**Unit: Know Your Computer Time: 40 min**

**Topic: Machine Week: 1**

**Day 1**

**Objective:**

At the conclusion of the topic, the students will:

* Learn about machine.

**Resources:**

* Book (Page 5)
* Picture

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking

• Ask the students a few important features of the computer.

• Ask names of a few man made things they are familiar with.

**Development: (25 minutes)**

Start the session by discussing a computer and what it actually is.

**Explanation:**

• Explain the term machine to the students and name a few machines for introduction.

• Explain manmade objects to the students with examples.

**Activity:**

Ask the students to write the name of machines they found in the school.

**Wrap up:**

Conclude the topic by:

• Revising the definition of machine.

**Home work:**

Collect pictures or stickers of 3 different machines and paste it in their notebook.

**Success Criteria: (05 minutes)**

By the end of the day, the teacher should make sure that the students are fully aware of:

* Definition of a machine.

**Unit: Know Your Computer Time: 40 min**

**Topic: Difference between machine Week: 1 and natural things**

**Day 2**

**Objectives:**

Students should be able to:

• Differentiate between a machine and natural things.

**Resources:**

• Book (Page 6)

**Methodology:   
Introduction:** **(10 minutes)**

Previous knowledge will be checked by asking

• What is a machine?

• Is computer a machine?

**Development:** **(25 minutes)**

• Elaborate the natural things.

• Explain in details the machines

**Activity:**

Ask the students to observe the pictures given in the activity on page number 6 and note the differences between machines and natural objects, and ask them to tick mark the machines out of the pictures

Wrap up: **(05 minutes)**

Lesson will be concluded with the revision of following topics:

• Computer as a machine.

• Different uses of computer.

**Home work**:

Reading of topic.

Success Criteria:

At the end of the topic, the students should be able to:

• Describe a computer thoroughly.

• Differentiate between natural things and machines.

**Unit: Know Your Computer Time: 40 min**

**Topic: Computer- An Electronic Machine Week: 2  
Day 1**

**Objectives:**

Students should be able to:

Describe the characteristics of a computer.

**Resources:**

Book (Page 7)

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking

• What is a machine?

• Is computer a machine?

Development: **(25 minutes)**

• Elaborate what CPU stands for.

• Tell the students about the basic uses of a computer.

**Activity:**

Ask the students to complete the activity of joining the dots and coloring it on page number 11.

Wrap up: **(05 minutes)**

Lesson will be concluded with the revision of following topics:

• Computer as a machine.

• Different uses of computer

**Home work:**

Reading of topics

Success Criteria: **(05 minutes)**

At the end of the topic, the students should be able to:

• Describe a computer thoroughly.

• Name the parts of the computer: monitor, CPU, Keyboard and mouse

**Unit: Know Your Computer Time: 40 min**

**Topic: Computer Etiquette Week: 2  
 Day 2**

**Objectives:**

Students should be able to:

• Know computer etiquettes.

**Resources:**

• Book (Page 8)

**Methodology:**Introduction: **(10 minutes)**

Test the student’s prior knowledge of:

• The difference between manmade and natural things.

• Different types of machines used in everyday lives.

Development: **(25 minutes)**

• Explain the students to always keep their hand clean, as dirty hands will make the computer dirty.

• Explain them to stay away from the wires in order to stay safe.

**Activity**:

Take the students in the lab show them how sit around the computer and how to lay down the wires properly

Wrap up: **(05 minutes)**

Lesson will be concluded with the revision of following topics:

* Computer as a machine.
* Different uses of computer.
* Safety measurements while dealing with the computer.

Success Criteria:

By the end of the day, the teacher should make sure that the students are fully aware of:

* **Etiquettes of using computers.**

**Unit: Know Your Computer Time: 40 min**

**Topic: Exercises Week: 3**

**Day 1**

**Objective:**

Students should be able to:

* Describe the characteristics of a computer by solving the exercises

**Resources:**

Book (Page 9)

**Methodology:**Introduction:  **(10 minutes)**

Previous knowledge will be checked by asking

• What is a machine?

• Is computer a machine?

Development: **(20 minutes)**

Ask students to solve exercise B on the note books.

**Activity:**

Ask students questions from exercise B randomly and ask them to note this exercise on their copies.

Wrap up: **(05 minutes)**

Lesson will be concluded with the revision of following topics:

• Computer as a machine.

• Different uses of computer.

Home work:

Ask students to solve exercise C from home.

Success Criteria: **(05 minutes)**

At the end of the topic, the students should be able to:

• Describe a computer thoroughly.

• Solve the exercises correctly.

**Unit: Know Your Computer Time: 40 min**

**Topic: Alphabet Keys Week: 3**

**Day 2**

**Objectives:**

Students should be able to:

* Learn about machine.
* Learn about computer
* Natural Things
* Man made Things

**Resources:**

Book (Page 10)

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking

• Ask the students a few important features of the computer.

• Ask names of a few man made things they are familiar with.

Development: **(25 minutes)**

• Start the session by discussing a computer and what it actually is.

**Explanation:**

• Explain the term machine to the students and name a few machines for introduction.

• Explain manmade objects to the students with examples.

**Activity:**

Write questions from exercise D on the white board and ask students to solve the exercise.

