

**THE LESTER VAUGHAN SCHOOL**

**BUSINESS STUDIES DEPARTMENT**

**ELECTRONIC DOCUMENT PREPARTION AND MANAGEMENT**

**TEAM TEACHING - 4<sup>th</sup> Year Schemes of Work**

<b>Lesson</b>	<b>Specific Objectives</b>	<b>Content</b>	<b>Syllabus</b>
1 Theory	<p>Explain what is EDPM</p> <p>Discuss the aims of EDPM</p> <p>Explain the three (3) profile dimensions by which students are graded</p> <p>Explain the format of the CXC examination</p>	<p>Use the Rationale in the syllabus</p> <p>Use the Aims in the syllabus</p> <p>(1) Accuracy and Speed, (2) Knowledge and Comprehension, (3) Presentation and Use of Technology</p> <p>SBA 40% - A portfolio of 10 specific error free documents &amp; 3 Assignments May/June examinations 60% – Paper 1 Theory, Paper 2 Practical</p>	<p>Pg. 1</p> <p>Pg. 1 &amp; 2</p> <p>Pg. 3 &amp; 4</p> <p>Pg. 4 &amp; 5 Pg. 19 - 30</p>
2 Practical	<p>Section II: Keyboard Mastery, Objectives 1 &amp; 2</p> <p>Demonstrate correct posture at the computer</p> <p>Demonstrate competence in keyboarding techniques</p>	<p>Back, arms, feet, eye level contact, seat height</p> <p>Keyboard drills – Home keys (asdf jkl;) and space bar</p>	<p>Pg. 9</p>
3 Theory	<p>Section I: Fundamentals of Computing, Objectives 1 – 4</p> <p>Define the term Computer</p> <p>Identify types of computers</p> <p>Discuss the advantages and disadvantages of computer usage</p>	<p align="center">(As per syllabus)</p>	<p>Pg. 7</p>

Lesson	Specific Objectives	Content	Syllabus
4 Practical	<p>Section II: Keyboard Mastery, Objectives 1 &amp; 2</p> <p>Explain the parts of the keyboard</p> <p>Explain the organization of the QWERTY keyboard and show which keys are assigned to the particular fingers</p> <p>Keyboard drills:</p> <ul style="list-style-type: none"> <li>• Review home keys</li> <li>• Introduce g and h</li> <li>• Introduce e and i</li> </ul>	<p>4 rows of alphanumeric keys (printing characters)</p> <p>Function keys (non-printing characters)</p> <p>Arrow/cursor control keys (non-printing characters)</p> <p>Insert, Delete, Home, End, Page Up, Page Down (non-printing characters)</p> <p>Numeric Keypad (printing characters)</p> <p><b>(Keyboard exercises can be found in Jacob &amp; Augustine)</b></p>	Pg. 9
5 Theory	<p>Section 1: Fundamentals of Computing, Objectives 5 – 7</p> <p>5. Explain the uses of the various input &amp; output devices</p> <p>6. List various types of storage media and their practical applications</p> <p>7. Distinguish between operating system software and application software</p>	(As per syllabus)	Pg. 7
6 Practical	<p>Section II: Keyboard Mastery, Objectives 1 &amp; 2</p> <p>Keyboard drills:</p> <ul style="list-style-type: none"> <li>• Review home keys g h e i</li> <li>• Introduce c ,</li> </ul> <p>Explain left shift for right capitals</p> <p>Explain right shift for left capitals</p>		

<b>Lesson</b>	<b>Specific Objectives</b>	<b>Content</b>	<b>Syllabus</b>
7 Theory	Section I: Fundamentals of Computing, Objectives 8 & 9  8. Describe ways of caring for computers and peripherals in the working environment  9. Discuss health and safety factors associated with computer use	(As per syllabus)	Pg. 7
8 Practical	Section II: Keyboard Mastery, Objectives 1 & 2  Keyboard drills: <ul style="list-style-type: none"> <li>• Review home keys g h e l c ,</li> <li>• Introduce r u</li> <li>• Introduce v m</li> </ul>		Pg. 9
9 Practical	Section II: Keyboard Mastery, Objectives 1 & 2  Keyboard drills: <ul style="list-style-type: none"> <li>• Review home keys g h e l c , r u v m</li> <li>• Introduce t y</li> <li>• Introduce b n</li> </ul>		Pg. 9
10 Practical	Section II: Keyboard Mastery, Objectives 1 & 2  Keyboard drills: <ul style="list-style-type: none"> <li>• Review home keys g h e l c , r u v m t y b n</li> <li>• Introduce w o</li> <li>• Introduce x .</li> </ul>		Pg. 9
11 Practical	Section II: Keyboard Mastery, Objectives 1 & 2  Keyboard drills: <ul style="list-style-type: none"> <li>• Review home keys g h e l c , r u v m t y b n w o x .</li> <li>• Introduce q p</li> <li>• Introduce z /</li> </ul>		Pg. 9



