MINISTRY OF EDUCATION

NATIONAL CENTRE FOR EDUCATIONAL RESOURCE DEVELOPMENT

NATIONAL SCHEME FOR SECONDARY SCHOOLS

GRADE 11

ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT







ACKNOWLEDGEMENTS

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NATIONAL SCHEME FOR SECONDARY SCHOOLS

Curriculum Area: Electronic Document Preparation and Management **GRADE 11**

WEEK 1

TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITIES	RESOURCE	EVALUATION STRATEGY
SECTION 5: BUSINESS DOCUMENT PREPARATION **Types of Paper and Paper Orientation**	Students will: i. become aware of the types and orientation of paper; ii. understand how to change the paper layout.	**Types of paper:** i. Bond Paper ii. Parchment iii. Onion skin iv. Flimsy paper v. Carbon paper vi. No Carbon required (NCR) paper vii. Document Cover viii. Stencil ix. Copier or Laser paper x. Index Paper xi. Customized paper **There are three key aspects to consider when selecting paper type:** *size, weight, and texture*. **Orientation of paper:** i. Portrait ii. Landscape	Identifying the characteristics of the various types of paper. Discussing situations in an office where various papers would be used. Differentiating between the orientations of paper. Identifying when the various paper orientations would be used. Demonstrating the changing of orientation of the paper.	Electronic Document Preparation and Management for CSEC Second Edition by A.M. Jacobs and A. Augustine. Page 167 - 169 Electronic Document Preparation and Management for CSEC Examinations by H. Campbell and O. Bogle-Graham. Page 154 - 156	Home Assignment Quiz

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WEEK 2

TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITIES	RESOURCE	EVALUATION STRATEGY
SECTION 5: BUSINESS DOCUMENT PREPARATION **Sizes of Paper** **Appropriate use of various Stationery**	Students will: i. develop an understanding of the sizes of paper and their uses; ii. become aware of the appropriate stationery for a given assignment.	**Sizes of paper:** The International Paper Sizes (IPS), referred to as the A-Series, are widely used. It ranges from A0 to A9. A0 is the largest size while A9 is the smallest. **Uses of various sizes of paper** i. A4 is the commonly used size when producing documents. It is sometimes subdivided into letter and legal. ii. A5 is used for short letters. **Stationery including:** i. Letterheads/Headed Paper ii. Memos iii. Forms iv. Labels These are pre-printed documents with various information. They are used for various purposes and on different types of paper.	Identifying the dimensions of the various sizes of paper. Discussing situations in an office where various sizes of papers would be used. Demonstrating the changing of paper sizes. Discussing situations in an office where various stationery would be used. Demonstrating the creation of various stationery.	Electronic Document Preparation and Management for CSEC Second Edition by A.M. Jacobs and A. Augustine. Page 168 - 169 Electronic Document Preparation and Management for CSEC Examinations by H. Campbell and O. Bogle-Graham. Page 154 – 158.	Research Assignment Practical Demonstration

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WEEK 3

TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITIES	RESOURCE	EVALUATION STRATEGY
SECTION 5: BUSINESS DOCUMENT PREPARATION **Letter Layouts**	Students will: i. become aware of the various letter styles/layouts; ii. develop an understanding of the correct positioning of the elements/parts of a letter in the various layouts.	**Letter Styles/Layouts:** i. Full-blocked Layout ii. Semi-blocked Layout iii. Indented Layout	Identifying the parts of a letter. Differentiating between the letter layouts. Discussing preference in using the various layouts. Outlining the guidelines in preparation for the various styles of letters. Displaying various letters.	Electronic Document Preparation and Management for CSEC Second Edition by A.M. Jacobs and A. Augustine. Page 174 - 178 Electronic Document Preparation and Management for CSEC Examinations by H. Campbell and O. Bogle-Graham. Page 169 – 175	Practical Exercise Presentation Home Assignment
SCHOOL-BASED ASSESSMENT	Develop an awareness of the Portfolio component of the SBA,	i. Overview of the Portfolio. ii. Recommendation on error-free Mailable Documents. iii. Suggestions on the creation of letterhead.	Discussing the requirements for the portfolio.	Electronic Document Preparation and Management Syllabus EDPM syllabus pages 20 - 30	

