

SCHEMES OF WORK

Teacher: Chimwenwe Shaba

Subject: ICT

Grade: 2 Year: 20 Term: 1-3

TOPIC/SUBTOPIC	SPECIFIC OBJECTIVES (P.S.B.A.T)	TEACHING METHOD/ TEACHINGS AIDS	HOD'S COMMENTS
2.1 Computer Operations and Fundamentals	2.1.1 Describe the components of the Computer System 2.1.2 Operate a Computer System 2.1.3 Handle storage devices 2.1.4 Use items on pull up/down menus	•	
2.2 Word Processing	2.2.1 Create and edit a word processed document	•	
2.3 Presentation	2.3.1 Create and view a simple presentation with formatted text and images	•	
2.4 Internet	2.4.1 Open a web browser software	•	
2.5 Multimedia	2.5.1 Make more complex coloured drawings by using further features of the graphics software	•	
2.6 Health, Safety and Ethics	2.6.1 Demonstrate correct postural habits when sitting in front of a computer 2.6.2 Show understanding of how to work in a safety and healthy environment	•	

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