

YISHUN SECONDARY SCHOOL

Subject & Code: Computer Applications (7018)

Level & Stream: Sec 1 Normal Technical

The Curriculum and Approaches to Learning		Key Programmes / Competitions
<p>In line with the requirements of the CPA Syllabus 7018, the teaching of CPA at YSS focuses on acquisition of skills in using a variety of application software (word processing, computer drawing and image editing, multimedia presentations and documents, spreadsheet calculations and charts, game design, programming) and associated computer hardware to accomplish tasks, communicate, and facilitate activities. Through real life scenarios, they will develop an awareness of how computing technology is used in the home, school, workplace and community and appreciate the role computers play in everyday life as well as the impact computers have on society and people.</p>		
Term / Week	Learning Experiences (chapter, activity)	Learning Outcomes & Assessment
1	<u>Computer Fundamentals (CPF)</u> Computer Systems Computer Operations <u>Document Processing (DOP)</u> Text and Images	<p>Key Objectives: Students will learn the basic knowledge of computing and communication devices.</p> <p>Students will learn to design visually effective documents through the combined use of text and graphics.</p> <p>Assessment: Computer Fundamentals (CPF) Document Processing (DOP)</p>
2	<u>Media Elements (MEL)</u> Vector Graphics	<p>Key Objectives: Students will learn to design and create drawings with a Graphics Software (Inkscape).</p> <p>Assessment: Media Elements (MEL)</p>
3	<u>Multimedia Communications (MMC)</u> Multimedia <u>Spreadsheets (SST)</u> Data Display	<p>Key Objectives: Students will learn to use MS PowerPoint to create multimedia presentations.</p> <p>Students will learn to use MS Excel to perform simple calculations through the use of formulas and functions. Students will also learn to format cells.</p>

		<p><u>Assessment:</u> Computer Fundamentals (CPF) Spreadsheets (SST) Multimedia (MMC)</p>
4	Revision of Core Skills EOY Examination	