Wrap up: **(05 minutes)**

Conclude the topic by:

* Revising the definition of machine
* Computer as machine
* Difference between Natural Things and man made things.

Success Criteria:

By the end of the day, the teacher should make sure that the students are fully aware of:

* What is difference between machine and natural things?
* What are manmade things?

**Unit: Know Your Computer Time: 40 min**

**Topic: Exercise Week: 4  
Day 1**

**Objectives:**

Students should be able:

* To learn about the parts of computer
* Vocabulary related to computer.

**Resources:**

Book (Page 11)

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking

• Ask the students a few important features of the computer.

• Ask names of a few man made things they are familiar with.

Development: **(25 minutes)**

Start the session by discussing a computer and what it actually is.

**Explanation:**

• Explain the term machine to the students and name a few machines for introduction.

• Explain manmade objects to the students with examples.

**Activity:**

Write questions from exercise D on the white board and ask students to solve the exercise.

Wrap up:  **(05 minutes)**

Conclude the topic by:

• Revising the definition of machine.

Success Criteria:

* By the end of the day, the teacher should make sure that the students are fully aware of:
* Definition of a machine.
* Computer as machine
* Difference between Natural Things and man made things.

**Unit: Know Your Computer Time: 40 min**

**Topic: Exercise Week: 4  
 Day 2**

**Objectives:**

Students should be able to:

Students should be able to:

• Differentiate between a machine and natural things.

**Resources:**

Book (Page 12)

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking

* What is a machine?
* Is computer a machine?
* Uses of computer?

Development: **(25 minutes)**

• Elaborate the natural things.

• Explain in details the machines.

**Activity:**

Ask students to solve exercise D and check the solution and appreciate the students with correct answers.

Wrap up: **(05 minutes)**

Lesson will be concluded with the revision of following topics:

• Computer Etiquette

Success Criteria: **(05 minutes)**

At the end of the topic, the students should be able to:

• Describe a computer thoroughly.

• Differentiate between natural things and machines.

**Unit: Know Your Computer Time: 40 min**

**Topic: Machine Week: 5**

**Day 1**

**Objective:**

Students should be able to:

Students should be able to:

* Understand the different parts of a computer.

**Resources:**

* Book (Page 13)

**Methodology:**Introduction: **(10 minutes)**

Test the student’s prior knowledge of:

* Names of the parts of a computer, I.e. monitor, CPU , keyboard and mouse.

Development:  **(25 minutes)**

* Explain the students that the human body is like a machine and functions like a machine.
* Explain the students that the human body has different parts just as a machine does and those parts are used for different activities, so does a machine , it has different parts to carry out different activities.

**Activity:**

Take the students to the computer lab and let them recognize the different parts by observing them in the lab.

Wrap up: **(05 minutes)**

Topic will be concluded with the revision of following

* Human body functions as a machine does.
* Different parts of the computer.

Home work:

Ask the students to write down the names of the 4 parts of the computer that they have learnt in the class, on their notebooks.

Success Criteria:

At the end of the topic, the students should be able to:

• Name the four main parts of the computer and write them down.

**Unit: Parts of a computer Time: 40 min**

**Topic: Monitor, CPU Week: 5**

**Day 2**

**Objectives:**

By the end of the topic, the students will be able to:

• Describe what a monitor is.

• Write down the full form of CPU.

**Resources:**

Book (Page 14)

**Methodology:**Introduction: **(10 minutes)**

* Previous knowledge will be checked by asking
* The four main types of parts of the computer.

Development: **(25 minutes)**

* Explain the function and characteristics of a monitor.
* Explain the function and characteristics of a CPU.

**Activity:**

Ask students to make picture of monitor on their copies.

Wrap up: **(05 minutes)**

Conclude the topic by:

Ask the students to read the topic as homework.

Success Criteria:

By the end of the day, the teacher should make sure that the students are fully aware of:

* The basic function of a monitor and a CPU.
* The full form of the abbreviation CPU.

**Unit: Parts of a computer Time: 40 min**

**Topic: Key Board, Mouse Week: 12  
Day 1**

**Objectives:**

At the conclusion of the topic, the students will:

• Know about the functions of a key board and mouse.

**Resources:**

Book (Page 14, 15)

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking

• Questions on monitor and CPU.

• Ask the full form of CPU.

• Ask the children if they have ever used a desktop computer and observed the parts of a computer by themselves.

Development: **(25 minutes)**

• Tell the students about keyboard explain that the keyboard has alphabet, number and special keys on it.

• Explain the function of a mouse that a mouse has a long wire attached to it and it is used to point things on a computer monitor.

**Activity:**

Take the students to lab and show them keyboard and mouse and ask them to practice how to use mouse.

Wrap up:  **(5 minutes)**

Conclude the topic by:

• Revising the four main parts of the computer.

• The uses of monitor and CPU.

**Home work:**

Ask the students to read the topic as homework.

Success Criteria:

By the end of the day, the teacher should make sure that the students are fully aware of:

• The different keys on the key board.

• The basic functions of a mouse.

• The practical uses of both the parts.

**Unit: Parts of a computer Time: 40 min**

**Topic: Monitor, CPU Week: 6  
 Day 2**

**Objectives:**

By the end of the topic, the students will be able to:

* Tell about parts of computer
* Describe what a monitor is.
* Write down the full form of CPU.
* Precautions regarding use of computers.

