

**COMPUTER STUDIES**  
**SCHEME OF WORK FOR J.S.S 1**

<b>WEEK</b>	<b>CONTENT</b>
Week I	Resumption exercise
Week ii	Introduction to keyboarding
Week iii	Care of the computer 1
Week iv	Care of the computer ii practical
Week v	Correct keyboarding Technique I
Week vi	Correct keyboarding Technique ii
Week vii	Mid- Term Exercise
Week viii	Alpha-Numeric keys
Week ix	Basic service keys
Week x	Correct spacing and punctuation marks
Week xi	Revision
Week xii	Examination