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WEEK 4

TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITIES	RESOURCE	EVALUATION STRATEGY
SECTION 5: BUSINESS DOCUMENT PREPARATION **Styles of Letters**	Students will: i. develop an awareness of letter styles; ii. understand the guidelines involved in the preparation of various styles of letters; iii. demonstrate mastery in the production of letters using the most appropriate styles.	**Styles of Letters:** i. Short Letter ii. Two-page letter / Letter with a continuation sheet / Multi-page Letter iii. Circular Letter iv. Circular Letter with cut-off (tear-off) slip v. Letter with a table vi. Letter with an inset vii. Letter with enumeration	Identifying various letter styles. Differentiating between the letter styles. Outlining the guidelines in preparation for the various styles of letters. Displaying various letters.	Electronic Document Preparation and Management for CSEC Second Edition by A.M. Jacobs and A. Augustine. Page 179 - 180 Electronic Document Preparation and Management for CSEC Examinations by H. Campbell and O. Bogle-Graham. Page 175 - 178	Oral Discussion Practical Exercise Homework

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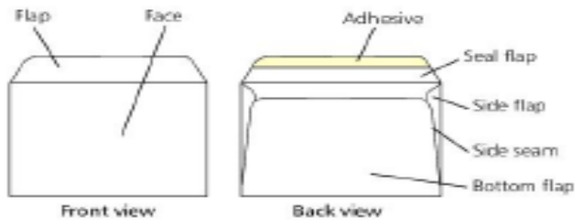
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SCHOOL-BASED ASSESSMENT	Develop an understanding of the guidelines for the creation of Letters	**Document type:** A Two-page indented or full-blocked style letter **Document type:** A circular letter or form with a tear-off slip	**Skills examined:** Ability to produce multiple-page documents, for example, SBAs, thesis or reports with continuation pages. **Skills examined:** • Insertion and use of symbols. i. Use of leader dots. ii. Circular documents. iii. Form and form filling, eg questionnaires in SBAs.	EDPM for CSEC by A.M. Jacobs & A. Augustine. Page 276. EDPM for CSEC Exams by H. Campbell & O. Bogle-Graham. Page 316, 318 – 319 EDPM syllabus pg 27	Practical activities

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WEEK 5

TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITIES	RESOURCE	EVALUATION STRATEGY
SECTION 5: BUSINESS DOCUMENT PREPARATION **Types, Sizes and Preparation of Envelopes and Labels**	Students will: i. become familiar with the parts of an envelope; ii. become aware of the various types and sizes of envelopes; iii. develop an appreciation for the various qualities of envelope and usage; iv. demonstrate mastery in correctly preparing envelopes and labels.	**Parts of an Envelope**  **Types of Envelopes:** i. Window Envelope ii. Airmail Envelope iii. Catalogue Envelope iv. Inter-office Envelope **Quality of Envelopes:** i. Parchment Envelope ii. Manila Envelope iii. Bond Envelope	Identifying the various sizes and types of envelopes. Discussing with the size of paper would be placed in various sizes of envelopes. Outlining the quality and usage of envelopes. Demonstrating the preparation of envelopes and labels for mailing.	Electronic Document Preparation and Management for CSEC Second Edition by A.M. Jacobs and A. Augustine. Page 169 - 171 Electronic Document Preparation and Management for CSEC Examinations by H. Campbell and O. Bogle-Graham. Page 158 - 165	Oral questioning Presentation Quiz

		iv. Padded Envelope **Sizes of Envelope** C Series was designed for the A Series Paper.			
SCHOOL-BASED ASSESSMENT	Develop an understanding of the guidelines for the creation of the Tabular Work	**Document type:** Ruled tabulation with main heading and multiple columnar headings.	**Skills examined:** i. Oblique/vertical headings. ii. Text formatting. iii. Sorting.	EDPM for CSEC Exams by H. Campbell Page 316, 319 EDPM syllabus page: 27	Practical activities