**Resources:**

Book (Page 16)

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking

• The four main types of parts of the computer.

Development: **(25 minutes)**

* Explain the function and characteristics of a monitor.
* Explain the function and characteristics of a CPU.

**Activity:**

Ask students to write down the computer etiquette which they have learned before.

Wrap up: **(05 minutes)**

Conclude the topic by:

• Revising the four main parts of the computer.

• The uses of monitor and CPU.

Success Criteria:

By the end of the day, the teacher should make sure that the students are fully aware of:

* Computer etiquettes
* The basic function of a monitor and a CPU.
* The full form of the abbreviation CPU.

**Unit: Parts of a Computer Time: 40 min**

**Topic: Exercises Week: 7**

**Day 1**

**Objective:**

At the conclusion of the topic, the students will:

* Know about the functions of a CPU, key board and mouse.

**Resources:**

* Book (Page 17)
* Board
* Marker

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking

* Questions on monitor and CPU.
* Ask the full form of CPU.
* Ask the children if they have ever used a desktop computer and observed the parts of a computer by themselves.
* Ask about the mouse.

Development:  **(25 minutes)**

Briefly explain the functions of CPU, Keyboard, Monitor and mouse

**Activity:**

* Take students to computer lab and identify the CPU, Monitor, Keyboard and mouse.

**Class work:**

* Ask students to solve exercise A on their copies and bring them to teacher.

Wrap up: **(05 minutes)**

Conclude the topic by:

* Revising the four main parts of the computer.
* The uses of monitor and CPU.

Success Criteria:

By the end of the day, the teacher should make sure that the students are fully aware of:

* Basic functions of CPU, Keyboard and Mouse.

**Unit: Parts of a Computer Time: 40 min**

**Topic: Exercises Week: 7**

**Day 2**

**Objectives:**

Students should be able to:

* Learn about parts of computer by solving exercises.

**Resources:**

* Book (Page 18)
* Board
* Marker

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking:

* Asking about monitor and its functions.
* Asking about CPU and mouse.

Development: **(25 minutes)**

Revise the functions of CPU, Keyboard, Monitor and mouse

**Class work:**

Ask students to solve exercise B,C,D on their copies and bring them to teacher.

Wrap up: **(05 minutes)**

Conclude the topic by:

* Revising the four main parts of the computer.
* The uses of monitor and CPU.
* The uses of Keyboard and mouse.

Success Criteria:

By the end of the day, the teacher should make sure that the students are fully aware of:

* Parts of computer
* Basic functions of CPU, Keyboard and Mouse.

**Unit: Parts of Computer Time: 40 min**

**Topic: Exercises Week: 8  
Day 1**

**Objectives:**

Students should be able to:

Identify the parts of computer

**Resources:**

* Book (Page 19)
* Board, Marker
* Computer

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking Questions about:

* The four main types of parts of the computer.

Development: **(25 minutes)**

**Class work:**

Ask the students to Solve exercise E and F and bring the solution to teacher.

Wrap up:  **(05 minutes)**

Conclude the topic by revising:

* Revising the four main parts of the computer

Success Criteria:

By the end of the day, the teacher should make sure that the students are fully aware of:

* Identify the parts of computer.

**Unit: Parts of a Computer Time: 40 min**

**Topic: Revision Week: 8  
 Day 2**

**Objectives:**

Students should be able to:

* Identify the parts of computer.
* Understand the function of parts of computer

**Resources:**

* Book (Unit 2)

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking:

* The four main types of parts of the computer.

Development: **(25 minutes)**

* Ask students there are how many parts of computer.

**Activity:**

Divide the class into groups and ask them following questions:

* What is computer?
* There are how many Parts of computer? Name of parts of computer?
* CPU Stands for?
* Functions of Keyboard?
* Functions of mouse?
* Functions of Monitor?
* Functions of CPU?

Wrap up: **(05 minutes)**

Conclude the topic by revising the:

* Revising the four main parts of the computer.
* The uses of monitor and CPU.

Success Criteria:

By the end of the day, the teacher should make sure that the students are fully aware of:

* Parts of computer and their functions

**Unit: Key Board Time: 40 min**

**Topic: Key Board Week: 9**

**Day 1**

**Objective:**

At the conclusion of the topic, the students will:

* Know about the different keys on the key board

**Resources:**

* Book (Page 21)
* Board
* Marker

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking

* How many types of keys do a key board has?

Development:  **(25 minutes)**

* Elaborate the uses of a key board and explain its functioning.
* Explain to the students that words and numbers appear on the monitor once you type on the key board.

**Activity:**

* Take the students to the computer lab, ask them to observe the key board , ask them to type randomly and explain them that when a key board is pressed, words and letters appear on the monitor.

Wrap up: **(05 minutes)**

Conclude the topic by:

* Letting the students observe the key board.
* Recollecting the different types of keys on the key board.

Home work:

Conclude the topic by:

* Letting the students observe the key board.
* Recollecting the different types of keys on the key board.

Success Criteria:

By the end of the day, the teacher should make sure that the students are fully aware of:

* Recollect the different types of keys on the key board.
* Know about the alphabet and letter keys.
* Know the use of a key board.

