



-Trade Based Certification -
Lesson Overview Booklet

Personal Environment



Personal Development



1. Shop Wisely

Create a PowerPoint presentation showing how you can work within your monthly budget when grocery shopping.



2. My Loved Ones

Create a picture showing your loved ones in your personal environment, then send the picture to a friend.



3. Dealing with Xenophobia

Define the term xenophobia and how it affects the family/neighbourhood and community.



4. Bank Charges

Using a spreadsheet programme distinguish the various charges implemented by your bank.



5. Make an Opportunity

Create a PowerPoint presentation showing ways of earning money without a job.



6. Skills ID

Identify different skills sets.



7. My Personal Growth

Create an action plan showing your short and life term goals.



8. My Shopping List

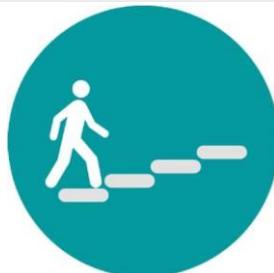
Create a spreadsheet that will help total purchases from a shop.

Personal Development



9. Getting That Job

Create a PowerPoint presentation outlining a few tips that could help in the job application process.



10. A Career

Create a table listing different career paths you are interested in and the subjects or qualifications you would have to study to pursue them.



11. Verbal and Non Verbal

Create a PowerPoint presentation outlining a few tips to help better your verbal and non-verbal communication skills.



12. Creating a CV

Using Microsoft Word create a Curriculum Vitae for a job you would like to apply for.



13. Monthly Budget

Determine where you can cut cost or save more money and put this into practise.



14. Tax

Create a PowerPoint presentation providing a brief introduction to tax along with a few examples of how tax is worked out.



15. Calculating Cost

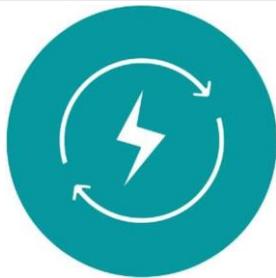
Create a conversion table for recipes using the mathematical and logical functions in a spreadsheet programme.



16. My Will and Testament

Create a Will using tabs and leader lines.

Home Maintenance



1. Energy

Create a diagram about how you would power a house using the resources available today.



2. Plastics Recycling

Design a poster showing tips on recycling plastics using a word processing program.



3. Basic Tools

Create a PowerPoint presentation showing the various tools needed for the small jobs around the home.



4. Hammer Away

Research information about different types of hammers and send the information to an interested friend.



5. A Basic Picture Frame

Create a PowerPoint presentation showing the different steps to making a picture frame.



6. Saving Water

Create a picture on how to save and not waste water.



7. Plumbing Tips

Create a presentation showing general information about plumbing.



8. The Electric Plug

Create a presentation which explains how to wire a plug as well as general safety tips.

Home Maintenance



9. Painting Tips

Create a picture on handy tips for painting in the home.



10. Types of Nails

Research information about different nails used in carpentry.



11. Saving Electricity

Match the picture with suggestions of saving electricity in the home.

Healthcare and Family



1. Sugar Intake

Using a spreadsheet programme tabulate your sugar intake for a day.



2. Eat in Colour

Create a diagram showing your favourite colour foods.



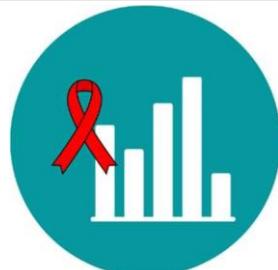
3. Young and Old

Tabulate tips for healthy living for children and the elderly.



4. Basic Adult CPR Skills

Create a presentation for the basic steps on how to perform CPR.



5. Study Stats HIV

Research information about HIV/AIDS statistics and create spreadsheets and graphs. Analyse the information.



6. Human Disease

Create a poster defining disease including ways of preventing the spread of disease.



7. Healthy Hygiene

Using Microsoft Word, create a poster about good personal hygiene using SmartArt.



