

# **St. Maarten Academy**

## **EDPM YEAR PLAN: TERMS 1 – 3**

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### **FORM THREE (3)**

**Ms. Kester Small**

**2020 – 2021**

### TERM ONE

#### UNITS

- Fundamentals of Computing
- The Computer System
- General care of the computer
- Health and safety factors

- Simple displays (invitation, menus & posters)
- Committee Documents
- Keyboarding Skills

### TERM TWO

#### UNITS

- The Letterhead
- Producing letters
- Mail Merge

- Simple displays  
(organizational charts & flowcharts)
- Production Principles
- Tabulations

### TERM THREE

#### UNITS

- Tabulations
- Filing Systems
- Electronic Communication

- Ethics
- Displays
- Presentations

## TERM ONE

| Week | Unit # & Period of Time  | OBJECTIVE<br>Students should be able to:  | ASSESSMENT                                    |
|------|--|---|---|
| 1-2  | <b>Fundamentals of Computing</b><br><b>- Types of Computers</b><br><b>Advantages and disadvantages of computer usage</b> | <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 various input devices</li> <li>- explain the use of various output devices</li> <li>- list various types of storage media and their practical applications</li> <li>- distinguish between operating systems and application software</li> <li>- describe ways of caring for computer systems and the working environment</li> <li>- identify health factors associated with computer use</li> </ul> | Kahoot<br><br>Quizizz<br><br>Timed Assessment |

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| 3-4 | <b>Fundamentals of Computing</b><br><b>The Computer System</b><br><br>- Hardware<br><br>- Software<br><br>- Data | <ul style="list-style-type: none"> <li>- define the term 'computer system'</li> <li>- differentiate between a computer and a computer system</li> <li>- identify the parts of a computer system</li> <li>- explain the function of each part of the computer system</li> <li>- explain the use of the various input devices;</li> </ul>                                  | <b>Activity – create a table identifying types of hardware and their functions</b> |
|     | - Procedures<br><br>- Users  | <ul style="list-style-type: none"> <li>- explain the use of the various output devices</li> <li>- differentiate between hard copy and soft copy</li> <li>- list various types of storage media and their practical applications</li> <li>- categorize storage media by type</li> <li>- distinguish between operating system software and application software</li> </ul> | <b>Quiz – Week of September 7 (posted via google classroom)</b>                    |
| 5-6 | <b>General care of the computer</b>  | <ul style="list-style-type: none"> <li>- describe ways of caring for computers and peripheral devices in the working environment</li> <li>- define the term 'ergonomics'</li> <li>- define the term 'posture'</li> </ul>   | <b>Google slides activity</b>  |

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| 7   | <b>Health and Safety Factors</b>  | <ul style="list-style-type: none"> <li>- identify health factors associated with computer use</li> <li>- Explain what repetitive strain injury is and what causes it</li> <li>- Describe methods of preventing strain injury</li> <li>- Define computer vision syndrome (CVS)</li> <li>- State causes of CVS</li> <li>- List methods of preventing computer vision syndrome</li> <li>- List methods of preventing lower back pain</li> <li>- Explain what is ergonomics</li> <li>- Discuss how ergonomics can help to eliminate or reduce computer-related disorders</li> </ul>  | <b>End of Unit Test</b>  |
| 8-9 | <b>Committee documents</b> <ul style="list-style-type: none"> <li>• Types of Memoranda</li> <li>• Notice of a Meeting</li> <li>• Minutes of a Meeting</li> <li>• Agenda</li> <li>• Chairman's Agenda</li> </ul> | <ul style="list-style-type: none"> <li>- Define the term 'memo'</li> <li>- Explain the purpose of a memo</li> <li>- Produce memoranda in various styles using appropriate stationery</li> <li>- State the importance of each committee document</li> <li>- Define the term 'notice of a meeting'</li> <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>-</li> </ul> | <b>Practical activity (manuscript)</b><br><br><b>Past papers</b> |

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| 10-11 | <b>Simple displays</b>    | <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 (invitations, menus,programmes)</li> <li>-create a multiple-column effect in a document</li> <li>-</li> </ul>   | <p>In-class exercise (invitation)</p> <p>Invitations, menus, posters</p>  |
| 12    | <b>Keyboarding Skills</b> | <ul style="list-style-type: none"> <li>- Interpret and apply manuscript signs</li> <li>- Use different types of headings</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> </ul> | <p><b>Practical activity</b></p> <p><b>Practical Exercise</b></p> <p><b>Textbook (Pg. 195)</b></p> <p><b>Assignment</b></p> <p><b>Workbook</b></p> <p><b>(Pg. 130-131)</b></p> <p><b>Past Paper</b></p> |
| 13    | <b>EXAM REVIEW</b>        |  |   |
| 14    | <b>END OF TERM EXAM</b>   |  |   |

