

**Sec 1 Normal (Technical) Computer Applications Syllabus**

<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Term 4</b>
Computer Fundamentals – computer systems, computer safety, types of software	Computer Fundamentals – system specifications, storage media, input-process-output	Computer Fundamentals – Copyrights and Internet safety	Computer Fundamentals – Internet safety
Media Elements – plan, tools and skills, colours and design	Media Elements – plan, tools and skills, colours and design	Multimedia Communication – media elements, storyboarding and slide navigation	Document Processing – multiple documents
Spreadsheets – cell range, cell referencing, functions and formulas	Document Processing – images and text, page border, page orientation, page layout	Document Processing – paragraph format, page orientation, page layout	Spreadsheets – data display, data values
		Media Elements – plan, tools and skills, colours and design	
Computer Fundamentals – computer systems, computer safety, types of software	Computer Fundamentals – system specifications, storage media, input-process-output	Computer Fundamentals – Copyrights and Internet safety	Computer Fundamentals – Internet safety