

# **St. Maarten Academy**

**EDPM YEAR PLAN: TERMS 1 – 3**

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**FORM FIVE (5)**

**Ms. Kester Small**

**2020 – 2021**

## TERM ONE

### TOPICS

1. Mail Merge
2. Spreadsheets
3. Financial Documents
4. **SBA**

5. The Computer System
6. Displays
7. Legal Documents

## TERM TWO

### TOPICS

1. **SBA**
2. Filing Systems
3. File integrity
4. Presentations

5. Technical Documents
6. Ethics
7. Database Management

## TERM THREE

1. Production Principles
2. Review – Past Papers
3. Collection and Submission of School-based Assessment (SBA)

### School-based Assessment (SBA) Information & Deadlines

<b>SBA</b>	<b>Draft 1</b>	<b>Draft 2</b>	<b>Final</b>
<b>Portfolio</b>	<b>Already submitted</b>	<b>Thursday September 10<sup>th</sup>, 2020</b>	<b>TBD</b>
<b>Assignment #3 (Invitation)</b>	<b>Thursday September 3<sup>rd</sup>, 2020</b>	<b>Thursday September 17<sup>th</sup>, 2020</b>	<b>TBD</b>
<b>Assignment #2 (Spreadsheet &amp; Invoice)</b>	<b>Thursday September 17<sup>th</sup>, 2020</b>	<b>October 02<sup>nd</sup>, 2020</b>	<b>TBD</b>
<b>Assignment #1 (Manuscript)</b>	<b>Timed one-time assessment</b>		<b>TBD</b>

## TERM ONE

Week	Topic	Objective	Assessment
1-2	Review Mail Merge	<ul style="list-style-type: none"> <li>- explain the purpose of a mail merge</li> <li>- identify the components of a mail merge</li> <li>- create a mail merge successfully</li> </ul>	Kahoot  Mail Merge Assignment
3-5	Mail Merge (cont'd) Invoice Spreadsheets SBA	<ul style="list-style-type: none"> <li>- explain the purpose of an invoice merge</li> <li>- create an invoice</li> <li>- Create a spreadsheet containing labels, numbers and formulae</li> <li>- describe the difference between absolute and relative addressing</li> <li>- apply formatting to a spreadsheet</li> <li>- sort entries in a spreadsheet</li> <li>- create graphs using data stored in a spreadsheet</li> </ul>	In-class mail merge timed assessment  SBA Mark scheme  Spreadsheet homework  Invoice assignment  Quiz  Test (Past paper)
6-7	The Computer System  SBA	<ul style="list-style-type: none"> <li>- define the computer</li> <li>- identify types of computers</li> <li>- discuss the advantages and disadvantages of computer usage</li> <li>- explain the use of the various input devices</li> <li>- explain the use of the various output devices</li> <li>- list various types of storage media and their practical applications</li> </ul>	Quiz  Test (Past paper)  SBA Mark scheme

8-10	Simple displays	<ul style="list-style-type: none"> <li>-produce effective and creative displays, given a specific task</li> <li>-Prepare different types of documents using appropriate formatting</li> <li>-create a multiple-column effect in a document</li> </ul>	<p>In-class exercise (invitation)</p> <p>Organizational chart</p> <p>Flowchart</p>
11-12	Legal Documents	<ul style="list-style-type: none"> <li>- Identify common types of legal documents</li> <li>- explain the purpose of various legal documents</li> <li>- determine the appropriate stationery to use to create legal documents</li> <li>- Explain the purpose of a will</li> <li>- identify the parts of a will</li> <li>- create a will from a given skeleton document</li> </ul>	<p>Class activity</p> <p>Past paper assignment</p> <p><b>Practical Test</b></p>
13	<b>EXAM REVIEW</b>		
14	<b>END OF TERM EXAM</b>		

## TERM TWO

Week	Topic	Objective	Assessment
1-2	<b>SBA</b> Filing Systems	<ul style="list-style-type: none"> <li>- distinguish between manual and electronic filing systems</li> <li>- identify types of documents used in data processing</li> <li>- manipulate an electronic filing system</li> </ul>	<b>SBA Mark scheme</b> Pg. 288 of textbook
3-5	File integrity	<ul style="list-style-type: none"> <li>- explain what the integrity of files means</li> <li>- examine issues related to the retention of files;</li> <li>- explain methods for tracing document versions</li> </ul>	Class Activity!  Homework  <b>Test</b>
6-7	File security	<ul style="list-style-type: none"> <li>- discuss issues related to the security of files</li> <li>- examine issues related to the retention of files</li> <li>- explain methods for tracing document versions</li> </ul>	Class Activity!  Homework  Past paper exercise
8-9	Presentations	<ul style="list-style-type: none"> <li>- Explain the purpose and uses of presentation software</li> <li>- Use design templates and slides to create a basic presentation</li> <li>- Apply layout, design templates and formatting to slides</li> <li>- Create headers, footers and speaker notes</li> <li>- Insert animations, animated text and graphics to slides</li> <li>- Sort, insert and delete slides</li> <li>- Present a slide show</li> </ul>	Practical Exercise Pg. 74 of Workbook  Past Paper exercise  Practical <b>test</b> pg. 76 of workbook

10	<b>Test</b>		
11-12	<b>Technical Documents</b>	<ul style="list-style-type: none"> <li>- define the term technical documents</li> <li>- Identify common types of technical documents</li> <li>- explain the purpose of various technical documents</li> <li>- prepare technical documents</li> </ul>	<b>Practical activity</b> Pg. 157-161 of workbook
13	<b>Ethics</b>	<ul style="list-style-type: none"> <li>- explain the concept of intellectual property</li> <li>- describe the rights that are protected by intellectual property laws</li> <li>- discuss ethical standards with respect to intellectual property</li> <li>- explain the concept of plagiarism</li> <li>- list guidelines to avoid plagiarism</li> <li>- demonstrate awareness of desirable habits and work attitudes</li> </ul>	<b>Workbook assignment</b>  <b>Past paper</b>

## TERM THREE

Week	Topic	Objective	Assessment
1-2	<b>SBA's (Submission of Final Drafts)</b>		
3-4	Advanced Displays Newsletters & Brochures	<ul style="list-style-type: none"> <li>- create a multiple-column effect in a document</li> <li>- Produce multi-page newsletters</li> <li>- produce effective and creative displays, given a specific task</li> </ul>	Practical assignment Past paper activity <b>Practical Test</b>
5	Electronic Communication	<ul style="list-style-type: none"> <li>- discuss various types of electronic communication</li> <li>- explain various features of e-mail</li> <li>- discuss the advantages and disadvantages of electronic communication media</li> <li>- compare other new and emerging communication technologies</li> <li>- discuss file organisation methods using e-mail</li> <li>- identify factors to be considered in the selection of communication media.</li> </ul>	Practical activity  Prezi/Visme
6	<b>REVISION PAST PAPERS</b>	<b>REVISION PAST PAPERS</b>	<b>REVISION PAST PAPERS</b>
	<b>MOCK EXAMS</b>		
7-9	<b>REVISION PAST PAPERS</b>		
	<b>CSEC EXAMS</b>		