

cSt. Maarten Academy

EDPM YEAR PLAN: TERMS 1 – 3

FORM FOUR (4)

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2020 – 2021

TERM ONE

TOPICS

1. The Computer System
2. Committee Documents
3. The Business Letter
4. Simple Displays
5. Mail Merge
6. Spreadsheets
7. Bibliography
8. **SBA 1 – Portfolio (throughout)**

TERM TWO

TOPICS

1. Electronic Communication
2. Production Principles
3. Legal Documents
4. Presentations
5. Filing Systems
6. File integrity
7. Technical Documents

TERM THREE

1. File security
2. Financial Documents
3. Ethics
4. Database Management
5. Advanced Display
6. Production Principles

TERM ONE

Week	Topic	Objective	Assessment
1-2	The Computer System	<ul style="list-style-type: none"> - define the computer - identify types of computers - discuss the advantages and disadvantages of computer usage - explain the use of the various input devices - explain the use of the various output devices - list various types of storage media and their practical applications 	<p>In-class assignment</p> <p>Timed Assessment on Kahoot</p> <p>Wizerme interactive worksheet</p>
3-4	Committee Documents	<ul style="list-style-type: none"> - Prepare committee documents to be used when conducting meetings - Explain the purpose of a notice - Produce a notice - Define the term agenda - Explain the purpose of an agenda - Create an agenda using skeleton notes - Differentiate between an agenda and a chairman's agenda - Explain the purpose of The Minutes of a Meeting 	<p>Prepare a Notice of a Meeting With an Agenda (SBA)</p> <p>Preparation of a Chairman's Agenda (SBA)</p> <p>Agenda Manuscript Assignment</p> <p>Minutes of a Meeting Manuscript Assignment (SBA)</p> <p>Quizizz</p>

5-6	Types of letters (blocked, indented, semi-blocked, two-page, circular, with tabulation, inset, enumeration, letterhead)	<ul style="list-style-type: none"> - produce letters using the most appropriate styles - create a letterhead - insert section breaks 	Practical in-class assignment(Manuscript) Timed exercise SBA Quizizz Wizerme interactive worksheet
7	Creating a bibliography	<ul style="list-style-type: none"> - Explain the purpose of reference - Create in-text citations and bibliographic references using APA style 	Practical exercise
8	Simple displays (menus, invitations, cards, one and two page programmes, flyers)	<ul style="list-style-type: none"> - produce effective and creative displays, given a specific task - prepare different types of documents using appropriate formatting - create a multiple-column effect in a document 	Practical in-class assignment(Manuscript) Timed exercise SBA Workbook Textbook In-class exercise (invitation)
Comprehensive Practical			
9-11	Mail Merge	<ul style="list-style-type: none"> - explain the purpose of a mail merge - identify the components of a mail merge - create a mail merge successfully - create an envelope 	Mail Merge Assignment In-class mail merge timed assessment Test

10-12	Spreadsheets	<ul style="list-style-type: none"> - Create a spreadsheet containing labels, numbers and formulae - describe the difference between absolute and relative addressing - apply formatting to a spreadsheet - sort entries in a spreadsheet - create graphs using data stored in a spreadsheet 	<p>In-class exercise</p> <p>Spreadsheet homework</p> <p>Quizizz</p> <p>Quiz</p> <p>Test (Past paper)</p>
13	EXAM REVIEW		
14	END OF TERM EXAM		

TERM TWO

1-2	Electronic Communication	<ul style="list-style-type: none"> - discuss various types of electronic communication - explain various features of e-mail - discuss the advantages and disadvantages of electronic communication media - compare other new and emerging communication technologies - identify factors to be considered in the selection of electronic media - identify the various types of electronic communication - explain the advantages of email 	<p>Practical activity</p> <p>Practical assessment</p>
3-4	Production Principles	<ul style="list-style-type: none"> - demonstrate competence in keyboarding techniques - demonstrate correct posture at the computer - use correct spacing after punctuation marks - interpret manuscript signs; - prepare typescript from manuscript or typed notes using accepted rules 	<p>Timed practical in-class assignment</p> <p>Practical Test</p>
5-7	Legal Documents	<ul style="list-style-type: none"> - Identify common types of legal documents - explain the purpose of various legal documents - determine the appropriate stationery to use to create legal documents - Explain the purpose of a will - identify the parts of a will - create a will from a given skeleton document 	<p>Class activity</p> <p>Past paper assignment</p> <p>Practical Test</p>

8-9	Presentations	<ul style="list-style-type: none"> - Explain the purpose and uses of presentation software - Use design templates and slides to create a basic presentation - Apply layout, design templates and formatting to slides - Create headers, footers and speaker notes - Insert animations, animated text and graphics to slides - Sort, insert and delete slides - Present a slide show 	<p>Practical Exercise Pg. 74 of Workbook</p> <p>Past Paper exercise</p> <p>Practical test pg. 76 of workbook</p>
TEST			
11-12	<p>Filing Systems</p> <p>File integrity</p>	<ul style="list-style-type: none"> - distinguish between manual and electronic filing systems - identify types of documents used in data processing - manipulate an electronic filing system - explain what the integrity of files means - examine issues related to the retention of files; - explain methods for tracing document versions - discuss issues related to the security of files - examine issues related to the retention of files - explain methods for tracing document versions 	<p>Pg. 288 of textbook Class Activity!</p> <p>Homework</p> <p>Test</p> <p>Class Activity!</p> <p>Homework</p> <p>Past paper exercise</p>

TERM THREE

1-2	File security	<ul style="list-style-type: none"> - discuss issues related to the security of files - examine issues related to the retention of files explain methods for tracing document versions 	<p>Class Activity!</p> <p>Homework</p> <p>Past paper exercise</p>
3-4	Financial Documents	<ul style="list-style-type: none"> - identify various types of financial documents - prepare financial statements 	<p>Practical exercise</p>
5-6	Ethics	<ul style="list-style-type: none"> - explain the concept of intellectual property - describe the rights that are protected by intellectual property laws - discuss ethical standards with respect to intellectual property - explain the concept of plagiarism - list guidelines to avoid plagiarism - demonstrate awareness of desirable habits and work attitudes 	<p>Workbook assignment</p> <p>Past paper</p>
7-8	Database Management	<ul style="list-style-type: none"> - explain the purpose of a database management system - use terminology commonly associated with a database - create a database - manipulate data in a database 	<p>Class Assignment</p> <p>Practical exercise</p>

<p>9-11</p>	<p>Advanced Displays Newsletters & Brochures</p>	<ul style="list-style-type: none"> - create a multiple-column effect in a document - Produce multi-page newsletters - produce effective and creative displays, given a specific task 	<p>Practical assignment Past paper activity Practical Test</p>
<p>12-13</p>	<p>Production Principles Vertical and horizontal margins. Line spacing Print preview Main head, sub-head, shoulder, paragraph, marginal</p>	<ul style="list-style-type: none"> - demonstrate competence in keyboarding techniques; - demonstrate correct posture at the computer; - demonstrate competence in the use of special keys; - use correct spacing after punctuation marks; - interpret and apply manuscript signs - prepare typescript from manuscript or types notes using accepted rules - edit various types of documents - judge placement of text in terms of line spacing and margins - identify different types of headings - create presentable documents using various types of headings 	<p>Practical Exercise Textbook (Pg. 195) Assignment Workbook (Pg. 130-131) Past Paper</p>
<p>EXAM REVIEW</p>			