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WEEK 6

TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITIES	RESOURCE	EVALUATION STRATEGY
SECTION 5: BUSINESS DOCUMENT PREPARATION **Composing Correspondences**	Students will: i. develop an awareness of skeleton notes; ii. develop mastery of preparing correspondences from skeleton notes.	**Skeleton Notes** are brief outlines of a document to where you add details. **Guidelines for composing business letter:** i. Be courteous, ii. Have a clearly defined and stated purpose, iii. Information should be delivered in a clear, concise, and complete manner, iv. Worded positively and confidently.	Identifying the guidelines to consider when preparing correspondence. Making skeleton notes from dictation. Preparing correspondence from skeleton notes made.	Electronic Document Preparation and Management for CSEC Second Edition by A.M. Jacobs and A. Augustine. Page 180 - 183	Practical Exercise Home Assignment
SCHOOL-BASED ASSESSMENT	Develop an understanding of the guidelines for the creation of the Manuscript	**Document type:** Report OR specification OR play (with actor's part) OR a report.	**Skills examined:** Page endings. Continuation page reports. Footnotes and endnotes. Types of heading. Margins. Script formatting. Font usage. Subscript and superscript.	EDPM for CSEC Exams by H. Campbell & O. Bogle-Graham. Page 316, 319 EDPM syllabus page: 27	Practical activities

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WEEK 7

TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITIES	RESOURCE	EVALUATION STRATEGY
SECTION 5: BUSINESS DOCUMENT PREPARATION **Parts and Layouts of Memorandum**	Students will: i. become familiar with the various styles and layouts of memoranda; ii. develop mastery in the production of memoranda in various styles using appropriate stationery.	**The layout of Memos:** i. Full-blocked ii. Indented **Short Memoranda** may be typed on A5 paper and set in landscape or portrait orientation. **Long memoranda** are typed on A4 paper. They can have a continuation page.	Discussing the layout of memoranda. Identifying the guidelines to consider when preparing a memorandum. Preparing fully-blocked and indented memoranda on appropriate stationery.	Electronic Document Preparation and Management for CSEC Second Edition by A.M. Jacobs and A. Augustine. Page 186 - 187 Electronic Document Preparation and Management for CSEC Examinations by H. Campbell and O. Bogle-Graham. Page 178 - 179	Oral Discussion Practical Exercise

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WEEK 8

TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITIES	RESOURCE	EVALUATION STRATEGY
SECTION 5: BUSINESS DOCUMENT PREPARATION **Meeting Documents / Committee Documents**	Students will: i. become familiar with the various meeting documents; ii. develop an understanding of the purpose of the various meeting documents; iii. develop mastery in the preparation of documents for meetings.	**Meeting Documents:** i. Notice of a Meeting ii. Agenda iii. Chairman's Agenda iv. Minutes of a Meeting **Notice of a Meeting** is usually sent out 14 days before and could contain the agenda of the meeting. **The agenda** presents a list of items that will be addressed. **Chairman's Agenda** contains details that assist the chairman in conducting a meeting. **Minutes of a Meeting** present brief, accurate, unbiased reports of the proceedings of a meeting.	Identifying parts of the various meeting documents. Discussing guidelines to consider when preparing various meeting documents. Preparing various meeting documents following specific guidelines on appropriate stationery.	Electronic Document Preparation and Management for CSEC Second Edition by A.M. Jacobs and A. Augustine. Page 187 - 188 Electronic Document Preparation and Management for CSEC Examinations by H. Campbell and O. Bogle-Graham. Page 179 - 182	Practical Exercise Home Assignment
SCHOOL-BASED ASSESSMENT	Develop an understanding of the guidelines for the	**Document type:** A Notice of a Meeting with an Agenda **Document type:** A Chairman's Agenda or Minutes of a Meeting	**Skills examined:** Select and use appropriate stationery.	EDPM for CSEC Exams by H. Campbell & O. Bogle-Graham. Page	Practical activities

	creation of committee documents.		Produce documents using the most appropriate style. Prepare envelopes and labels.	316, 320 EDPM syllabus page: 27	

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WEEK 9

TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITIES	RESOURCE	EVALUATION STRATEGY
SECTION 5: BUSINESS DOCUMENT PREPARATION **Manipulation of Graphics**	Students will: i. Demonstrate mastery in the manipulation of simple graphics in a document.	**Graphics including:** i. Graphs ii. Charts iii. Pictures iv. Clip Art v. Shapes vi. SmartArt vii. WordArt	Identifying types of graphics that can be inserted in a document. Discussing the various methods that can be used to manipulate each type of graphics. Inserting various graphics in specific documents.	Electronic Document Preparation and Management for CSEC Second Edition by A.M. Jacobs and A. Augustine. Page 152 - 159 Electronic Document Preparation and Management for CSEC Examinations by H. Campbell and O. Bogle-Graham. Page 190 – 192, 204 - 209	Oral Discussion Practical Exercise

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Suggested Teaching and Learning ACTIVITIES

To facilitate students' attainment of the objectives of this Section, teachers/facilitators are encouraged to engage students in the teaching and learning ACTIVITIES below.