8. Child Emergencies

Create a presentation for the basic steps on how to deal with choking and burns in children.

Healthcare and Family



9. Health Insurance

Using Microsoft Outlook, email health insurance companies asking for quotations.



10. Child Safety

Create a presentation on how to keep a home safe for a child.



11. Danger in The Home

Sort and classify “dangerous” and “safe” graphics.



12. Organ Donation

Complete the case study of Jenna Lowe as she encourages South Africans to become organ donors.



13. Love the child

Create a PowerPoint presentation showing the various ways love can be shown to a child.



14. Respect

Explain the sub headings based on showing respect for others.



15. Recognize a Bully

Copy information about bullying from a PDF and format in a word processing document.



16. Types of Relationships

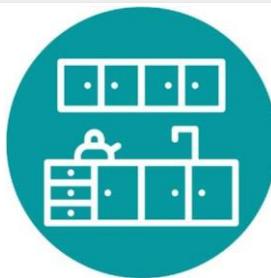
Format relationship types from a PDF into a word processing program.

Healthcare and Family



17. Book vs TV

Use shapes to show the advantages of reading as opposed to watching TV.



18. Kitchen Safety

Create a collage, in a word processing program, showing safety tips in the kitchen.



19. Animal Care

Match the correct animal with its care using a word processing program.



20. Five Freedoms

Create a PowerPoint presentation illustrating the five freedoms for animals.



21. Rabies in Humans

Create a diagram showing some of the symptoms of rabies in humans.



22. A Pet Comes Home

Calculate the prices of what needs to be seen to when a pet is brought into the home.



23. Human Food and Dogs

Tabulate the human foods that dogs can and cannot eat.

Gardening



1. Bio Diversity

Format a passage in a word processing programme about biodiversity.



2. Photo Synthesis

Research the process of photosynthesis on the Internet and create a drawing of the process using drawing tools.



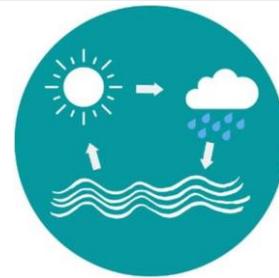
3. Types of Gardens

Create a PowerPoint presentation depicting the rain and vegetable garden.



4. Pesticides in The Home

Using a spreadsheet programme, list the various pesticides found in the home and their prices.



5. The Water Cycle

Create and label a diagram of the water cycle.



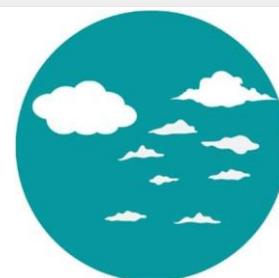
6. Plants

Watch a presentation on plants and carry out a survey on the importance of plants in class.



7. Layers of The Earth

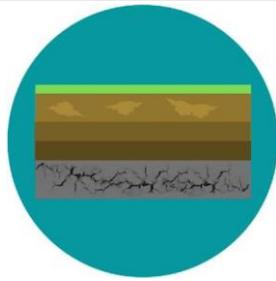
Create a table explaining the various layers of the earth and how each one differs.



8. Cloud Types

Complete a chart about the three main cloud types.

Gardening



9. Soil Structure

Format a passage about soil using more advanced formatting skills.



10. Plant Parts

Draw a plant and what it needs in order to survive. Label the plant parts.



11. Germination

Draw the germination of a bean seed using drawing tools and create a step by step presentation about the process.



12. Water Restriction

In a word processing program tabulate the water restrictions in your province and send it as an attachment to your friend.

Social Media



1. Where to Advertise

Create a diagram showing which social media platforms you would use to advertise your business.



2. Cell Communication

Reply to various SMS texts sent by various people using the appropriate “cell phone” language.



3. Dealing with Cyberbullying

Create a PowerPoint presentation showing the various ways of dealing with cyberbullying.



