

Term	Week	Topic
1	W1	Introduction to CPA – Your First Sec 4 CPA Lesson CPF4 – Internet Applications
	W2	SST7 Data Lookup and Filtering Data(I)
	W3	SST7 Data Lookup and Filtering Data(II)
	W4	SST8 Data Validation and Analysis (I)
	W5	SST8 Data Validation and Analysis (II)
	W6	CPF5 Use and Impact of Computers
	W7	Weighted Assessment 1 (Written )
	W8	DOP5 Mail Merge
	W9 -10	Additional Practices
2	W1-6	Revision / Additional Practices for Mid-Year Examinations
	W7-8	Mid-Year Examinations
	W9-10	Revision / Additional Practices
3	W1-4	Revision / Additional Practices for Preliminary examinations
	W5-6	Preliminary Examinations
	W7 onwards	Revision and Preparation for N-Levels.