1. Assign students to groups in which they will create letters of various styles and layouts. Envelopes can be prepared to mail the various letters. These groups can also be used to complete other documents.
2. Engage the students in groups to represent various organizations where they can be tasked with creating memos to be sent within their organization.
3. Students could be given a role-play task to conduct a meeting preparing the relevant documents in preparation for the meeting as well as taking minutes during the meeting. These documents can be discussed in class after preparation.
4. Students can visit websites and make notes on the various concepts. These notes should guide the discussion in class.
5. Students should produce relevant pieces of the SBA as discussions are being done on various documents by class.

RESOURCE

Jacobs, A. M. and Augustine, A. Electronic Document Preparation and Management for CSEC Second Edition. Oxford University Press, 2014.

Campbell, H. and Bogle-Graham, O. Electronic Document Preparation and Management for CSEC Examinations. Macmillan Education, 2012.

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WEEK 10

TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITIES	RESOURCE	EVALUATION STRATEGY
SECTION 6: SPECIALISED DOCUMENT PREPARATION **Simple Display Documents**	Students will: i. become knowledgeable of various display documents; ii. become familiar with simple displays; iii. develop an understanding of the guidelines required to prepare various simple display documents.	**Simple Displays:** i. Columnar Work ii. Card iii. Notice iv. Flyer v. Menu vi. Invitation vii. Programme	Identifying various types of simple display documents. Analyzing the requirements for the preparation of each document. Preparing types of simple display documents following specific instructions and guidelines. Presenting and printing various simple display documents on appropriate stationery.	Electronic Document Preparation and Management for CSEC Second Edition by A.M. Jacobs and A. Augustine. Page 203 - 208 Electronic Document Preparation and Management for CSEC Examinations by H. Campbell and O. Bogle-Graham. Page 187 - 203	Practical Exercise Presentation Oral Quiz
SCHOOL-BASED ASSESSMENT	Develop an understanding of the guidelines for the creation of various types of displays.	**Document type:** An invitation with a menu OR programme *(a creative design should be used).*	**Skills examined:** Insertion of: • Shapes. • Lines. • Symbols. • Clip art. • WordArt	EDPM for CSEC Exams by H. Campbell & O. Bogle-Graham. Page 316, 320 EDPM syllabus pg 28	Practical activities

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WEEK 11

TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITIES	RESOURCE	EVALUATION STRATEGY
SECTION 6: SPECIALISED DOCUMENT PREPARATION **Advanced Display Documents**	Students will: i. become knowledgeable of various advanced display documents; ii. become familiar with advanced displays; iii. develop an understanding of the guidelines required to prepare various advanced display documents.	**Advanced Displays:** i. Flow chart ii. Organizational chart iii. Graphs iv. Newsletters Leaflets	Identifying various types of advanced display documents. Analyzing the requirements for the preparation of each document. Preparing various advanced display documents following specific instructions and guidelines. Presenting and printing various advanced display documents on appropriate stationery.	Electronic Document Preparation and Management for CSEC Second Edition by A.M. Jacobs and A. Augustine. Page 209 - 212 Electronic Document Preparation and Management for CSEC Examinations by H. Campbell and O. Bogle-Graham. Page 203 - 218	Practical Exercise Presentation Oral Quiz
SCHOOL-BASED ASSESSMENT	Develop an understanding of the guidelines for the creation of various types of displays.	**Document type:** A flowchart OR organizational chart *(with or without the use of a template).*	**Skills examined:** Insertion of: • Shapes. • Lines. • Symbols. • Clip art. • WordArt	EDPM for CSEC Exams by H. Campbell & O. Bogle-Graham. Page 316, 320 EDPM syllabus pg 28	Practical activities