## TERM TWO

| Week | Unit # & Period of Time   | OBJECTIVE<br>Students should be able to:  | ASSESSMENT   |
|------|---|---|--|
| 1-3  | 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)<br>Timed exercise<br>SBA<br>Quizizz<br>Wizerme interactive worksheet |
| 4-5  | Mail Merge  | <ul style="list-style-type: none"> <li>- Define the term “mail merge” accurately</li> <li>- explain the purpose of a mail merge</li> <li>- identify the components of a mail merge</li> <li>- Create a main document by reproducing a given template</li> <li>- Use a spreadsheet file as a data source</li> <li>- Use mail merge feature to produce a secondary document as evidence of mail merge.</li> </ul> | Practical activity<br><br>Pg. 81 of Workbook<br><br>Past Paper<br><br>Class Assignment (Movie Rentals) – Test  |
| 6-8  | 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 (organisational chart, flowcharts)</li> </ul>  | In-class exercises<br><br>Organizational chart<br><br>Flowchart  |

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| <p><b>9-11</b></p> | <p><b>Production Principles</b></p> | <ul style="list-style-type: none"> <li>- Interpret and apply manuscript signs</li> <li>- Use different types of headings</li> <li>- Prepare typescript from manuscript or types notes using accepted rules</li> <li>- Edit various types of documents</li> <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>-</li> </ul> | <p><b>Practical Exercise</b><br/> <b>Textbook Augustine</b><br/> <b>(Pg. 179)</b></p> <p><b>Past Paper exercise Project</b></p> |
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| 11-13 | Tabulations | <ul style="list-style-type: none"> <li>- Define the term 'spreadsheet'</li> <li>- understand the concept of a spreadsheet</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>- Prepare tabulations using spreadsheets</li> </ul> | <p>Class assignment<br/>(pg. 18 Interact Bk 3)</p> <p>Past Paper</p> <p><b>In class test</b></p> |
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**END OF TERM**

## TERM THREE

| Week | Unit # & Period of Time | OBJECTIVE<br>Students should be able to:   | ASSESSMENT   |
|------|-------------------------|--|--|
| 1-2  | Tabulations (cont'd)    | <ul style="list-style-type: none"> <li>- Define the term 'spreadsheet'</li> <li>- understand the concept of a spreadsheet</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>- Prepare tabulations using spreadsheets</li> </ul> | Class assignment<br>(pg. 18 Interact Bk 3)<br><br>Past Paper<br><br><b>In class test</b> |
| 3-4  | 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>  | Practical activity<br><br>Past papers  |

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| <p><b>5-6</b></p> | <p><b>Electronic Communication</b></p> | <ul style="list-style-type: none"> <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 and disadvantages of various forms electronic communication</li> <li>- explain the purpose of email</li> <li>- describe the various components of an email</li> <li>- compose a professional email</li> <li>- identify advantages and disadvantages of email</li> </ul> | <p><b>Practical activity</b></p> <p><b>Practical assessment</b></p> <p><b>Past papers</b></p> <p><b>Skeleton notes</b></p> <p><b>Test</b></p> <p><b>Create an email</b></p> |
| <p><b>7-8</b></p> | <p><b>Ethics</b></p>                   | <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> <li>-</li> </ul>  | <p><b>homework</b></p> <p><b>End of unit Test on the week of April 8</b></p> <p><b>Flipgrid</b></p> <p><b>Work attire presentation</b></p>                                  |

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| 9-10                     | <b>Presentations</b>   | <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> <li>-</li> </ul> | <b>Practical Exercise</b><br><b>Textbook Augustine</b><br><b>(Pg. 179)</b><br><br><b>Past Paper exercise</b> |
| 11-12                    | <b>Advanced Displays</b><br><br><b>Newsletters &amp; Brochures</b> | <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> <li>-</li> </ul>   | <b>Practical assignment</b><br><br><b>Past paper activity</b><br><br><b>Practical Test</b>                   |
| <b>REVIEW</b>            |  |  |  |
| <b>END OF YEAR EXAMS</b> |  |  |  |