

Table of Contents

Overview	1
Part 1 - Learning New Skills	
Module 1: Introducing Computers and Operating Systems	1.1
Module 2: Introducing Internet and Email	2.1
Module 3: Introducing Word Processing	3.1
Module 4: Introducing Spreadsheets	4.1
Module 5: Introducing Multimedia	5.1
Part 2 – Applying Skills to Business and Entrepreneurship	
Module 6: Introduction to Entrepreneurship	6.1
Module 7: Money Management and Finances	7.1
Module 8: Marketing Plan	8.1
Module 9: Branding	9.1
Module 10: Marketing Material	10.1
Module 11: Online Marketing	11.1
Module 12: Collecting Feedback Online	12.1
Part 3 - Showcasing Your Work	
Module 13: Developing a Product Portfolio	13.1
Module 14: Showcase	14.1
Appendix	
Internet Safety Guidelines	15.1