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					WEEK 12
TOPIC/ SUB-TOPIC	**GENERAL OBJECTIVE**	**CONTENT**	**ACTIVITIES**	**RESOURCE**	**EVALUATION STRATEGY**
SECTION 6: SPECIALISED DOCUMENT PREPARATION **Legal Documents**	Students will: i. become familiar with various legal documents and their classification; ii. understand the guidelines required to prepare types of legal documents; iii. demonstrate mastery in preparing different types of legal documents using appropriate formatting.	**Legal Documents:** i. Will ii. Lease iii. Conveyance iv. Agreement v. Contract	Discussing guidelines for preparing legal documents. Demonstrating the preparation of various legal documents. Creating examples of legal documents.	Electronic Document Preparation and Management for CSEC Second Edition by A.M. Jacobs and A. Augustine. Page 218 -224 Electronic Document Preparation and Management for CSEC Examinations by H. Campbell and O. Bogle-Graham. Page 219 - 235	Practical Exercise
SCHOOL-BASED ASSESSMENT	Become familiar with the guidelines for the creation of Legal documents.	**Document type:** Lease OR hire purchase agreement OR will with an endorsement.	**Skills examined:** • Page setup. • Text formatting. • Continuation pages.	EDPM for CSEC Exams by H. Campbell & O. Bogle-Graham. Page 316, 321 EDPM syllabus pg 28	Practical activities

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WEEK 13

TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITIES	RESOURCE	EVALUATION STRATEGY
SECTION 6: SPECIALISED DOCUMENT PREPARATION **Technical Documents**	Students will: i. become familiar with various technical documents and their classification; ii. understand the guidelines required to prepare types of technical documents; iii. demonstrate mastery in preparing different types of technical documents using appropriate formatting.	**Technical Documents:** • Builder or Architect Specifications • Bills of Quantity • Scope of Works	Discussing guidelines for preparing technical documents. Demonstrating the preparation of various technical documents. Creating examples of technical documents.	Electronic Document Preparation and Management for CSEC Second Edition by A.M. Jacobs and A. Augustine. Page 225 -227 Electronic Document Preparation and Management for CSEC Examinations by H. Campbell and O. Bogle-Graham. Page 235 - 241	Practical Exercise
SCHOOL-BASED ASSESSMENT	Become familiar with the guidelines for the creation of Legal documents.	**Document type:** Contract of employment.	**Skills examined:** • Page setup. • Text formatting. • Continuation pages.	EDPM for CSEC Exams by H. Campbell & O. Bogle-Graham. Page 316, 321 EDPM syllabus page: 28	Practical activities

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					WEEK 14
TOPIC/ SUB-TOPIC	**GENERAL OBJECTIVE**	**CONTENT**	**ACTIVITIES**	**RESOURCE**	**EVALUATION STRATEGY**
SECTION 6: SPECIALISED DOCUMENT PREPARATION **Literary Documents**	Students will: i. become familiar with Literary documents and their classification, ii. understand the guidelines required to prepare Literary documents, iii. demonstrate mastery in preparing different types of Literary documents using appropriate formatting.	**Literary Documents:** i. Plays for radio, theatre and television ii. Actors' scripts iii. Index cards iv. Poem v. Novels and Short Stories	Discussing guidelines for preparing Literary documents. Demonstrating the preparation of Literary documents. Creating various types of Literary documents.	Electronic Document Preparation and Management for CSEC Second Edition by A.M. Jacobs and A. Augustine. Page 228 - 229 Electronic Document Preparation and Management for CSEC Examinations by H. Campbell and O. Bogle-Graham. Page 241 - 246	Practical Exercise Group Practical

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					WEEK 15
TOPIC/ SUB-TOPIC	**GENERAL OBJECTIVE**	**CONTENT**	**ACTIVITIES**	**RESOURCE**	**EVALUATION STRATEGY**
SECTION 6: SPECIALISED DOCUMENT PREPARATION **Financial Statements**	Students will: i. become familiar with Financial statements and their classification; ii. understand the guidelines required to prepare Financial statements; iii. demonstrate mastery in preparing different types of Financial statements using appropriate formatting.	**Financial Statements:** i. Trial Balance ii. Balance Sheet iii. Profit and Loss Statement iv. Income and Expenditure v. Invoice vi. Bank Statement vii. Receipts	Discussing guidelines for preparing Financial statements. Demonstrating the preparation of Financial statements. Creating various types of Financial statements.	Electronic Document Preparation and Management for CSEC Examinations by H. Campbell and O. Bogle-Graham. Page 246 - 250	Practical Exercise Group Practical