**Unit: Key Board Time: 40 min**

**Topic: Alphabet Keys Week: 9**

**Day 2**

**Objectives:**

Students should be able to:

* State and identify that the key board has 26 alphabet keys and Number key.

**Resources:**

* Book (Page 22)
* Board
* Marker

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking:

* What is the key board used for?
* How do we use it?
* What happens when we press the buttons on a key board?

Development: **(25 minutes)**

Start the lecture by telling the students that the alphabet keys are used for typing words and sentences.

**Activity**

Ask the students to draw a key board on their note books.

Wrap up: **(05 minutes)**

Conclude the topic by:

* Asking the students the different types of keys they know that the key board is consisted of
* Ask the students the number of alphabet keys.
* Ask the uses of the key board.

**Home work:**

Activity E,F and G Page number 27,28

Success Criteria:

By the end of the day, the teacher should make sure that the students are fully aware of:

* The basic function of a key board.
* That the key board has alphabet and number keys on it.
* That the alphabet keys are used to type words and sentences.

**Unit: Key Board Time: 40 min**

**Topic: Number Keys Week: 10  
Day 1**

**Objectives:**

Students should be able to:

* Identify number keys on key board.

**Resources:**

* Book (Page 23)
* Board, Marker
* Computer

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking Questions about:

* What are alphabet keys?
* How many alphabet keys are there on a key board?
* Revise number counting (1-10) with the students orally in class prior to explaining them about the number keys on a key board.

Development: **(25 minutes)**

* Elaborate the function of the number keys to the students

**Activity**:

* Activity number 2 on page number 24 to be done in class.

**Home work:**

* Write down this question on the blackboard for the children to copy down and answer it at home.
* Q) If you want to write your age, which type of keys will you use?

Wrap up:  **(05 minutes)**

Conclude the topic by revising:

* Revising that there are ten number keys.
* Number keys are used for typing numbers.

Success Criteria:

* By the end of the day, the teacher should make sure that the students are fully aware of:
* The concept of number keys.

**Unit: Key Boards Time: 40 min**

**Topic: Caps Lock Key, Backspace Key Week: 10  
 Day 2**

**Objectives:**

Students should be able to:

* Be acquainted with the functions of caps lock key.
* Be acquainted with the functions of backspace key.

**Resources:**

* Book (Page 24)

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking:

* Questions associated with the key board: how many types of keys are there on a key board?
* What are the number keys used for?
* What are the alphabet keys?
* Which keys type’s numbers?
* Which keys type’s letters and sentences?
* Where do the letters and numbers pressed on the key board appear?

Development: **(25 minutes)**

* Unfold the function of caps lock key to the students, explain what capital letters are prior to conveying about the caps lock key.
* Convey to the students, the functions of the backspace key.

**Activity:**

Take the students to the computer lab, direct the students to type their names, starting their initials with a capital letter, with the use of caps lock key, let the children practice the caps lock keys’ function.

Next, instruct them to use the backspace key while they see the words disappearing as they press the key.

Wrap up: **(05 minutes)**

Conclude the topic by revising the:

* Types of keys on the key board.
* Functions of the caps lock key and backspace key.

**Home work:**

Ask the students to read the content in the book for the topic on page number 24 as home work

Success Criteria:

By the end of the day, the teacher should make sure that the students are fully aware of:

* Functions of the caps lock key and backspace key

**Unit: Keyboard Time: 40 min**

**Topic: Computer etiquettes, Week: 11**

**Now you know and key terms**

**Day 1**

**Objective:**

Students should be able to:

* Learn computer etiquettes.
* Revise chapter summary.

**Resources:**

* Book (Page 25)
* Board
* Marker

**Methodology:**Introduction: **(10 minutes)**

Check the student’s prior knowledge by asking:

* Functions of enter key
* Functions of space bar key

Development:  **(25 minutes)**

* Explain the students the function of different keys of keyboard.

**Activity:**

* Ask students to write down the computer etiquettes they have previously learned.

**Wrap up:** **(05 minutes)**

Lesson will be concluded by reading now you know.

**Home work:**

Ask the students to write the key terms.

**Success Criteria:**

By the end of the day, the teacher should make sure that the students are fully aware of:

* The computer etiquettes.
* Key terms of chapter.

**Unit: Keyboard Time: 40 min**

**Topic: Computer etiquettes, Week: 11**

**Now you know and key terms**

**Day 2**

**Objectives:**

At the conclusion of the topic, the students will:

Revise the chapter by solving exercises.

**Resources:**

* Book (Page 26)
* Board
* Marker

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking:

* Functions of Caps lock key.
* Functions of Enter key.

Development: **(25 minutes)**

* Explain the function of different keys of key board.

**Class work:**

* Ask students to solve activity A and B.

Wrap up: **(05 minutes)**

Conclude the topic by:

* Revising the functions of number keys.

Success Criteria:

By the end of the day, the teacher should make sure that the students are fully aware of:

* Functions of keyboard.

**Unit: Keyboard Time: 40 min**

**Topic: Exercise Week: 12  
Day 1**

**Objectives:**

Students should be able to:

* Revise the chapter by solving exercises.

**Resources:**

* Book (Page 27)
* Board, Marker
* Computer

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking Questions about:

* Functions of alphabets key.
* Functions of back space key.

Development: **(15 minutes)**

* Explain the function of different keys of key board.