4. Statistics

Insert a graph about the users of social media from information given.



5. Icons

In a word processing program, define and identify different social media apps.



6. Are You a Cyberbully

Create a pop quiz about cyberbullying using Microsoft PowerPoint.



7. Safety in My Surroundings

Using Microsoft Word create a safety awareness brochure.



8. Digital Safety

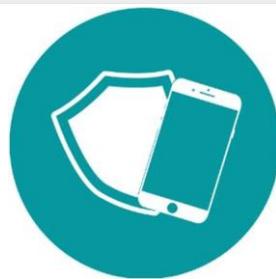
Using Microsoft Word create a poster with tips on computer safety and security.

Social Media



9. Electronic mail

Create an email and add an attachment.



10. Cell Phone Safety

Create a SmartArt diagram listing dangers when using a cell phone.



11. Communication Progress

Research information about the development of communication and create a time line.



12. Mobile Firsts

Create a PowerPoint presentation showing the steps to following when obtaining a new cell phone.

Social Problems



1. Smoking

Create a PowerPoint presentation showing the dangers of smoking.



2. Abuse Identification

Tabulate the different types of abuse.



3. Stop!

Create a picture showing how to possibly stop an addiction.



4. Alcohol Consumption

Calculate how much alcohol the average citizen would consume over a period of 10 years.



5. Types of Gambling

Create a PowerPoint presentation showing the different types of gambling.



6. Do's and Don'ts or any Addiction

Tabulate the Do's and Don'ts when a member of the family has an addiction problem.



7. Alcoholism

Create a PowerPoint presentation showing the symptoms/signs of alcohol abuse.

Hospitality



Food



1. Traditional Foods

Create a SmartArt diagram listing traditional food in South Africa or a country of your choice.



2. Know the Menu

Using a spreadsheet programme, create and sort a menu alphabetically according to calories and grams of fat per item.



3. Garnish

Draw a colour circle of different garnishes used with food and send it to your friend as an attachment.



4. Become a Gourmet Chef

Create a PowerPoint presentation outlining various tips to improve cooking skills.



5. Healthy Hygiene

Using Microsoft Word, create a poster about good personal hygiene using SmartArt.



6. Formal Table Setting

Create a poster to show how to set a table and placemat with the relevant cutlery and crockery.



7. Recipe Costs

Create a conversion table for recipes using the mathematical and logical functions in a spreadsheet programme.



8. Kitchen Safety

Create a collage, in a word processing program, showing hygiene tips in the kitchen

Food



9. Service Methods

Create a table and identify and describe different service methods.



10. Food Stylist

Create a PowerPoint presentation outlining a career in food styling.



11. Food Groups

Create a food pyramid showing the five food groups using drawing tools in a word processing program.

Tourism



1. Jobs in Tourism

Create a PowerPoint presentation outlining various jobs within the Tourism industry.



2. Different Forms of Tourism

Create a SmartArt diagram listing different forms of tourism.



3. Flight Prices

Compare a list of airline prices for a family of five.



4. A Landmark

Draw a landmark of the country you would like to visit someday.



5. Visit London

Tabulate five places of interest after taking a virtual tour of London.



6. Know the Slang

Rearrange the text boxes to show the meanings of the colloquial language used in South Africa and email it to a



7. Heritage Sites

Format a passage about Heritage Sites using more advanced formatting skills.



8. Be a Tour Guide

Create a PowerPoint presentation outlining the relevant information needed to becoming a tour guide.

Tourism



9. The Tourist

Create a concept map about the impact of tourism on a country.



10. Tourist Scene

Draw a scene depicting a tourist activity.

Wellness and Beauty



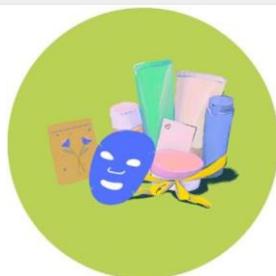
1. Safety in The Nail Salon

Rearrange the text boxes to show the various safety tips in the nail salon.