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SCHOOL-BASED ASSESSMENT	Demonstrate mastery in compiling a portfolio including all the documents that were created.	**How should the Portfolio be arranged?** • Each document must be labelled clearly to indicate what is being demonstrated, for example, 'Chairman's agenda'. • Each document should include your candidate's name. • Examination samples should be arranged in a logical order, numbered and put together in a folder. **The folder should include:** • cover page that should indicate the subject, examination period, candidate's name/registration number, school and territory; • table of contents; • title page; • bibliography listing the resources which the candidate used

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					WEEK 16
TOPIC/ SUB-TOPIC	**GENERAL OBJECTIVE**	**CONTENT**	**ACTIVITIES**	**RESOURCE**	**EVALUATION STRATEGY**
SECTION 6: SPECIALISED DOCUMENT PREPARATION SUB-TOPIC/ SUB-TOPIC Template Creation	Students will: i. understand what a template is; ii. demonstrate mastery in the creation of a template for future use.	A **template** is a pre-set design for a document that controls elements such as font, page layouts and formatting. MS Word contains templates; however, users can create their templates. They are useful since they save time from creating documents every time. It can help you design interesting, compelling, and professional-looking documents.	Identifying documents that templates can be created for. Demonstrating how to create templates. Creating templates for various documents.	Electronic Document Preparation and Management for CSEC Second Edition by A.M. Jacobs and A. Augustine. Page 172, 230.	Practical Exercise Practical Quiz
SCHOOL-BASED ASSESSMENT	Demonstrate mastery in compiling a portfolio including additional elements to complete the portfolio.	• cover page that should indicate the subject, examination period, candidate's name/registration number, school and territory; • table of contents; • title page; • bibliography listing the resources which the candidate used			Practical activities

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Suggested Teaching and Learning Activities

To facilitate students' attainment of the objectives of this Section, teachers/facilitators are encouraged to engage students in the teaching and learning activities below.

1. Assign students to small groups and assign them research activities that require gathering information on design ideas for documents, and gathering samples. They can then use those to create documents combining ideas. Works created should then be presented to the class where they discuss how the documents were created. The teacher can add to students' presentations by sharing other ways tasks can be completed.
2. Students should produce relevant pieces of the SBA as discussions are being done on various documents by class.

RESOURCE

Jacobs, A. M. and Augustine, A. Electronic Document Preparation and Management for CSEC Second Edition. Oxford University Press, 2014.

Campbell, H. and Bogle-Graham, O. Electronic Document Preparation and Management for CSEC Examinations. Macmillan Education, 2012.

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- https://support.microsoft.com/en-us/office/save-a-word-document-as-a-template-cb17846d-ecec-49d4-82ea-a6f5e3e8b9ae#:~:text=A%20template%20is%20a%20document,fonts%2C%20margins%2C%20and%20styles

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					WEEK 17
TOPIC/ SUB-TOPIC	**GENERAL OBJECTIVE**	**CONTENT**	**ACTIVITIES**	**RESOURCE**	**EVALUATION STRATEGY**
SECTION 7: ELECTRONIC COMMUNICATION **Types of Electronic Communication**	Students will: i. understand what is considered electronic communication; ii. become knowledgeable of the various types of electronic communication and when they are used.	**Electronic Communication includes:** i. Electronic Mail ii. Internet: World Wide Web iii. Social Media – Internet forums, weblogs, podcast iv. Social Networking Services – Facebook, Twitter v. Facsimile (Fax), multifunctioning devices vi. Short Message Service (SMS) vii. Telecommuting viii. Teleconferencing ix. Videoconferencing	Identifying various methods of electronic communication. Explaining methods of electronic communication. Demonstrating the use of various methods of electronic communication.	Electronic Document Preparation and Management for CSEC Second Edition by A.M. Jacobs and A. Augustine. Page 233 - 239 Electronic Document Preparation and Management for CSEC Examinations by H. Campbell and O. Bogle-Graham. Page 265 - 270	Oral Questioning Oral Quiz

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SCHOOL-BASED ASSESSMENT	To become familiar with the mark scheme and how the Portfolio will be assessed.	The teacher will assess each piece of work presented for inclusion in the Portfolio on a criterion of mailability, and the candidate may make any number of attempts to achieve a mailable sample. **The teacher may use the following points as guidelines for assessing mailability:** • Documents must be free of typographical errors. • Documents must be free of spelling errors. • Documents must be free of grammatical errors. • Documents must be produced according to standard and accepted document processing styles or techniques. • The content material must be completely accurate. • The typed material must comply with the rules regarding punctuation, capitalisation, word division and the typing of numbers in figure or word form. • Documents which allow free scope in design or layout must be constructed to facilitate easy reading and/or efficient use.