**Class work:**

* Ask students to solve activity C, D and E.

Wrap up:  **(15 minutes)**

Conclude the topic by revising:

* The functions of Alphabets keys.

Success Criteria:

By the end of the day, the teacher should make sure that the students are fully aware of:

* The different keys and their functions.

**Unit: Keyboard Time: 40 min**

**Topic: Exercises Week: 12  
 Day 2**

**Objectives:**

Students should be able to:

* Revise the chapter by solving exercises.

**Resources:**

* Book (Page 28)

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking:

* Definition of keyboard.
* Functions of back space key.

Development: **(25 minutes)**

* Explain the function of different keys of key board.

**Class work:**

* Ask students to solve activity F, G and H.

Wrap up: **(05 minutes)**

Lesson will be concluded by:

* Revising the functions of Caps lock and space bar keys.

Success Criteria:

By the end of the day, the teacher should make sure that the students are fully aware of:

* Understand the different keys and their functions.

**Unit: Keyboard Time: 40 min**

**Topic: Exercises Week: 13**

**Day 1**

**Objective:**

Students should be able to:

* Revise the chapter by solving exercises.

**Resources:**

* Book (Page 29,30)
* Board
* Marker

**Methodology:**Introduction: **(10 minutes)**

Check the student’s prior knowledge by asking:

* Functions of enter key
* Functions of space bar key

Development:  **(25 minutes)**

* Explain the students the function of different keys of keyboard.

**Class work:**

* Ask students to solve activity I, J and K.

Wrap up: **(05 minutes)**

Lesson will be concluded by revising the functions of alphabets keys and number keys.

Success Criteria:

By the end of the day, the teacher should make sure that the students are fully aware of:

* Understand the different keys and their functions.

**Unit: Keyboard Time: 40 min**

**Topic: Exercises Week: 13**

**Day 2**

**Objectives:**

At the conclusion of the topic, the students will:

* Revise the chapter by solving exercises.

**Resources:**

* Book (Page 31)
* Board
* Marker

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking:

* About Number keys.
* Alphabets keys.

Development: **(25 minutes)**

* Explain the function of different keys of key board.

**Class work:**

* Ask students to solve test paper on page 32.

Wrap up: **(05 minutes)**

* Lesson will be concluded by checking the solved test paper of students.

Success Criteria:

By the end of the day, the teacher should make sure that the students are fully able to:

* Understand the definition of computer and its parts.

**Unit: Computer Mouse Time: 40 min**

**Topic: Mouse Pad Week: 16  
Day 1**

**Objectives:**

Students should be able to:

* Be apprenticed with the mouse.
* Know what a mouse pad is.

**Resources:**

* Book (Page 32)
* Board, Marker

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking Questions about:

* Inquire from the students the different parts of a computer.

Development: **(15 minutes)**

* Mouse is used to move the pointer on a computer screen.
* Explain that there are different types of mouse, but most have a right and a left button.

**Activity**:

* Etch a mouse for demonstration purpose. Have the students hold the mouse and observe the buttons on it. Also, ask them to place it on a mouse pad.

Wrap up:  **(15 minutes)**

Conclude the topic by:

* Explaining the students that the mouse is used to use the computer.
* Explain that the mouse is to be kept on a flat surface to function, otherwise it will not work.

Success Criteria:

By the end of the day, the teacher should make sure that the students are fully aware of:

* The mouse pad and purpose of mouse pad.

**Unit: Computer Mouse Time: 40 min**

**Topic: Mouse Buttons Week: 16  
 Day 2**

**Objectives:**

Students should be able to:

* Be apprenticed with the mouse and its buttons.
* Get students familiar with the basic functions of a mouse.

**Resources:**

* Book (Page 32)

**Methodology:**Introduction: **(10 minutes)**

Previous knowledge will be checked by asking:

* Inquire from the students about mouse pad.

Development: **(25 minutes)**

* Explain Mouse is used to move the pointer on a computer screen.
* Explain that there are different types of mouse, but most have a right and a left button.

**Activity**:

* Etch a mouse for demonstration purpose. Have the students hold the mouse and observe the buttons on it. Also, ask them to place it on a mouse pad.

Wrap up: **(05 minutes)**

Lesson will be concluded by:

* Explaining the students that the mouse is used to use the computer.
* Explain that the mouse is to be kept on a flat surface to function, otherwise it will not work.

Success Criteria:

By the end of the day, the teacher should make sure that the students are fully aware of:

The functions and uses of mouse and its buttons.

**Unit: Computer Mouse Time: 40 min**

**Topic: Holding the mouse Week: 17  
Day 1**

**Objectives:**

At the conclusion of the topic, the students will:

* Learn to hold the mouse properly.
* Identify single click.

**Resources:**

* Page number 33

**Methodology:   
Introduction:**  **(10 minutes)**

Previous knowledge will be checked by asking:

* Ask the students about a mouse, its functions and
* How many buttons does it have?
* Does the computer mouse look something like a mouse running somewhere in a garden?

**Development: (25 minutes)**

* Have the students hold the mouse and observe it.
* Ask the students to place the mouse on a flat surface for it to function properly.
* Ask them to navigate with the mouse without clicking the buttons.
* Explain that the students who are left-handed will hold the mouse in a different way than a right-handed student, assist the students in this.

**Explain:**

* Mouse is used to use the computer.