2. Cost Per Client

Create a budget for all the equipment needed to do a manicure.



3. Skin Care

Create a PowerPoint presentation outlining the care of the skin of males and females.



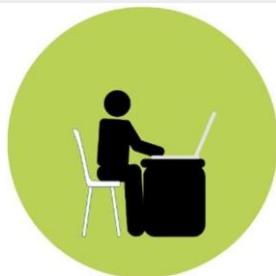
4. De-stress Techniques

Create a picture showing various destress techniques to recommend to clients.



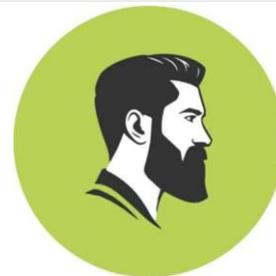
5. Emotional Wellness

Create a SmartArt diagram listing different ways to keep oneself emotionally healthy.



6. Ergonomics

Rearrange the graphics to show the good and bad use of the body.



7. The Face of Man

Format a passage about skin care for men using more advanced formatting skills.



8. Careers in Beauty

Create a PowerPoint presentation outlining the various careers within the Beauty industry.

Wellness and Beauty



9. My Barber Shop

Create an expense list for the equipment needed for a barber shop business.



10. Drink to Stay Healthy

Create a PowerPoint presentation showing that what we drink can aid our wellbeing.



11. My Wellness

Using Microsoft Word, create a poster about what personal wellness entails.

Front Office



1. Company Logo

Design a logo for the front office of your business.



2. Evac Plan

Create a floor plan in case of an emergency using Shapes, Text Boxes and WordArt.



3. Fixed Costs

Create a fixed monthly budget in a spreadsheet program.



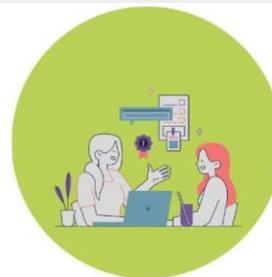
4. Hotel Brochure

Using Microsoft Word, create a hotel brochure.



5. Incident Reports

Create a document on managing an incident using tabs and leader lines.



6. Customer Relations

Create a PowerPoint presentation outlining a few tips that help with customer



7. Booking Stats

Create a spreadsheet outlining certain booking trends and statistics.



8. Our Company

Create a flow chart such as a company organisational chart using SmartArt in Microsoft Word.

Front Office



9. Hotel Décor

Create a PowerPoint presentation where you explain and give tips on decor and choose the appropriate decor for a hotel.



10. Hotel Room Budget

Create a hotel budget plan for rooms using the mathematical and logical functions in a spreadsheet program.



11. Adult CPR

Create a presentation for the basic steps on how to perform CPR on an adult.



12. Hotel Organisation Chart

Create a presentation showing the hierarchy in an hotel organisation.

Mechanical and Artisan



Carpentry



1. Carpentry

Research information about different nails used in carpentry.



2. Hammer Away

Research information about different types of hammers and their prices.



3. A Picture Frame

Create a PowerPoint presentation showing the different steps to making a picture frame.



4. Useful Information

Draw a picture showing a useful piece of information while doing a carpentry project.



5. Career Choice

Format a passage about the requirements for carpentry as a career.



6. Woodworking Terms

Format five Woodworking terms and pictures from a PDF into a



7. Wood Repair

Create an advertisement in a word processing program, for your carpentry business.



8. Tool Maintenance

Create a PowerPoint presentation illustrating the care of carpentry tools.

Carpentry



9. Beginners Tools

Calculate the total cost of basic tools needed for carpentry.



10. Employing Others

Rearrange the text boxes to match the various contracts with its definition.

Electrical



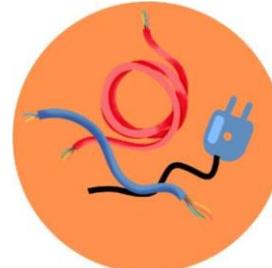
1. Work Safely

Draw a picture showing a safety tip while working with or near electricity.