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WEEK 18

TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITIES	RESOURCE	EVALUATION STRATEGY
SECTION 7: ELECTRONIC COMMUNICATION **Features of E-mail** **Advantages and Disadvantages of Electronic Communication**	Students will: i. develop an understanding of the various features of E-mail; ii. become knowledgeable of the advantages and disadvantages of electronic communication.	**Features of E-mail:** i. Multiple Recipients – To, Carbon/Courtesy Copy (CC), Blind Carbon Copy (BCC) ii. Attachments iii. Address Book iv. Notifications – New Message, Failure v. Autoresponder vi. Organized Messages **Advantages:** i. Speed of delivery ii. Cost iii. Multiple Recipients iv. Sending of various file types v. Ease of access vi. Electronically store data	Explaining the features of E-mail. Demonstrating the use of the features of the e-mail. Discussing the advantages and disadvantages of electronic communication. Outlining ways to mitigate some of the disadvantages.	Electronic Document Preparation and Management for CSEC Second Edition by A.M. Jacobs and A. Augustine. Page 239 – 244 Electronic Document Preparation and Management for CSEC Examinations by H. Campbell and O. Bogle-Graham. Page 271 – 276	Oral Discussion Oral Presentation Home Assignment

		vii. Mobility **Disadvantages:** i. Unsolicited bulk e-mail ii. Spreading of malware iii. Violation of privacy iv. Information overload v. Spams vi. Distractions vii. Cybercrimes			

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WEEK 19

TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITIES	RESOURCE	EVALUATION STRATEGY
SECTION 7: ELECTRONIC COMMUNICATION **New and Emerging Communication Technologies** **File Organization Methods using E-mails** **Selection of Communication Media**	Students will: i. develop an appreciation for new and emerging communication technologies, ii. become knowledgeable of file organisation methods using e-mail; iii. develop an understanding of the factors to be considered in the selection of communication media.	**Technologies including:** i. Twitter ii. Facebook iii. Smartphones iv. Blogging **File Organization Methods:** i. Storing and sorting mail by date, sender and subject. ii. Contact list organization **Factors including:** i. Degree of urgency. ii. Genre (oral, written, visual). iii. Level of confidentiality. iv. Location/time zone. v. Cost, efficiency, effectiveness	Identifying and discussing new and emerging communication technologies. Identifying file organization methods using e-mails. Demonstrating various file organization methods using e-mails. Identifying factors to be considered when selecting a media. Listing situations where electronic communication media would be used. Discussing the advantages and disadvantages of various media based on situations.	Electronic Document Preparation and Management for CSEC Second Edition by A.M. Jacobs and A. Augustine. Page 243 – 247 Electronic Document Preparation and Management for CSEC Examinations by H. Campbell and O. Bogle-Graham. Page 266 – 267; 276 - 278	Oral Questioning Oral Quiz

Curriculum Area: Electronic Document Preparation and Management **GRADE 11**

Suggested Teaching and Learning Activities

To facilitate students' attainment of the objectives of this Section, teachers/facilitators are encouraged to engage students in the teaching and learning activities below.

1. Assign students to small groups and assign them research activities that require gathering information on various technologies. Their findings should be used to facilitate class discussions.
2. Engage students in a practical assignment where they can be tasked with utilizing the various features of e-mail and various file organization methods.
3. Assign a debate moot to bring out the use of technologies in society and the workplace. Divide the class into two groups, those supporting and those opposing. Have them prepare and present their information. You may ask other teachers to be judges.
4. Students should produce relevant pieces of the SBA as discussions are being done on various documents by class and make relevant corrections based on recommendations from the teacher.

