

ASCOT HIGH SCHOOL
DEPARTMENT OF BUSINESS STUDIES
COURSE OUTLINE (TERM 1) – GRADE 7
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	Health and Safety	Personal Safety measures in the computer lab	- Define the term ‘health and safety’ within the sphere of a computing environment. - Explain the importance of personal safety and care when dealing with computers - Identify at least five ways computer users can practice personal safety in a computer lab.	Quiz Activity Sheet

DATE	TOPICS	SUB-TOPIC	OBJECTIVES	SUGGESTED ACTIVITIES/ASSIGNMENT
WEEK 4 Sept 23-27	Health and Safety	Safe and healthy behaviours in the computer lab	• Discuss at least five ways computer users can show care for computer equipment and peripherals. • Display safe and healthy behaviours in the computer lab while operating the computer system.	Quiz Activity Sheet Role Play
WEEK 5 Sept 30-Oct 4	Health and Safety	The impact of the use of computers	• Define the terms ‘computer-related disorders’ and ‘repetitive strain disorder’. • Discuss at least five computer-related health disorders/illnesses and methods to prevent them	Quiz Activity Sheet Role Play
WEEK 6 October 7-11	Health and Safety	The impact of the use of computers	• Define the term ergonomics • Explain the effects of ergonomics on computer related disorders	Quiz Activity Sheet Research

WEEK 7 Oct. 14-18	Fundamentals of Hardware and Software	Hardware and Software Components	● Define the terms positive and negative ● Examine the negative and positive effects of technology on health and the environment	Quiz Worksheet
WEEK 8 Oct. 21-25	MID-TERM BREAK			
WEEK 9 Oct. 28-Nov 1	REVISION			
WEEK 10 Nov 4 -8	SESSIONAL 1			

DATE	TOPICS	SUB-TOPIC	OBJECTIVES	SUGGESTED ACTIVITIES/ASSIGNMENT
WEEK 11 Nov. 11-15	Fundamentals of Hardware and Software	Hardware and Software Components	● Define the terms computer, computer system ● Identify and label the main components of a computer system ● Differentiate between a computer and a computer system ● Draw the components of a computer system.	Quiz Worksheet
WEEK 12 Nov. 18-22	SESSIONAL 2			
WEEK 13 Nov. 25 – 29	SESSIONAL 2 (MOP-UP)			

DATE	TOPICS	SUB-TOPIC	OBJECTIVES	SUGGESTED ACTIVITIES/ASSIGNMENT
WEEK 14 Dec. 2 – 6	REVISION			
WEEK 15 Dec. 9 – 13	EXAM			
WEEK 16 Dec. 16 – 19	CHRISTMAS BREAK			

ASCOT HIGH SCHOOL
DEPARTMENT OF BUSINESS STUDIES
COURSE OUTLINE (TERM 2) – GRADE 7
JANUARY - JUNE 2024-2025

DATE	TOPICS	SUB-TOPIC	OBJECTIVES	SUGGESTED ACTIVITIES/ASSIGNMENT
WEEK 1 Jan 6-10	REFLECTION AND REVISION			
WEEK 2 Jan 13-17	Fundamentals of Hardware and Software	Classification of Hardware Devices	- Define the terms data and information - Differentiate between data and information - Identify real life examples of data and information	Quiz Worksheet
WEEK 3 Jan 20-24	Fundamentals of Hardware and Software	Classification of Hardware Devices	- Define the terms hardware and software - Differentiate between hardware and software devices - Give five examples of hardware and software	Quiz Activity Sheet Role Play
WEEK 4 Jan 27-31	Fundamentals of Hardware and Software	Classification of Hardware Devices	- List the different types of computers - Outline characteristics of each type of computer system - Label the types of computer systems	Quiz Activity Sheet Research

DATE	TOPICS	SUB-TOPIC	OBJECTIVES	SUGGESTED ACTIVITIES/ASSIGNMENT
WEEK 5 Feb 3-7	Fundamentals of Hardware and Software	Classification of Hardware Devices	Trace the historical development of computers	Quiz Activity Sheet Role Play
WEEK 6 Feb 10-14	Fundamentals of Hardware and Software	Classification of Hardware Devices	- Define the terms input, output, process and storage - Explain the basic functions of the hardware components (Input, Process, Output, Storage) - Differentiate between input and output devices and give examples - Draw and identify two input and two output devices	Quiz Activity Sheet Role Play
WEEK 7 Feb 17-21	Fundamentals of Hardware and Software	Classification of Hardware Devices	- Define the terms storage and process - List examples of storage and process devices - Classify hardware devices into the four basic categories: input, process, output and storage. - Draw and label two storage devices and one process device.	Quiz Activity Sheet Research

DATE	TOPICS	SUB-TOPIC	OBJECTIVES	SUGGESTED ACTIVITIES/ASSIGNMENT
WEEK 8 Feb 24-28	SESSIONAL			
March 3-7	MID-TERM BREAK			
WEEK 9 March 10-14	SESSIONAL REVISION			
WEEK 10 March 17-21	Fundamentals of Hardware and Software	Classification of Hardware Devices	- Define the term keyboard - Differentiate among various types of keyboard - Identify and label different sections of a keyboard	Quiz Activity Sheet
WEEK 11 March 24-28	Fundamentals of Hardware and Software	Classification of Hardware Devices	- Identify and label special keys eg Spacebar - Outline the function of each special key - Manipulate each special key correctly	Quiz Activity Sheet

DATE	TOPICS	SUB-TOPIC	OBJECTIVES	SUGGESTED ACTIVITIES/ASSIGNMENT
WEEK 12 Mar 31-Apr 4	Fundamentals of Hardware and Software	Classification of Hardware Devices	- Define the term Mouse - Identify different sections of the mouse	Quiz Activity Sheet
WEEK 13 Apr 7-11	Fundamentals of Hardware and Software	Classification of Hardware Devices	- Outline the function of each section of the mouse - Manipulate each section correctly	Quiz Activity Sheet
April 14-25	EASTER BREAK			

DATE	TOPICS	SUB-TOPIC	OBJECTIVES	SUGGESTED ACTIVITIES/ASSIGNMENT
WEEK 14 Apr 28-May 2	Fundamentals of Hardware and Software	Classification of Hardware Devices	• Appreciate the uses of software. • differentiate between the two main categories of software used on a computer; system and application	Quiz Activity Sheet
WEEK 15 May 5-9	Fundamentals of Hardware and Software	Classification of Hardware Devices	• Define the term Data Communication • Outline components of Data Commnication	Quiz Activity Sheet
WEEK 16 May 12-16	SESSIONAL			

DATE	TOPICS	SUB-TOPIC	OBJECTIVES	SUGGESTED ACTIVITIES/ASSIGNMENT
WEEK 17 May 19-23	MID-TERM			
WEEK 18 May 26-30	Fundamentals of Hardware and Software	Classification of Hardware Devices	- Define the term computer network - Explain the 3 basic types of computer network (LAN, MAN, WAN) - Differentiate among the 3 types of computer network	Quiz Activity Sheet Role Play
WEEK 19 June 2-6	Fundamentals of Hardware and Software	Classification of Hardware Devices	*** May not have time to do this topic*** - Identify computer network components - Explain each computer network component	Quiz Activity Sheet Role Play
WEEK 20 June 9-13	PRACTICAL			

DATE	TOPICS	SUB-TOPIC	OBJECTIVES	SUGGESTED ACTIVITIES/ASSIGNMENT
WEEK 21 June 16-20	REVISION			
WEEK 22 June 23-27	EXAM			