COURSE OUTLINE

GRADE 10 EDPM

SEPTEMBER – DECEMBER 2020

FUNDAMENTALS OF COMPUTING

- DEFINE THE COMPUTER(COMPONENTS, FUNCTIONS)
- IDENTIFY TYPES OF COMPUTERS
- AVANTAGES AND DISADVANTAGES OF COMPUTER USAGE
- USE OF INPUT AND OUTPUT DEVICES
- STORAGE MEDIA AND THEIR PRACTICAL APPLICATIONS
- OPERATING AND APPLICATION SOFTWARE

KEYBOARD MASTERY

- COMPETENCE IN KEYBOARDING TECQNIQUES
- CORRECT POSTURE AT THE COMPUTER
- USE OF SPECIAL KEYS
- SPACING AFTER PUNCTUATION
- MANUSCRIPT SIGNS AND THEIR MEANINGS
- TYPES F HEADINGS
- PREPARATION OF TYPESCRIPT FROM MANUSCRIPT
- TYPING AT MINIMUM SPEED OF 35 WORDS PER MINUTE

BUSINESS DOCUMENT PREPARATION

- SIZES AND ORIENTATION OF PAPER
- TYPES OF STATIONERY
- STYLES OF LETTERS
- PREPARATION OF BUSINESS LETTER
- PREPARATION OF ENVELOPES AND LABELS
- PREPARATION OF MEMORANDA USING VARIOUS STYLES