

ICT JHS 3 TERM THREE (3)

LESSON PLAN

PREPARED BY: INFORMATION TECHNOLOGY FOUNDATION (ITF)

SCHOOL:

FORM:

WEEKLY FORECAST FOR ICT JHS 3 TERM 3 TOPICS

WEEK	ENDING	TOPIC	REFERENCES/TLMS	REMARKS
1 st	11/05/2018	Reopening, registration, cleaning and revision of past questions	The Syllabus, Teacher's guide, Pupils Text Book, 1 st Mock Exam papers etc.	
2 nd	18/05/2018	Project Work I – Typing, Editing, Formatting and Printing a Word Document	The Syllabus, Teacher's guide, Pupils Text Book, Understanding Computers Today and Tomorrow Text book, A set of PCs, and Mobile phone etc.	
3 rd	25/05/2018	Project Work II – Creating file in Paint Application	The Syllabus, Teacher's guide, Pupils Text Book, Understanding Computers Today and Tomorrow Text book, A set of PCs, and Mobile phone etc.	
4 th	01/06/2018	Revision of Past Questions	The Syllabus, Teacher's guide, Pupils Text Book, Understanding Computers Today and Tomorrow Text book, A set of PCs, and Mobile phone etc.	

Prepared By Salifu A. Faaruk of itfghana.org (0544272440/0206672000)

ICT Lesson Plan Book for JHS 3 Term 3.

2nd Week Ending: 18th May, 2018.

Term: 3rd Term

Subject: Information & Communication Technology

Class: JHS 3

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>Wednesday 16-05-2018</p> <p>Class 3^B 10:30-11:40am 70 minutes</p> <p>Class 3^A 12:15-1:25pm 70 minutes</p> <p>Thursday 17-05-2018</p> <p>Class 3^A 10:30-11:40am</p> <p>Class 3^B 12:15-1:25pm 70 minutes</p>	<p>Topic: Project Work I</p> <p>Sub Topic: Typing, Editing, Formatting and Printing a Word Document</p>	<p>Objectives By the end of the lesson, pupils will be able to;</p> <p>1. type, edit, format and print a one paged word processing document</p> <p>2. save the word processing document typed in a folder on desktop</p> <p>RPK Pupils have been taught formatting and editing in previous lessons as well as the procedure to execute specific commands.</p>	<p>Introduction. Revise pupils RPK on formatting and editing.</p> <p>Activities 1. Guide pupils to type, edit, format and print a one paged word processing document</p> <p>2. Assist pupils to use their own names to save the word processing document file in a folder on desktop</p> <p>Conclusion Summarize lesson activities and engage pupils to recap key procedures from the lesson.</p>	<p>1. Pupils Text book</p> <p>3. A set of PCs at the ICT lab with a networked (shared) printer</p>	<p>Steps to type, edit, format and print a one paged document using word processing application</p> <ul style="list-style-type: none"> • launch the MS Word software on the computer • type a short passage on a given topic e.g. 'Myself' • use the required editing tools and techniques to edit the typed passage appropriately • apply the required formatting to the text using the appropriate formatting tools e.g. Bold, Underline, Italicize, align left/right/centre/justify etc. • click on file on the menu bar to open a drop menu • select print option from the drop menu • click on the print preview option to view the document in print mode – appearance of the document when printed on paper • Select the right printer ID/name and the required settings on the print dialogue box • click on print to complete the process. <p>Steps to save the document in a folder on desktop</p> <ul style="list-style-type: none"> • click on file on the menu bar to open a drop menu • Select the 'Save As' option to open the save as dialogue box • Select the Appropriate folder on desktop as the save location • Type the desired name for the file in the file name box • Click on save to complete the process 	<p>Evaluation Pupils to;</p> <p>1. Create a document on any of the following given topics</p> <ul style="list-style-type: none"> - Myself - HIV/AIDS - Poverty Reduction - Child Abuse - Road Safety - Drug Abuse <p>2. Save the document created in a folder on desktop using their own names</p> <p>Remarks Lesson successfully delivered.</p>

ICT Lesson Plan Book for JHS 3 Term 3.

3rd Week Ending: 25th May, 2018.