**Activity**:

* Ask the students to observe the cursor while they are also practicing to hold the mouse.
* Provide worksheets to the students containing the picture of a mouse and ask them to label it as taught in class.

**Wrap up: (5 minutes)**

Conclude the topic by:

* Revise the parts of the mouse, the left mouse button, the right mouse button and the scrolling wheel.

**Success Criteria:**

By the end of the day, the teacher should make sure that the students are fully aware of:

* Hold the mouse correctly and learn about the buttons of a mouse.
* Learn about right click and left click.

**Unit: Computer Mouse Time: 40 min**

**Topic:** **Holding the mouse Week: 17**

**Day 2**

**Objectives:**

At the conclusion of the topic, the students will able to:

* Identify the buttons of mouse.
* Identify pad of the mouse.

**Resources:**

Book, page number 33

**Methodology: (10 minutes)**

**Introduction:**

Previous knowledge will be checked by asking:

* Ask the students about a mouse, its functions and how many buttons does it has?

**Development:** **(25 minutes)**

* Ask the students to place the mouse on a flat surface for to function properly.
* Ask them to navigate with the mouse without clicking the buttons.
* Explain that the students who are left-handed will hold the mouse in a different way than a right-handed student, assist the students in this.

**Explain**:

* Mouse is used to use the computer.
* Explain different functions of mouse.

**Activity**:

Ask the students to color the picture of mouse and identify the parts of it.

**Wrap up: (5 minutes)**

Conclude the topic by:

* Revise the parts of the mouse, the left mouse button, the right mouse button and the scrolling wheel.

**Success Criteria:**

By the end of the day, the teacher should make sure that the students are fully aware of:

* Mouse and its parts.

**Unit: Computer Mouse Time: 40 min**

**Topic: Mouse pointer, clicking the mouse Week 18**

**Day 1**

**Objectives:**

At the conclusion of the topic, the students will:

* Recall about the cursor.
* Explain the students about the left button and the right button.
* Explain single click.

**Resources:**

* Book, page number 34

**Methodology:   
Introduction:**  **(10 minutes)**

Previous knowledge will be checked by asking:

* Do left-handers and right-handers hold the mouse in the same way?

**Explain**: **(25 minutes)**

* How are things pointed on a computer?
* The arrow that appears is called a mouse pointer.
* When the buttons are pressed, we hear a click sound.

**Activity**:

* Take the students to the lab and monitor them while they show the teacher how to hold a mouse properly.

**Wrap up:**

**(5 minutes)**

Conclude the topic by:

* Revise how things are pointed on a computer.
* A mouse pointer is used to point things.

**Success Criteria:**

By the end of the day, the teacher should make sure that the students are fully aware of:

* The students should be able to hold the mouse properly.
* Know the function of a mouse.
* Learn about the mouse pointer.

**Unit: Computer Mouse Time: 40 min**

**Topic:** **Computer etiquette, week 18**

**Now you know and key terms**

**Day 2**

**Objectives:**

At the conclusion of the topic, the students will:

* Learn about computer etiquette
* Revise the chapter by reading know you know.

**Resources:**

* Book, page number 35

**Methodology:**

**Introduction: (10 minutes)**

Previous knowledge will be checked by asking:

* About mouse pointer.

**Explain**:

* Ask students about the computer etiquettes they have already learned.

**Activity**: **(25 minutes)**

* Take the students to lab and practice clicking the buttons of mouse.

**Wrap up: (5 minutes)**

Conclude the topic by:

* Revising now you know and key terms.

**Success Criteria:**

By the end of the day, the teacher should make sure that the students are fully aware of:

* The students should be able to revise the chapter trough now you know and key terms.

**Unit: Computer Mouse Time: 40 min**

**Topic: Exercises**  **Week 19**

**Day 1**

**Objectives:**

Students should be able to:

* Revise uses the chapter by solving exercises.

**Resources:**

* Book, page number 36

**Methodology:   
Introduction:**  **(10 minutes)**

Previous knowledge will be checked by asking

* What is mouse?
* What are names of parts of mouse?
* What is mouse pad?

**Explain**:  **(25 minutes)**

* Ask the students to read page 36.

**Activity**:

* Ask students to read the key terms and remember them.

**Class work:**

* Ask students to solve exercise A, B and C in the class.

**Wrap up:**

**(5 minutes)**

Lesson will be concluded by:

* Checking the solution prepared by students.

**Success Criteria:**

The teacher should ensure that after this lesson, the students are able to:

* Revise uses of computer by solving exercises.

**Unit: Computer Mouse Time: 40 min**

**Topic:** **Exercises week 19   
 Day 2**

**Objectives:**

Students should be able to:

* Revise uses the chapter by solving exercises.

**Resources:**

* Book, page number 37, 38

**Methodology: (10 minutes)**

**Introduction:**

Previous knowledge will be checked by asking:

* What is right click?
* What is left click?
* What is double click?

**Explain**: **(25 minutes)**

* Ask the students to read page 37.

**Activity**:

Take students to lab and ask them practice.

* Right click,
* Left click,
* Double click.

**Class work:**

* Ask students to solve exercise D and F.

**Wrap up: (5 minutes)**

Lesson will be concluded by:

* Checking the solution prepared by students.