2. On Site

Create an advertisement in a word processing program, for your electrical business.



3. How to Wire a Plug

Create a presentation which explains how to wire a plug as well as general safety tips.



4. Salary and Qualification

In a spreadsheet programme calculate the monthly salary of some of the jobs in the Electrical field.



5. Electric Avenue

Complete a circuit board by following the instructions given.



6. Burns and Shocks

Format a passage about the dangers encountered when working with electricity.



7. Electrical Terms

Take snapshots of five Electrical terms from a PDF into a word processing program.



8. Worker Contracts

Rearrange the text boxes to match the various contracts with its definition.

Plumbing



1. The Pipe Wrench

Format a passage in a word processing programme about pipe wrenches.



2. Pipes

Draw a PVC pipe and then ascertain the advantages and disadvantages of this type of pipe.



3. About Plumbing

Create a presentation showing general information about plumbing.



4. Start-up Tools

Calculate the prices of plumbing tools needed for your business.



5. Damp

Format a passage in a word processing programme about dampness in the home.



6. Trade Tools

In a word processing program match the plumbing tool with its function.



7. Glossary

Take a snapshot of five plumbing terms and pictures from a PDF and paste them into a word



8. Plumbing Tips

Create a presentation showing general information about plumbing.

Plumbing



9. Contract Work

Rearrange the text boxes to match the various contracts with its definition.

Welding



1. Be Safe

Using a table in a word processing program, show different safety precautions while welding.



2. Welding Procedures

Create a presentation showing the various procedures in welding.



3. Start-up Equipment

Complete the price list for the startup equipment needed in welding.



4. Safety Tip

Draw a picture showing a safety precaution while welding.



5. Be a Boilermaker

Create a presentation showing the requirements and responsibilities of a boilermaker.



6. Maintenance Checklist

Design a maintenance checklist for your welding equipment.



7. Stone to Steel

Format a passage about tools over the centuries.



8. Jobs

Using SmartArt in Microsoft Word, illustrate the various jobs in welding.

Agriculture



1. Crops and Cropping

Create a presentation outlining the different types of cropping in Agriculture as well as some definitions.



2. Jobs in Agriculture

Rearrange the text boxes to match the definitions with the job titles.



3. Use CSA

Draw a picture showing what Climate Smart Agriculture entails.



4. Keep the Receipts

In a spreadsheet, calculate the expenses of one month of agricultural supplies.



5. Community Based

Format a passage about community based agriculture. Then email the information to a



6. Terms and Definitions

Format three Agriculture terms from a PDF into a word processing program



7. Goat Farming

Create a presentation showing the products of goat farming.



8. Employment Contracts

Rearrange the text boxes to match the various contracts with its definition.

Car Maintenance



1. Faulty Spark Plugs

Create a presentation showing some signs of faulty spark plugs of a car.



2. Service Parts

Calculate the price of the parts needed for a general car service.



3. The Fuel Filter

Format a passage about fuel filters.



4. Car Check

Draw a picture illustrating one or two aspects of a general car check.



5. Tyre Rotation

Copy and paste a diagram on tyre rotation from a PDF and reasons why rotation is



6. Keep a Log

Design a maintenance log for your car.



7. Automatic or Manual?

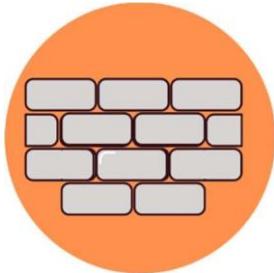
Create a presentation showing the pros and cons of the



8. General Tips

Rearrange the text boxes neatly and format all the shapes.

Construction



1. Bricks

Research information about different bricks used in building construction.



2. PDF Quotation

Complete a quotation in a spreadsheet program and save in PDF format.



