Revision/Double Entry Book-keeping: (a) Meaning of double entry Book-keeping

(b) Double entry treatment of assets (c) Double entry treatment of liability (d) Double

Entry treatment of expenses.

2. Double Entry Book-keeping: (e) Meaning of journals (f) Meaning of Ledgers (g)

Classes of ledger (h) Classification of accounts: (i) Real, (ii) Nominal (iii) Personal (iv)

Impersonal.

3. Introduction to Keyboarding: (a) keyboarding: (i) Meaning (ii) Importance (iii)

Correct sitting posture for keyboarding.

4. Parts of a Computer Keyboard: (a) Parts of the Computer keyboard. (b) Uses

(functions) of parts of the computer keyboard. (c) Similarities between the typewriter

and computer keyboards.

5. Care of the Computer and Correct keyboarding techniques: (a) Care of the

computer (b) Items used for the care of the Computer (c) The keyboard rows: Top,

Upper, Home, Nottem (d) Divisions of the keyboard. – Left hand side, Right hand side.

6. Home Row Keys (Keyboarding Applications): (a) The keyboard rows: (i)Top

(ii) Upper (iii) Home ()iv Nottem (b) Two divisions of the keyboard: (i) Left hand side

(ii)Right hand side.

7. Mid-term break

8. Alphanumeric Keys (Keyboarding Applications): Alphanumeric keys: (i) Identification (ii) Soft touch manipulation.

8. Basic Service Keys (Keyboarding Applications): (a) Correct finger placement on

The basic service keys (b) The manipulation of the basic service keys using soft touch.

9. Correct Spacing and Punctuation Marks (Keyboarding Applications):

(i) Identification (ii) Correct finger placement (iii) Correct use of punctuation mark keys

(iv) Correct spacing after punctuation marks.

10. Revision.

11 – 13. Examination.