

COMPUTER APPLICATIONS TECHNOLOGY

This subject is done as a three year course from Grade 10 to 12. Learners are taught the theory of computers, from hardware & software, to networks and communication methods. On the practical side, the Microsoft Office Suite is taught. This involves Microsoft Word, Excel, Access & PowerPoint. Advanced features are taught in each package, e.g. Mail Merge, advanced formulae & functions in Excel, and data manipulation in Access. Basic HTML coding is also taught in Grade 11 and 12.