

S2 BUSINESS ICT

COURSE PLANNER

	TOPIC COVERAGE
Lesson 1	Needs and Wants
Lesson 2	Goods and Services Durable and Non-Durable Goods
Lesson 3	Factors of Production
Lesson 4	Entrepreneurs
Lesson 5	Entrepreneurs
Lesson 6	Business Ethics

Lesson 7	Globalisation
Lesson 8	Budgeting – Sources of Income
Lesson 9	Budgeting – Sources of Expenditure
Lesson 10	Personal Cash Budgets
Lesson 11	Personal Finance – Bank Accounts
Lesson 12	Personal Finance – Loans and Credit Cards
Lesson 13	Functional Areas of a Business
Lesson 14	Functional Areas of a Business

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IT SECTION

	TOPIC COVERAGE
Lesson 1	Word Processing – Touch Typing
Lesson 2	Word Processing – Touch Typing
Lesson 3	Word Processing – Using Text Boxes, shading – Task 1 – Layout of hotel
Lesson 4	Word Processing – Manuscript corrections, formatting, graphics – Task 2 – Business Card
Lesson 5	Word Processing – Page borders, more formatting – Task 3 – Poster
Lesson 6	Word Processing – Business Letters – Task 4 - Letterhead
Lesson 7	Word Processing – Business Letters – Task 5 Letter

Lesson 8	Database – Setting up a database – terminology – Task 6 – set up fields and data types
Lesson 9	Database – Populating a database, sorting – Task 6 – Populating and sorting
Lesson 10	Database – Searching a database – Task 7 – Searching a database
Lesson 11	Spreadsheets – Intro to spreadsheets, terminology, simple formulae, SUM – Task 8 – Wages Spreadsheet
Lesson 12	Spreadsheets – Charts – Task 9 - Chart
Lesson 13	Word Processing – Task 10 – Breakfast Menu
Lesson 14	Spreadsheets – Recap, Percentages – Task 11 – Costing Spreadsheet
Lesson 15	Database – Recap – Task 12 – Customer Database
Lesson 16	Ediary – Task 13 – Customer Bookings

Lesson 17	Word Processing – Mail Merge
Lesson 18	Word Processing – Mail Merge – Task 14 – Customer Letter
Lesson 19	Word Processing – Tables – Task 15 – Customer Feedback Form
Lesson 20	Internet – Search engines – Task 16 – Internet Search
Lesson 21	Word Processing – Memos – Task 17 – Staff Memo
Lesson 22	Word Processing – Itineraries – Task 18 – Sample Itinerary
Lesson 23	PowerPoint – keying in information – Task 19 – Owner PowerPoint
Lesson 24	PowerPoint – slide design, animation, slide transition – Task 19