

**SCHEME OF WORK**  
**COMPUTER**  
**FORM 2**  
**TERM 1**

Week	Week Ending	Topics
1	09-Sep-05	<b>Use of Computer:</b> Explain uses
2	16-Sep-05	<b>Economic Applications:</b> <i>Viruses:</i> Prevention and removal <i>Copyright:</i> Define and explain software copyright <i>Security Measures:</i> Identify and define security measures
3	23-Sep-05	Architecture of a Microcomputer: <i>Components of a computer:</i> Hardware and software <i>Input Devices:</i> Define Input devices
4	30-Sep-05	Social implications Changes caused by computer
5	07-Oct-05	Architecture of a Microcomputer: <i>Output Devices:</i> applications of input devices <i>Storage devices:</i> describe different output devices
6	14-Oct-05	Define input/output devices Explain the uses of storage devices
7	21-Oct-05	Operating Systems Perform basic operating systems functions
8	28-Oct-05	Application Software Word processing– advanced commands Desktop publishing: combine text and graphics
9	04-Nov-05	Multimedia Database– basic commands
10	11-Nov-05	Database—queries
11	18-Nov-05	Programming Algorithm design
12	25-Nov-05	EXAMINATIONS
13	02-Dec-05	EXAMINATIONS
14	09-Dec-05	Review of Examinations
15	16-Dec-05	Teachers Only

## TERM 2

Week	Week Ending	Topics
1	06-Jan-06	Internet Internet terminology Internet usage
2	13-Jan-06	Preparation of petty cash records
3	20-Jan-06	Budgets (see lessons for week 3-5)
4	27-Jan-06	internet searching (see lessons for week 3-5)
5	03-Feb-06	Spreadsheets (see lessons for week 3-5)
6	10-Feb-06	Software programming (Lessons for weeks 6-10)
7	17-Feb-06	<b>Layout of Business card</b> (Lessons for weeks 6-10)
8	24-Feb-06	Layouts of brochures (Lessons for weeks 6-10)
9	03-Mar-06	<b>Desktop publishing</b> (Lessons for weeks 6-10)
10	10-Mar-06	<b>Writing and art skills</b> (Lessons for weeks 6-10)
11	17-Mar-06	<b>Spreadsheet</b> (lessons for week 11-12)
12	24-Mar-06	Spreadsheets (lessons for week 11-12)
		<b><u>TERM 3</u></b>
1	14-Apr-06	<b>Spreadsheet</b> (lessons for week 1 Term 3)
2	21-Apr-06	<b>Spreadsheets and power point</b> Create charts and graphs
3	28-Apr-06	<b>Spreadsheets and power point</b> Create charts and graphs (See lessons for week 2-6)
4	05-May-06	<b>Spreadsheets and power point</b> Use charts and graphs to make PowerPoint presentation (See lessons for week 2-6)
5	12-May-06	<b>Introduction to partnerships</b> Use PowerPoint presentation to demonstrate profit/loss of activity (See lessons for week 2-6)
6	19-May-06	<b>Spreadsheets and power point</b> Implement sound/ multimedia in powerpoint
7	26-May-06	Revision for examinations
8	02-Jun-06	EXAMINATIONS
9	09-Jun-06	EXAMINATIONS
10	16-Jun-06	Review of Examinations
11	23-Jun-06	Teachers Only