

# **cSt. Maarten Academy**

## **EDPM YEAR PLAN: TERMS 1 – 3**

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### **FORM FOUR (4)**

**Ms. Kester Small**

**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"> <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>	<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"> <li>- Prepare committee documents to be used when conducting meetings</li> <li>- Explain the purpose of a notice</li> <li>- Produce a notice</li> <li>- Define the term agenda</li> <li>- Explain the purpose of an agenda</li> <li>- Create an agenda using skeleton notes</li> <li>- Differentiate between an agenda and a chairman's agenda</li> <li>- Explain the purpose of The Minutes of a Meeting</li> </ul>	<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"> <li>- produce letters using the most appropriate styles</li> <li>- create a letterhead</li> <li>- insert section breaks</li> </ul>	Practical in-class assignment(Manuscript) Timed exercise SBA Quizizz Wizerme interactive worksheet
7	Creating a bibliography	<ul style="list-style-type: none"> <li>- Explain the purpose of reference</li> <li>- Create in-text citations and bibliographic references using APA style</li> </ul>	Practical exercise
8	Simple displays (menus, invitations, cards, one and two page programmes, flyers)	<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>	Practical in-class assignment(Manuscript) Timed exercise SBA Workbook Textbook In-class exercise (invitation)
<b>Comprehensive Practical</b>			
9-11	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> <li>- create an envelope</li> </ul>	Mail Merge Assignment In-class mail merge timed assessment <b>Test</b>

10-12	Spreadsheets	<ul style="list-style-type: none"> <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>	<p>In-class exercise</p> <p>Spreadsheet homework</p> <p>Quizizz</p> <p><b>Quiz</b></p> <p><b>Test (Past paper)</b></p>
13	<b>EXAM REVIEW</b>		
14	<b>END OF TERM EXAM</b>		

## TERM TWO

1-2	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>- identify factors to be considered in the selection of electronic media</li> <li>- identify the various types of electronic communication</li> <li>- explain the advantages of email</li> </ul>	<p>Practical activity</p> <p>Practical assessment</p>
3-4	Production Principles	<ul style="list-style-type: none"> <li>- demonstrate competence in keyboarding techniques</li> <li>- demonstrate correct posture at the computer</li> <li>- use correct spacing after punctuation marks</li> <li>- interpret manuscript signs;</li> <li>- prepare typescript from manuscript or typed notes using accepted rules</li> </ul>	<p>Timed practical in-class assignment</p> <p><b>Practical Test</b></p>
5-7	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>

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>	<p>Practical Exercise Pg. 74 of Workbook</p> <p>Past Paper exercise</p> <p>Practical <b>test</b> pg. 76 of workbook</p>
<b>TEST</b>			
11-12	<p>Filing Systems</p> <p>File integrity</p>	<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> <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> <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>	<p>Pg. 288 of textbook Class Activity!</p> <p>Homework</p> <p><b>Test</b></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"> <li>- discuss issues related to the security of files</li> <li>- examine issues related to the retention of files explain methods for tracing document versions</li> </ul>	<p><b>Class Activity!</b></p> <p><b>Homework</b></p> <p><b>Past paper exercise</b></p>
3-4	Financial Documents	<ul style="list-style-type: none"> <li>- identify various types of financial documents</li> <li>- prepare financial statements</li> </ul>	<b>Practical exercise</b>
5-6	Ethics	<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>	<p><b>Workbook assignment</b></p> <p><b>Past paper</b></p>
7-8	Database Management	<ul style="list-style-type: none"> <li>- explain the purpose of a database management system</li> <li>- use terminology commonly associated with a database</li> <li>- create a database</li> <li>- manipulate data in a database</li> </ul>	<p><b>Class Assignment</b></p> <p><b>Practical exercise</b></p>

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