



Reference: 20120918-0001
Enquiries: LM Bredenkamp

Dear Principal

Release of addendum national catalogue for Grade 11 English Accounting Textbooks

In order to support the implementation of the Curriculum and Assessment Policy Statement (CAPS) in Grade 11 in 2013, the Department of Basic Education (DBE) developed a catalogue of CAPS textbooks.

At the end of July 2012 all public schools completed their online ordering for Grade 11 CAPS textbooks, with the exception of English Accounting which was withheld due to litigation.

An addendum catalogue (see Annexure A) has now been released for the English Accounting Grade 11 textbooks. Schools may peruse the approved Accounting textbooks at District Offices.

Schools are required to order their English Accounting textbook as from 20 to 25 September 2012 on the online textbook ordering facility created on CEMIS or ISAMS.

Some dual medium schools opted not to select the Afrikaans Accounting textbook during the previous online ordering period. These schools will now have the opportunity to select both the Afrikaans and English Accounting textbooks.

Follow the steps below when completing the online order:

- Step 1:** Log on to CEMIS or ISAMS with your school's login and password.
- Step 2:** Select the "Administration" option on the menu bar.
- Step 3:** On the drop down list select "CAPS Gr11 Textbooks", and a sub menu will appear.
- Step 4:** On the sub menu select "CAPS Grade11 Orders".
- Step 5:** To start capturing your order, select Accounting from the "Select Subject" box. This lists only the subjects offered by your school.
- Step 6:** When you click on a subject, a list of the textbook titles approved for that subject will appear.

- Step 7:** To order a specific title, click on the title and enter the quantity of textbooks required. Please ensure that your chosen textbooks are in the correct language. A teacher guide will automatically be ordered for this title.
- Step 8:** Click the "Save Book Quantities" button after each textbook title is captured.
- Step 9:** Once you have captured textbooks for each subject offered at your school, view and print your order by selecting "CAPS Gr11 Orders Captured" on the "Administration" sub menu.
- Step 10:** When you have verified that your order is correct and within your order limit, sign off your order by clicking "CAPS Gr11 Signoff" on the "Administration" sub menu.

The User Manual is available on the WCED webpage under LTSM (CAPS textbooks)

Schools must ensure that their orders are captured and signed off on CEMIS or ISAMS by midnight on Tuesday 25 September 2012 so as not to forfeit this opportunity.

Kindly bring the contents of this circular to the attention of all relevant personnel.

Signed: PA Vinjevold

Head: Education

Date : 18.09.2012