

THE LESTER VAUGHAN SCHOOL

CSEC SBA TASK GUIDELINES AND DEADLINES 2015-2016

SUBJECT	TASK OUTLINE	ASSOCIATED DEADLINE
EDPM (KFW & NV)	SBA 1 – Manuscript (in class test)	Week 6
	SBA 2 – Power Point (2 week take home assignment)	Weeks 8 & 9
	SBA 3 – Invitational Flyer utilizing mail merge Access & Word (2 week take home assignment)	Weeks 12 & 13
	Reference Manual (10 error free documents, Term 1)	Week 14
POB (Adrian Mapp)	Completed first draft	29 September 2015
	Completed final document	31 October 2015