

WEEK	TOPIC	CONTENT
1	Computer Basics	<ul style="list-style-type: none"> • Basic computer lab rules. • Tips on how to care for a basic computer system. • Correct start-up and shut down process. • Creating a folder. • Exploring My Computer.
2	Basic Components Of A Computer System.	<ul style="list-style-type: none"> • Define the term 'computer'. • Identify the basic components of a computer system (systems unit, monitor, mouse/touch pad, speakers, keyboard/keypad). • Differentiate between hardware and software.
3 – 4	Business Letters	<ul style="list-style-type: none"> • Types of business letters • Elements of a business letters: Letter head/ Sender's address, Reference number, Date, Name and address of addressee, Salutation, Subject Heading, Body of letter, Complimentary close, Signature block, Signatory, Enclosure. • Types of Application Letters: Solicited and Unsolicited.
5	Review Test	Review Test
6	Introduction to Microsoft Word	<ul style="list-style-type: none"> • Using the standard buttons: new, open, save, save as and print. Page size, page orientation, margins.
6 – 8	Formatting Text	<ul style="list-style-type: none"> • Exploring and using the Home Tab: font style, font size, font colour, B, I, U, line spacing, text alignment (left, centre, right, justify), changing case, bulleting, numbering, subscript, superscript.
9	Basic Editing	<ul style="list-style-type: none"> • Selection methods, copy, move (cut), insert blank page, short cuts (ctrl + U, B, I, A, X, C, V).
10	Review Test	<ul style="list-style-type: none"> • Review Test
11 – 13	Insert Tab	<ul style="list-style-type: none"> • Inserting and formatting a table. • Inserting a header, footer and page numbers. • Inserting pictures. • Inserting a text box.

TERM 1 – IBS

TERM 2 – IBS

WEEK	TOPIC	CONTENT
1	Introduction to Accounting	<ul style="list-style-type: none">• Definition of accounting.• Users of accounting information.
2 – 3	The Accounting Equation	<ul style="list-style-type: none">• Define terms asset, liability and capital.• Categorise various assets and liabilities.• Categorise assets into fixed and current assets.• Categorise liabilities into long term and short term.• Calculate the accounting equation.
4 – 5	Payroll	<ul style="list-style-type: none">• Define and calculate basic pay.• Define and calculate overtime pay.• Define and calculate gross pay.• Define and calculate net pay.
6	Review Test	Review Test
7	Spreadsheet Basics	<ul style="list-style-type: none">• Define a spreadsheet.• Define and identify workbook, worksheet, rows, columns, cells, range and cell address.• Entering data into a spreadsheet (example a simple shopping list).
8	Basic formulae	<ul style="list-style-type: none">• Using simple formulae such as:• Adding $=B1+B2+B3$• Subtracting $=B5 - B6$• Multiplying $=B5*B6$• Dividing $=B5/B6$
9	Basic functions	<ul style="list-style-type: none">• Define the term spreadsheet function• Using basic spreadsheet functions such as: sum, average, max, min, count and countA.• Auto fill

10 – 11	Formatting	<ul style="list-style-type: none"> • Home Tab: B, U, I, font colour, alignment, cell fill, cell borders, merge cells, text wrapping, format numbers.
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TERM 3 - IBS

WEEK	TOPIC	CONTENT
1	Sorting	<ul style="list-style-type: none"> • Sorting data in Excel
2	Printing in Excel	<ul style="list-style-type: none"> • Show formula sheet • Page Setup button: page margins, orientation, scaling, inserting a header and footer.
3-6		<ul style="list-style-type: none"> • Power point and review.