3. Bidding

Create a presentation showing the various procedures taken in a bidding process.



4. Company Logo

Design a logo for your construction company.



5. Signs

Match the wording with the construction sign.



6. Roof Care

Tabulate general tips for roofing in a word processing program.



7. A Successful Company

Create a presentation illustrating how to run a successful



8. Working with Contracts

Rearrange the text boxes to match the various contracts with

Clothing Design



1. Be a Designer

Create a presentation showing what is needed to becoming a clothing designer.



2. Body Types

Rearrange the text boxes to match the body type with the appropriate style.



3. The Colour Wheel

Create a colour wheel and explain the three different categories of colour.



4. Start Sewing

Draw up a price list for the startup equipment needed in sewing.



5. Using Fabric

Using a table in a word processing program, show the uses of different materials for



6. Moodboard & Print

Design a print for a piece of fabric, starting with the



7. Fabric Prices

In a spreadsheet, calculate the total price of various fabrics.



8. Clothing Textures

Format a passage about Clothing Textures using more advanced

Clothing Design



9. Showcase Your Line

Create a presentation showing how you can showcase your clothing line.



10. Product Description

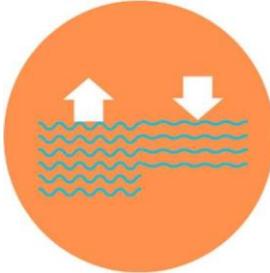
In a word processing program, give a product description of two clothing items.

At Sea



1. Fishing Bait

Research tips on storing and using fishing bait.



2. Tide Cycle

Research the cycle of the moon and how it affects the tides.



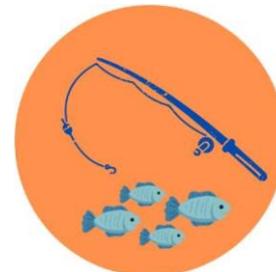
3. Go Fishing

Calculate prices for the necessary fishing gear needed as a fisherman



4. The Skipper

Create a PowerPoint presentation showing the requirements to become a licenced skipper.



5. Catching Fish

Tabulate the various restrictions when catching different species



6. Career at Sea

Type information in text boxes about a possible career at sea.

Business Essentials



1. Business Stationery

Create a business logo using Shapes and WordArt.



2. Bank Charges

Using a spreadsheet programme distinguish the various charges implemented by a bank.



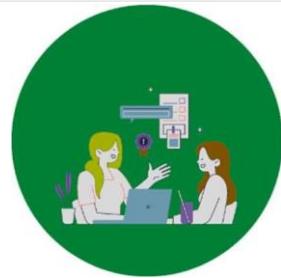
3. Office Supplies

Create a PowerPoint presentation focussing on the purchase of office supplies for your business.



4. Door Sign

Design a door sign for your company.



5. Customer Relations

Create a PowerPoint



6. Verbal and Non Verbal

Create a PowerPoint presentation outlining a few tips



7. Manage Incidents

Create a document on front



8. Fixed Costs

Create a fixed monthly budget in

Business Essentials



9. Customer Complaint

Using Microsoft Outlook (or similar), respond to a formal complaint.



10. Evac Plan

Create a floor plan in case of an emergency using Shapes, Text Boxes and WordArt.



11. Email

Send an email and create an attachment.



12. Our Company

Create a flow chart such as a company organisational chart using text boxes and graphics in Microsoft Word.



13. Health Insurance

Using Microsoft Outlook (or similar), send a brief



14. Adult CPR Skills

Create a presentation for the basic steps on how to perform



15. Tax

Create a PowerPoint presentation providing a brief



16. Order Delay

Create a standard letter to send to clients using a word

Business Essentials



17. My Business

Create a SmartArt diagram showing the organisation of your business.



18. Small Business

Create a PowerPoint presentation showing ways of earning money by starting a small business.



19. Advertising Methods

Create an animated presentation showing various methods of advertising.



