

YEARLY LESSON PLAN ICT LITERACY

FORM :

ONE

MONTH	WEEK	DATE	LESSON / TOPIC
January	1	2 – 3	SCOPE : COMPUTER LAB MANAGEMENT <i>LA1 : COMPUTER LAB REGULATIONS</i> 1.1 Computer Lab Rules 1.2 User 1.3 Equipment 1.4 Data & User Security
	2	6 – 10	<i>LA2 : LAB ORGANISATION</i> 2.1 Organization Chart 2.2 Computer Lab Timetable 2.3 Log Book
	3	13 – 17	<i>LA3 : ETHICS IN USING COMPUTER</i> 3.1 Copyright 3.2 Unethical Use of Computers
	4	20 – 24	SCOPE : COMPUTER HARDWARE <i>LA1 : INTRODUCTION TO COMPUTERS</i> 1.1 Evolution of the Computer
	5	27/1 – 31/1	1.2 Types of Computers
February	1	3 – 7	<i>LA2 : COMPUTER PARTS & COMPONENTS</i> 2.1 Overview of the Computer System
	2	10 – 14	2.2 System Unit
	3	17 – 21	2.3 Peripherals
	4	24 – 28	EVALUATION

MONTH	WEEK	DATE	LESSON / TOPIC
March	1	2 – 6	2.4 Input Devices
	2	9 – 13	SCHOOL HOLIDAYS I
	3	16 – 20	2.5 Output Devices
	4	23 – 27	2.6 Storage Devices
April	1	30/3 – 3/4	<i>LA3 : BASIC MAINTENANCE</i> 3.1 Handling Input & Output Devices
	2	6 – 10	3.2 Computer Settings
	3	13 – 17	<i>LA4 : TECHNOLOGY DEVELOPMENT</i> 4.1 Current Development of Hardware Technology
	4	20 – 24	SCOPE : COMPUTER SOFTWARE <i>LA1 : INTRODUCTION TO COMPUTER SOFTWARE</i> 1.1 Definition 1.2 Usage 1.3 Types of Software
	5	27/4 – 1/5	<i>LA2 : OPERATING SYSTEM (OS)</i> 2.1 Introduction to Operating System (OS) 2.2 OS Interface Environment
May	1	4 – 8	EVALUATION
	2	11 – 15	EVALUATION
	3	18 – 22	EVALUATION
	4	25 – 29	SCHOOL HOLIDAYS

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June	1	1 – 5	SCHOOL HOLIDAYS
	2	8 - 12	2.3 File Management
	3	15 – 19	<i>LA3 : UTILITY SOFTWARE</i> 3.1 OS Based Utility 3.2 Non – OS based Utility
	4	22 - 26	<i>LA4 : APPLICATION SOFTWARE</i> 4.1 Introduction to Application Software 4.2 Installing and Uninstalling Application Software
July	1	29/6 – 3/7	<i>LA5 : WORD PROCESSING SOFTWARE</i> 5.1 Introduction to Word Processing Software
	2	6 – 10	5.2 Starting Word Processing Software
	3	13 – 17	5.3 Creating Document
	4	20 – 24	5.3 Creating Document
	5	27 – 31	5.4 Editing Document
August	1	3 – 7	5.5 Mail Marge
	2	10 – 14	<i>LA6 : SPREADSHEET SOFTWARE</i> 6.1 Introduction to Spreadsheet Software 6.2 Starting Spreadsheet Software
	3	17 – 21	SCHOOL HOLIDAYS
	4	24 – 28	6.3 Creating Worksheet

MONTH	WEEK	DATE	LESSON / TOPIC
September	1	1 – 4	6.4 Editing worksheet
	2	7 – 11	LA7 : PRESENTATION SOFTWARE 7.1 Concept of Multimedia
	3	14 – 18	7.3 Introduction to Presentation Software 7.4 Starting Presentation Software
	4	21 – 25	7.5 Creating Presentation
October	1	28/9 – 2/10	7.6 Editing Presentation
	2	5 – 9	7.6 Editing Presentation
	3	12 – 16	Revision
	4	19 – 23	Revision
	5	26 – 30	EVALUATION
November	1	2 – 6	EVALUATION
	2	9 – 13	EVALUATION
			=====SCHOOL HOLIDAY=====