



**GIRLS' HIGH SCHOOL EDPM**  
**ACADEMIC YEAR: SEPTEMBER 2025 – JULY 2026**  
**TERM 1 – 14 WEEKS**

**FORM 4**

**FUNDAMENTALS OF COMPUTING**

**WEEK ONE**

**SPECIFIC OBJECTIVES**

Students should be able to:

1. *describe* the computer.

2. *discuss the evolution of computers.*

**CONTENT**

Electronic machine or device that accepts and processes data to produce information.  
*Input devices/output devices.*

*Evolution of the computer:*

Mainframe, Minicomputer, Microcomputers including laptop, desktop, smartphones and other current devices.

*The main components of a computer system:*

*Hardware/software; analog/digital media.  
Input devices/output devices and processes.  
Storage systems; and,  
Peripherals.*

**WEEK TWO**

**SPECIFIC OBJECTIVES**

1. discuss the advantages and disadvantages of computer usage.

2. explain the use of *modern input/output devices.*

**CONTENT**

Advantages and disadvantages of computer usage in terms of speed, accuracy, storage/*retrieval* and reliability, *ergonomics, ethics, cyber security, e-commerce.*

Keyboard, touchscreen, mouse, microphone, *digital pens, scanner, camera, Monitor, speaker, projector, printer, sound card, video card, GPS, Braille reader, biometric devices, graphic tablets* and other current devices.

## **WEEK THREE**

### **SPECIFIC OBJECTIVES**

Students should be able to:

1. *explain the functionality of devices used for both input and output.*
2. *discuss various types of current storage media and their practical applications.*
3. *distinguish between operating system software and application software.*

### **CONTENT**

*Tablets, smartphones, touchscreens, tablets.*

Compact Disc (CD ROM), Digital Video Disc (DVD), Hard Disk (*fixed and portable*), CD-RW Flash drives and Memory cards, *cloud storage* and other current storage media.

#### **Operating System Software**

Programs that co-ordinate activities among computer devices. They contain instructions that allow the user to run application software.

**Computer-based Application Software** Programs that perform specific tasks for users, including word processing software, spreadsheet software, database management software, presentation software, graphic manipulation software and anti-virus software.

#### *Web-based Application Software*

*Any software application that is not installed on the hard drive of the computer but is accessed via the web including collaborative tools.*

## **WEEK FOUR**

1. describe ways of caring for computers and peripherals in the working environment; and,
2. *discuss the factors associated with computer use.*

#### **Caring for computers**

*Keeping software up to date, install antivirus software, secure back up of files, defrag hard drives, activate firewalls, clean computer screens, avoid eating and drinking close to your computers.*

#### **Caring for peripherals**

*Safely remove devices, use surge protector.*

#### **Positive and negative effects of the factors on:**

##### **Health:**

*Physical, mental, emotional and social. Accessibility by differently abled persons.*

##### **Ergonomics and safety:**

Effects of extended use.

*Environmental impact and sustainability include safety.*

## SECTION II: KEYBOARD MASTERY

### WEEK FIVE & SIX

#### SPECIFIC OBJECTIVES

#### CONTENT

Students should be able to:

1. *use keyboarding techniques effectively.*  
Practice and develop speed and accuracy at the keyboard using proper touch keyboarding techniques on alphanumeric keys, *and appropriate proofreading techniques.*
2. *execute correct posture at the computer.*  
Practice correct posture, arm reach, seat- height, Screen-to-eye-level contact.  
*Ergonomic trends, (standing desks, appropriate furniture, lighting and fixtures, posture).*
3. *demonstrate competence in the use of special keys.*  
Apply special keys, for example, Tab, Escape, Insert.  
  
Shortcut keys, for example, Ctrl and Alt; and Function keys, for example, F1

### WEEK SEVEN

#### SPECIFIC OBJECTIVES

#### CONTENT

Students should be able to:

- 1 *use correct spacing before and after punctuation marks and symbols;*  
After full stop, comma, semicolon, colon, question mark, exclamation mark, apostrophe, quotation marks, parenthesis, *hyphen, dash.*
2. *apply manuscript signs and abbreviations within context;*  
Application of Manuscript Signs *and abbreviations within context.*  
(See pages 74-77 for commonly used signs *and abbreviations).*
3. *apply different types of headings to documents.*  
Main head, sub-head, shoulder, paragraph, marginal, and others; appropriate use of these headings.

## WEEK EIGHT

### SPECIFIC OBJECTIVES

1. prepare *mailable* typescript from manuscript or typed notes using accepted rules.
2. apply appropriate language skills to produce a professionally finished document; and,
3. type at a minimum speed of 35 words per minute (wpm) *within a 5 per cent error rate.*

### CONTENT

Application of rules governing paragraphing (blocked, indented and hanging paragraphs), inset paragraph, abbreviations, typing of figures and ellipsis, *proofreading, and editing.*

Correct use of punctuation, grammar, spelling and knowledge of abbreviations.

*Calculate correct typing speed as well as the correct percentage of error.*

*Note Incorporate **all** the skills listed in Specific Objectives 1-8 above.*

## SECTION III: INTRODUCTION TO APPLICATION SOFTWARE

## WEEK NINE

### SPECIFIC OBJECTIVES

Students should be able to:

*1. discuss the various types of application software and their purposes.*

*2. discuss the use of a word processor.*

*3. discuss the use of spreadsheet applications.*

### CONTENT

*Types and purposes of computer-based Application Software: Word processing, Spreadsheet, Database Management, Presentation, and Graphic.*

*File extensions.*

*Web-based Application Software: Google Docs.*

Instances in which word processing should be used.

*Basic and advanced features of a word processing application.*

Instances in which spreadsheets should be used.

*Basic and advanced features of a spreadsheet application.*

**SECTION III: INTRODUCTION TO SOFTWARE APPLICATION (cont'd)**

**WEEK TEN**

**SPECIFIC OBJECTIVES**

**CONTENT**

Students should be able to:

1. *explain the basic and advanced features of a database management system.*

Instances in which databases should be used-  
Electronic storage and manipulation of data in tables for easy retrieval.

*Basic and advanced features of a database application.*

2. explain the uses of presentation software.

Instances in which presentation software should be used. Presentations including delivery of lectures, speeches and reports.

*Basic and advanced features of a presentation application.*

To include:

To create, amend, or adjust graphics to suit content and context.

**WEEK ELEVEN**

1. *explain the uses of graphic software; and,*

*To enhance word processing, spreadsheet, database management and presentations.*

*Basic and advanced features of graphic software.*

2. determine the appropriate software to be used to perform specific tasks.

Selection of appropriate word-processing, spreadsheet, database management, presentation and other specialized software.