20. Harassment

Tabulate the different types of harassment in the workplace.

K53 Driving



1. Interior Pre Check

Study the diagram of the interior of a car and explain what each number stands for and what they need to check.



2. Road Signs

Study all the given road signs. Classify and group them. Copy and paste the different groups to separate pages in a spreadsheet programme.



3. Alley Docking

Watch a YouTube video about alley docking, describe the sequence and recreate the manoeuvres using a presentation programme.



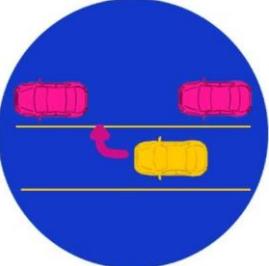
4. Traffic Signals

Complete sentences and explain different traffic signal types. Match the various different traffic signals with their explanations and group them together.



5. Warning Signs

Hyperlink Warning Signs seen on the road to a new document



6. Parallel Parking

Watch a YouTube video about Parallel Parking. Practise yourself while getting someone else to video



7. Car Controls

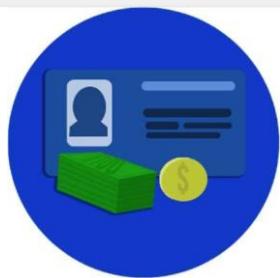
Label the various controls of the car and explain the function of



8. Road Safety

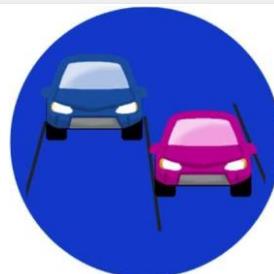
Study different pictures related to road safety. Type a short paragraph explaining the importance of

K53 Driving



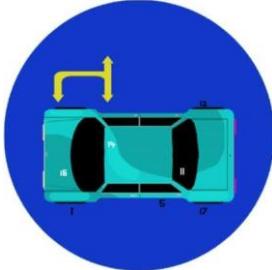
9. Cost of Learners Licence

Study the given information and do a website search to find the cost of driving lessons in your area. Use a formula to calculate how much in total it will cost to obtain a Learner's and Driver's Licence.



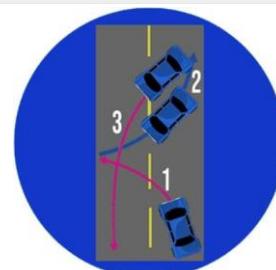
10. Rules of Road

Match various driving and hand signal graphics to the text boxes describing them.



11. Pre Check Exterior

Insert a table into a word processing programme which you will use to type in the parts to be checked, followed by the explanation for the parts of the motor vehicle.



12. 3 Point Turn

Watch a short YouTube video about the 3-point turn. Recreate the 3-point turn using a presentation programme.



13. Defensive Driving

Insert a few slides into a presentation programme that highlight some of the driving



14. Email to Driving Instructor

Send an email to a driving instructor asking a few



15. Reply from Instructor

Check emails from different driving instructors and draw up a



16. Faulty Spark Plugs

Create a presentation showing

K53 Driving



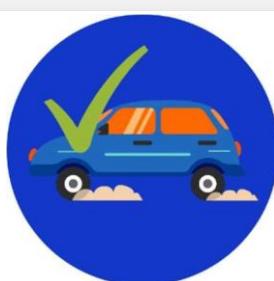
17. Service Parts

Calculate the price of the parts needed for a general car service.



18. The Fuel Filter

Format a passage about fuel filters.



19. Car Check

Draw a picture illustrating one or two aspects of a general car check.

Information Technology



1. Know the PC

Reconstruct and label a computer workstation.



2. Talking About Toolbars

Recreate the toolbars you use in Microsoft Word.



3. Special Keys

Identify the function of 10 special keys on the keyboard.



4. Files and Folders

Allocate file to folders and note their paths.



5. ICT Jargon

In a word processing program, match the text boxes with the definitions of ICT words.

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