identify keyboard symbols (punctuation keys) which involves the shift key</td>
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<td></td>
<td><strong>Conclusion</strong></td>
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<td>Summarize lesson activities and engage pupils to recap key points from the lesson.</td>
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<td><strong>Core Points</strong></td>
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<td></td>
<td><strong>Identification of Keyboard symbols (punctuation keys) which involve the shift key</strong></td>
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<td>• Question Mark (?)</td>
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<td>• Exclamation Mark (!)</td>
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<td></td>
<td>• Open and close brackets ([])</td>
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<tr>
<td></td>
<td>• Ampersand symbol [&amp;]</td>
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<td></td>
<td>• Percentage symbol [%]</td>
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<td>• At symbol [@]</td>
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<td></td>
<td><strong>Typing Short Passages involving punctuation keys which requires the use of the shift key.</strong></td>
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<td>E.g.</td>
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<td></td>
<td>What is your name? Wow! Am also called Frank &amp; I am 100% sure we have a lot in common because I also had my basic education @ Royal Unique School in Tamale (Northern Region)</td>
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</table>

**Evaluation**

Pupils to:

1. identify keyboard symbols (Punctuation keys) which involve the shift key
2. type short passages involving punctuation keys which require the use of the shift key on the computer keyboard.

**Remarks**

Lesson not successfully delivered due to practical and involving nature of topic.
**Topic:** Typing  
**Sub Topic:** Punctuation Keys which involve the Shift Key

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>11th Week Ending:</td>
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<td><strong>Subject:</strong></td>
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<tr>
<td>Information &amp; Communication Technology</td>
<td><strong>Term:</strong> 1st Term</td>
<td><strong>Class:</strong> JHS 2</td>
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<td><strong>Reference:</strong></td>
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<td>The ICT Syllabus for JHS, Pupils Text Book, Teachers Guide and Understanding Computers Today &amp; Tomorrow Text Book</td>
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</table>

**Objectives**

By the end of the lesson, pupils will be able to:

1. identify keyboard symbols (Punctuation keys) which involve the shift key
2. type short passages involving punctuation keys which require the use of the shift key on the computer keyboard.

**RPK**

Pupils have been taught keyboard skills and manipulative keys on the keyboard in previous lessons in JHS1.

**Evaluation & Remarks**

For details of this lesson, please refer to notes for 10th week. Hence the 10th 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 2 Term 1.

### 12th Week Ending:

**Subject:** Information & Communication Technology

**Class:** JHS 2

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

<table>
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<tbody>
<tr>
<td></td>
<td>Topic: Pricals</td>
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<td></td>
<td>Sub Topic:</td>
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<td></td>
<td>Practicing on selected topics treated</td>
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<td></td>
<td>Objectives</td>
<td>Introduction.</td>
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<td></td>
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<td></td>
<td>Revise pupils RPK on most of the practical topics treated</td>
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<td></td>
<td>Activities</td>
<td>1. Pupils to observe the ICT/Computer lab and Internet Etiquettes.</td>
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<td>2. Assist pupils to apply appropriate steps to perform given tasks on selected practical oriented topics treated.</td>
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<td>Conclusion</td>
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<td>RPK</td>
<td>Pupils have treated most of the selected topics in previous lessons</td>
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### Core Points

- ICT Laboratory/Centre Rules
  - Do not send anything liquid or food to the ICT lab
  - Do not use any PC at the centre without permission
  - Avoid inserting removable storage devices in any PC at the centre
  - Do not disturb the privacy of others or instructing them unnecessarily
  - Do not make noise at the ICT centre
  - Avoid playing games on any PC at the ICT centre

- Using the PC to perform given Tasks
  - E.g. Navigating through Icons, creating and managing folders and files, launch applications, type short passages using keyboard symbols etc.

### Evaluation & Remarks

1. Pupils to
   - State the and observe the ICT/Computer laboratory rules and regulations as well as Internet Etiquettes
   - Use the physical computer to carry out given tasks on selected topics by following appropriate steps

### Remarks

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

#### 13th Week Ending:

**Subject:** Information & Communication Technology  
**Term:** 1st Term  
**Class:** JHS 2  
**Reference:** The ICT Syllabus for JHS, Pupils Text Book, Teachers Guide and Understanding Computers Today & Tomorrow Text Book

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</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 and skills acquired from all the topics treated in their end of term exams  
3. Identify the structure of questions for their end of term examination  
**RPK**  
Pupils have been taught all topics for the term | **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 during the term.  
3. Explain the nature and structure of questions for the end of term exams to pupils. | **1. A set of Computers at the ICT lab.**  
**2. Pupils Text book** | **Topics Treated for the Term**  
Computer components II (Storage, Input and output devices), File and Folder Management, & Keyboard Symbols.  
**The Structure of Questions**  
The paper is divided into two sections – 1 & 2. Paper 2 is first which is 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 | **Evaluation**  
Pupils to  
**Evaluation**  
Pupils to  
1. Mention all topics treated for the term.  
2. Demonstrate some level of confidence towards applying the knowledge and skills acquired from the topics treated in their exams. | **Remarks**  
Lesson successfully delivered. |

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