Term: 3rd Term

Subject: Information & Communication Technology

Class: JHS 3

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>Wednesday 23-05-2018</p> <p>Class 3^B 10:30-11:40am 70 minutes</p> <p>Class 3^A 12:15-1:25pm 70 minutes</p> <p>Thursday 24-05-2018</p> <p>Class 3^A 10:30-11:40am</p> <p>Class 3^B 12:15-1:25pm 70 minutes</p>	<p>Topic: Project Work II</p> <p>Sub Topic: Creating file in Paint Application</p>	<p>Objectives By the end of the lesson, pupils will be able to;</p> <ol style="list-style-type: none"> 1. apply the skills in paint application to design a card 2. save the paint application file created in a named folder and print it <p>RPK Pupils have been taught formatting and editing in previous lessons.</p>	<p>Introduction. Revise pupils RPK using questions and answers</p> <p>Activities 1. Guide pupils to apply appropriate skills/tools, e.g. drawing tools and colours in paint application to design a greeting card</p> <p>2. Assist pupils to follow appropriate steps to save the paint file created in a named folder and print it.</p> <p>Conclusion Summarize lesson activities and engage pupils to recap key procedures from the lesson.</p>	<p>1. A set of PCs at the ICT lab with a networked (shared) printer</p> <p>2. Pupils Text book</p>	<p>Using the paint application (tools and colours) to design a card – success card, greetings card, birthday card etc.</p> <ul style="list-style-type: none"> • launch the paint application from all programs menu in start menu by clicking on the start button, move to all programs, move to accessories and select paint. • Click the appropriate drawing tools and colours to select and use them to design the desired card by adding the right caption text, e.g. Happy Birthday, Glorious success, etc. <p>Saving and printing the paint application file</p> <ul style="list-style-type: none"> • Click on file on the paint application to open a drop menu • Select the ‘Save As’ option to open the save as dialogue box • Select the Appropriate named folder on desktop as the save location for the file • Type the desired name for the file in the file name box • Click on save to complete the process <p>Printing the paint application file</p> <ul style="list-style-type: none"> • Click on file on the paint application to open a drop menu • Select print option from the drop menu <p>ETC.</p>	<p>Evaluation Pupils to;</p> <ol style="list-style-type: none"> 1. Design and print any of the following given cards using paint application; <ul style="list-style-type: none"> - Success card - Birthday card - Mothers/Father’s day card - Invitation card - Greeting card etc. 2. Give the steps to save and print application file created in a named folder <p>Remarks Lesson successfully delivered.</p>

ICT Lesson Plan Book for JHS 3 Term 3.

4th Week Ending: 1st June, 2018.

Term: 3rd Term

Subject: Information & Communication Technology

Class: JHS 3

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>Wednesday 30-05-2018</p> <p>Class 3^B 10:30-11:40am 70 minutes</p> <p>Class 3^A 12:15-1:25pm 70 minutes</p> <p>Thursday 31-05-2018</p> <p>Class 3^A 10:30-11:40am</p> <p>Class 3^B 12:15-1:25pm 70 minutes</p>	<p>Topic: Revision of past examination questions</p>	<p>Objectives By the end of the lesson, pupils will be able to;</p> <p>1. identify the nature of questions to expect in their impending BECE by WAEC</p> <p>2. understand how to answer or attempt such questions as expected.</p> <p>RPK -Pupils have been taught all required topics in the ICT syllabus for JHS - Pupils have written Mock exams recently</p>	<p>Introduction. Revise pupils RPK using questions and answers</p> <p>Activities 1. Guide pupils in groups to identify the search facility on the computer system</p> <p>2. Assist pupils to use the search facility/tool to find and/or locate misplaced files and folders on the computer system.</p> <p>Conclusion Summarize lesson activities and engage pupils to recap key points from the lesson.</p>	<p>1. The syllabus 2. Pupils Text book 3. Teachers' guide 4. Assessment Guide (SBA) for ICT for JHS</p>	<p>Summary of Topics Treated Since JHS1 Introduction to ICT and Personal Computer (PC), Information Processing Cycle, Computer Components I – Basic Parts and uses of a PC, the Booting Process, Keyboard and Mouse Skills, Computer Health and Safety, Introduction to Desktop (GUI), Launching Applications, Windows Management, Word Processing Application I - Introduction to Word Processing, Ethics of using ICTs, The Internet and World Wide Web, Computer Components II - Basic Storage Media including Input and Output Devices, File and Folder Management, Word Processing Application II, Internet Etiquettes, the Concept of Email, Locating and Transferring Information, Ways of Sharing Information, Word Processing Application III, Integrating ICT into Education, Search Engines, Introduction to the Spreadsheet and Paint Application etc.</p>	<p>Evaluation Pupils to</p> <p>1. mention some of the topics treated since JHS1</p> <p>2. identify the structure of questions to expect in their BECE by WAEC</p> <p>Remarks Lesson successfully delivered.</p>

ICT Lesson Plan Book for JHS 3 Term 3.

					<p><u>Structure of ICT Questions in BECE</u></p> <ul style="list-style-type: none">- Paper 1, part 'A' is practical in nature and compulsory- Paper 1, part 'B' is made up of a number of optional questions. Answer those you know first till you meet the required number of questions expected.- Paper 2 is Objectives and you are expected to answer all questions there. There alternative answers provided to each question where you are expected to choose the suitable answer for each. <p>NB: Marks are awarded for clarity of expression and logical presentation of materials. Etc.</p>	
--	--	--	--	--	--	--

Prepared By Salifu A. Faaruk of itfghana.org – 0544272440/0206672000