**Success Criteria:**

The teacher should ensure that after this lesson, the students are able to:

* Revise uses of mouse by solving exercises.

**Unit: Uses of computer Time: 40 min**

**Topic: 3 Uses of Computer Week: 20**

**Day 1**

**Objective:**

At the conclusion of the topic, the students will:

* Write down 2 uses of a computer: learn, write.

**Resources:**

* Book Page 39

**Methodology:   
Introduction:** **(10 minutes)**

Previous knowledge will be checked by asking:

* What is mouse?
* Functions of mouse?

**Development:**  **(25 minutes)**

* Ask the students to share what they know about a computer.
* Make sure to convey that a computer is a useful machine that helps us in many ways in our everyday lives and people in offices.

**Activity:**

Make a worksheet, with different pictures of children performing different activities

* Like working on a computer,
* typing on a key board with a monitor with typed texts,
* A child playing football,
* A mother cooking and ask them to encircle the activities that can be performed on computers amongst all the pictures.

**Wrap up:** **(05 minutes)**

Conclude the topic by:

* Revising the 2 uses of computer.
* Engage the students in discussion by asking them any more uses they know of the computer.

**Success Criteria:**

By the end of the day, the teacher should make sure that the students are fully aware of:

* The uses of a computer to learn, write.
* The uses of computers in different fields and by different people.

**Unit: Uses of computer Time: 40 min**

**Topic:** **3 Uses of Computer Week: 20**

**Day 2**

**Objectives:**

At the conclusion of the topic, the students will:

* Write down 3 uses of a computer: learn, write and make drawings.

**Resources:**

* Book Page 39

**Methodology:   
Introduction:** **(10 minutes)**

Previous knowledge will be checked by asking:

* Uses they have learned in previous class.

**Development:** **(25 minutes)**

* Explain the 3 uses: learn, write and making drawings in detail.

**Activity:**

* Show students the process of making drawing on the computer in the lab.

**Wrap up: (05 minutes)**

Conclude the topic by:

* Revising the 3 uses of computer.
* Engage the students in discussion by asking them any more uses they know of the computer.

**Success Criteria:**

By the end of the day, the teacher should make sure that the students are fully aware of:

* The uses of a computer to learn write and make drawings.
* The uses of computers in different fields and by different people.

**Unit: Uses of computer Time: 40 min**

**Topic: 3 Uses of Computer Week: 21**

**Day 1**

**Objective:**

At the conclusion of the topic, the students will:

* Learn 3 more uses of the computer.
* Reinforce the earlier learnt uses.

**Resources:**

* Book, Page number 40

**Methodology:   
Introduction:** **(10 minutes)**

Previous knowledge will be checked by asking:

* The 3 basic uses of the computer.

**Development:**  **(25 minutes)**

* The three remaining uses of a computer.
* To play games, to watch cartoons and to listen to music.

**Activity**:

* Ask the students to do activity F on page number 45.

**Wrap up:**  **(05 minutes)**

Conclude the topic by:

* Discussing al the uses of computers the students have learnt.

**Success Criteria:**

By the end of the day, the teacher should make sure that the students are fully aware of:

* The uses of a computer and learn by close observations in their daily lives.
* The uses of a computer they can see around.

**Unit: Uses of computer Time: 40 min**

**Topic: Revision of Uses of Computer Week: 21**

**Day 2**

**Objectives:**

At the conclusion of the topic, the students will:

* Reinforce the earlier learnt uses.

**Resources:**

* Book, Page number 39,40

**Methodology:   
Introduction:** **(10 minutes)**

Previous knowledge will be checked by asking:

* The 3 basic uses of the computer.

**Development:**  **(25 minutes)**

* Ask students to write the uses of computer they know.

**Activity:**

* Divide the class into 2 groups and ask them to tell the uses of computer.

**Wrap up:**  **(05 minutes)**

Conclude the topic by:

* Discussing al the uses of computers the students have learnt.

**Success Criteria:**

By the end of the day, the teacher should make sure that the students are fully aware of:

* The uses of a computer and learn by close observations in their daily lives.
* The uses of a computer they can see around.

**Unit: Uses of computer Time: 40 min**

**Topic: A Computer is used at many places. Week: 22**

**Day 1**

**Objective:**

At the conclusion of the topic, the students will:

* Learn that computers are an essential part of the office management.
* Identify the places where computers are used.

**Resources:**

* Book, page number 41

**Methodology:   
Introduction:** **(10 minutes)**

Previous knowledge will be checked by asking:

* The uses of a computer.

**Development:**  **(25 minutes)**

* For those students who are less familiar with Computers, read out aloud the different places where computers are used for different purposes and answer any doubts that the students have.

**Activity**:

* Ask students to write down the uses of computer they know.

**Wrap up:**  **(05 minutes)**

Conclude the topic by:

* Discussing what the students already knew about uses of computers.
* 3 different uses than what they have studied in class.

**Success Criteria:**

By the end of the day, the teacher should make sure that the students are fully aware of:

* Different places where the computers are used.

**Unit: Uses of computer Time: 40 min**

**Topic: A computer is used at many places Week: 22**

**Day 2**

**Objectives:**

At the conclusion of the topic, the students will:

* An idea of all places where computer is being used.

