

ASCOT HIGH SCHOOL
DEPARTMENT OF BUSINESS STUDIES
COURSE OUTLINE – GRADE 11
SEPTEMBER TO DECEMBER 2024-2025

DATE	TOPICS	SUB-TOPICS	OBJECTIVES	SUGGESTED ACTIVITIES/ASSIGNMENTS
WEEK 1 Sept 2-6	ORIENTATION			
WEEK 2 Sept 9-13	RULES/EXPECTATIONS/DIAGNOSTIC TEST			
WEEK 3 Sept 16-20	Database Management	Creating Tables	• Open Microsoft Access • Save Database • Create fields, records and tables and distinguish between them • Save table • Sort information in a table • Set correct datatypes for field names • Import data from excel to Microsoft Access • Link topic to validation and verification	Hands-on Activity Worksheet
WEEK 4 Sept 23-27	Database Management	Creating Relationships	• Define the term relationship • Differentiate among the types of relationships • Create primary, foreign and (composite keys) in a table • Change field sizes	Hands-on Activity Worksheet

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WEEK 5 Sept. 30-Oct 4	Database Management	Queries	• Define the term Query • Perform simple and calculated queries to ascertain specific information • Execute an update query to update information in a table • Execute a delete query to delete information in a table • Save query	Hands-on Activity Worksheet
WEEK 6 Oct. 7-11	Database Management	Forms	• Define the term Form • Add information to a table using a form • Save form	Hands-on Activity Worksheet
WEEK 7 Oct. 14-18	Database Management	Reports	• Define the term report • Sort information in a report • Perform calculations in a report • Create a report • Save report	Hands-on Activity Worksheet
WEEK 8 Oct. 21-25	MID-TERM BREAK			
WEEK 9 Oct. 28-Nov 1	REVISION			
WEEK 10 Nov 4 -8	SESSIONAL			

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WEEK 11 Nov. 11-15	Problem Solving and Algorithm Development	Problem Solving	- Define the terms: problem, process, problem-solving, algorithm - Describe simple processes in everyday life. - Explain the steps in the problem solving process	Assigned Reading Worksheet
WEEK 12 Nov. 18-22	Problem Solving and Algorithm Development	Algorithms	- Define the terms IPO and algorithm - Identify three different ways of representing an algorithm - Decompose problems into input, processing and output - Represent algorithms using IPO Chart - Devise and use algorithms to solve real life problems	Assigned Reading Worksheet Pop-Quiz- Past Papers
WEEK 13 Nov. 25 – 29	Problem Solving and Algorithm Development	Flowcharts	- Define the term Flowchart - Describe symbols used in constructing flowcharts - Represent algorithms using flowcharts	Assigned Reading Worksheet Pop-Quiz – Past Papers
WEEK 14 Dec. 2 – 6	REVISION			
WEEK 15 Dec. 9 – 13	EXAM			

WEEK 1 January	Problem Solving and Algorithm Development	Control Structures	• Define the term Control Structure • Discuss the three types of control Structures • Use control structures to solve problems	Assigned Reading Worksheet Pop-Quiz – Past Papers
WEEK 2 January	Problem Solving and Algorithm Development	Pseudocode	• Define the term Pseudocode • Decompose problems into input, processing and output • Explain the concepts ‘variable’ and ‘constant’ • Represent algorithms using pseudocode	Assigned Reading Worksheet Pop-Quiz – Past Papers
WEEK 3 January	Problem Solving and Algorithm Development	Developing Programs	• Name the generations of programming Languages • Develop simple programs to solve specific problems • Convert pseudocode algorithms to Pascal Language.	Assigned Reading Worksheet Pop-Quiz – Past Papers

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WEEK 4 February	Introduction to Web Page Designing	Website	• Define the terms website, web page and URL • Describe the steps in designing a website • List the components of a website • Identify the parts of a URL	Assigned Reading Worksheet Pop-Quiz – Past Papers
WEEK 5 February		Designing Webpages	• Create a simple webpage using Google Sites • Explain the term web hosting • Evaluate and test a website for accuracy, user-friendliness and effective display. • List steps for maintaining a website	Hands-on Activity Worksheet Guided Questions