**Resources:**

* Book, page number 41

**Methodology:   
Introduction:** **(10 minutes)**

Previous knowledge will be checked by asking:

* The uses of computer students have learned so far.

**Development:**  **(25 minutes)**

* Tell students about uses of computer which are not mentioned in the book.

**Activity:**

* Divide the class into to groups and ask them one by one the uses of computer they know.

**Wrap up:**  **(05 minutes)**

Conclude the topic by:

* Discussing what the students already knew about uses of computers.

**Success Criteria:**

By the end of the day, the teacher should make sure that the students are fully aware of:

* Different places where the computers are used.

**Unit: Uses of computer Time: 40 min**

**Topic: At shop, At an airport Week: 23**

**Day 1**

**Objective:**

At the conclusion of the topic, the students will:

* Be able to identify the places where computers are used.

**Resources:**

* Book , page number 42

**Methodology:   
Introduction:** **(10 minutes)**

Previous knowledge will be checked by asking:

* How computer is used in the banks

**Development:**  **(25 minutes)**

* Tell the students how computer is used in the shops and also explain the uses of computer at airport.

**Activity**:

* Take students to a super market and show how computer is being used there.

**Wrap up:**  **(05 minutes)**

Conclude the topic by:

* Discussing what the students already knew about uses of computers.

**Success Criteria:**

By the end of the day, the teacher should make sure that the students are fully aware of:

* Different places where the computers are used.

**Unit: Uses of computer Time: 40 min**

**Topic: computer etiquette Week: 23**

**Day 2**

**Objectives:**

At the conclusion of the topic, the students will:

* Able to use computer effectively by learning computer etiquettes.

**Resources:**

* Book , page number 42

**Methodology:   
Introduction:** **(10 minutes)**

* Previous knowledge will be checked by asking:
* Ask students to write down the computer etiquettes they have already learned.

**Development:**  **(25 minutes)**

* Explain the 2 etiquette given on the page 42.

**Activity:**

* Take students to lab ask them to implement the etiquettes they have learned so far.

**Wrap up:**  **(05 minutes)**

Conclude the topic by:

* Discussing the uses of computer.

**Success Criteria:**

By the end of the day, the teacher should make sure that the students are:

* Able to use computer effectively by learning computer etiquettes.

**Unit: Uses of computer Time: 40 min**

**Topic: Now you know, Key terms Week: 24**

**Day 1**

**Objective:**

Students should be able to:

* Revise uses of computer.

**Resources:**

* Book (Pg. 43)

**Methodology:   
Introduction:** **(10 minutes)**

Previous knowledge will be checked by asking

* What are uses of computer in publishing an photography.

**Development:**  **(25 minutes)**

* Ask the students to read now you know.

**Activity**:

* Ask students to read the key terms and remember them.

**Wrap up:**  **(05 minutes)**

Lesson will be concluded by:

* Revising the uses of computers.

**Home work:**

* Ask students to write the computer etiquettes.

**Success Criteria:**

The teacher should ensure that after this lesson, the students are able to:

* Revise uses of computer by reading now you know and key terms.

**Unit: Uses of computer Time: 40 min**

**Topic: Exercises Week: 24**

**Day 2**

**Objectives:**

Students should be able to:

* Revise uses of computer by solving exercises.

**Resources:**

* Book (Pg. 43)

**Methodology:   
Introduction:** **(10 minutes)**

Previous knowledge will be checked by asking

* What are uses of computer in banks and hospitals?

**Development:**  **(25 minutes)**

* Ask the students to read exercise A.

**Classwork:**

* Ask students to solve exercise A in the class.

**Wrap up:**  **(05 minutes)**

Lesson will be concluded by:

* Checking the solution prepared by students.

**Success Criteria:**

The teacher should ensure that after this lesson, the students are able to:

* Revise uses of computer by solving exercises.

**Unit: Uses of computer Time: 40 min**

**Topic: Exercises**  **Week: 25**

**Day 1**

**Objective:**

Students should be able to:

* Revise uses of computer by solving exercises.

**Resources:**

* Book (Pg. 44)

**Methodology:   
Introduction:** **(10 minutes)**

Previous knowledge will be checked by asking

* What are the six basic uses of computer?

**Development:**  **(25 minutes)**

* Ask the students to read exercise B,C and D.

**Class work:**

* Ask students to solve exercise C and D in the class.

**Home work:**

* Solve exercise B.

**Wrap up:**  **(05 minutes)**

Lesson will be concluded by:

* Checking the solution prepared by students.

**Success Criteria:**

The teacher should ensure that after this lesson, the students are able to:

* Revise uses of computer by solving exercises.

**Unit: Uses of computer Time: 40 min**

**Topic: Exercises Week: 25**

**Day 2**

**Objectives:**

Students should be able to:

* Revise uses of computer by solving exercises.

**Resources:**

* Book (Pg. 45)

**Methodology:   
Introduction:** **(10 minutes)**

Previous knowledge will be checked by asking

* How computer is used on the airports.

**Development:**  **(25 minutes)**

* Ask the students to read exercise E and F.

**Class work:**

* Ask students to solve exercise E and F in the class.

**Wrap up:**  **(05 minutes)**

Lesson will be concluded by:

* Checking the solution prepared by students.

**Success Criteria:**

The teacher should ensure that after this lesson, the students are able to:

* Revise uses of computer by solving exercises.