RESOURCE

Jacobs, A. M. and Augustine, A.	Electronic Document Preparation and Management for CSEC Second Edition. Oxford University Press, 2014.
Campbell, H. and Bogle-Graham, O.	Electronic Document Preparation and Management for CSEC Examinations. Macmillan Education, 2012.
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Curriculum Area: Electronic Document Preparation and Management **GRADE 11**

					WEEK 20
TOPIC/ SUB-TOPIC	**GENERAL OBJECTIVE**	**CONTENT**	**ACTIVITIES**	**RESOURCE**	**EVALUATION STRATEGY**
SECTION 8: DOCUMENT MANAGEMENT **Types of Filing Systems**	Students will: i. become familiar with the concept of manual and electronic filing systems; ii. become aware of the types of documents used in data processing; iii. develop an understanding	**Terms:** i. Manual Filing System ii. Electronic Filing System **Types of Data Processing Documents** i. Source Documents ii. Turnaround Documents iii. Machine Readable Documents **Document Organisation:**	Defining the terms manual and electronic filing systems. Explaining manual and electronic filing systems. Identifying examples, advantages and disadvantages of manual and electronic filing systems. Discussing Data Processing Documents and when they are used. Explaining and demonstrating the	Electronic Document Preparation and Management for CSEC Second Edition by A.M. Jacobs and A. Augustine. Page 248 - 258 Electronic Document Preparation and Management for CSEC Examinations by H. Campbell and O. Bogle-Graham. Page 285 – 288	Research Oral Quiz

	of the manipulation of an electronic filing system.	i. Drives ii. Folders iii. Files **File Extension and File Type** i. .doc or .docx – MS Word file ii. .exe – Executable file iii. .jpg – Graphic file iv. .html – Hypertext markup language (web page)	use of an electronic filing system. Listing various file extensions and file types being used.		

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WEEK 21

TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITIES	RESOURCE	EVALUATION STRATEGY
SECTION 8: DOCUMENT MANAGEMENT <u>SUB-TOPIC/ SUB-TOPIC</u> **Data Integrity and Security**	Students will: i. develop an appreciation for the concept of file integrity and security; ii. become aware of issues related to the integrity and security of files.	**File Integrity is ensured by:** i. Overwrite protection ii. Restricted access iii. Virus protection iv. Encryption v. Read-only access **File Security is ensured by:** i. Password ii. Firewall iii. Disaster recovery mechanisms, for example, fireproof and waterproof cabinets, and backup systems.	Defining the concept of file integrity Defining the concept of file security. Identifying methods of ensuring file integrity. Explaining methods of ensuring file integrity. Identifying methods of ensuring file security. Explaining methods of ensuring file security. Discussing issues relating to the integrity and security of files.	Electronic Document Preparation and Management for CSEC Second Edition by A.M. Jacobs and A. Augustine. Page 260 - 264 Electronic Document Preparation and Management for CSEC Examinations by H. Campbell and O. Bogle-Graham. Page 288 – 292	Research Oral presentation Quiz

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					WEEK 22
TOPIC/ SUB-TOPIC	**GENERAL OBJECTIVE**	**CONTENT**	**ACTIVITIES**	**RESOURCE**	**EVALUATION STRATEGY**
SECTION 8: DOCUMENT MANAGEMENT **File Retention** **Methods for Tracing Document Versions**	Students will: i. become knowledgeable on issues related to the retention of files; ii. develop an appreciation of methods used for tracing document versions.	**Concepts** **File Retention** i. Archiving ii. Retention Period iii. Disposal iv. Legal limit for retaining files **Version Control** i. Traceability of document versions. ii. ***Versioning:*** Successive versions of documents that change over time; Metadata: data stored on the document, including date created, date modified, date accessed, owner, and access privileges.	Defining the term file retention. Discussing issues related to file retention. Identifying and discussing concepts related to file retention. Defining the term version control. Explaining methods for tracing document versions.	Electronic Document Preparation and Management for CSEC Second Edition by A.M. Jacobs and A. Augustine. Page 264 - 265 Electronic Document Preparation and Management for CSEC Examinations by H. Campbell and O. Bogle-Graham. Page 293 – 294	Oral Discussion Home Assignment

Curriculum Area: Electronic Document Preparation and Management **GRADE 11**

Suggested Teaching and Learning Activities

To facilitate students' attainment of the objectives of this Section, teachers/facilitators are encouraged to engage students in the teaching and learning activities below.

1. Assign students to small groups and assign them research activities that require gathering information on filing systems. Their findings should be used to facilitate class discussions.
2. Students can review the filing methods used by the school and make suggestions on improvements that can be made and/or potential issues that can be faced.
3. Assign a debate moot focused on the types of filing systems and their pros and cons. Divide the class into two groups, those supporting the use of electronic filing systems and those opposing. Have them prepare and present their information. You may ask other teachers to be judges.
4. Students should be given an assignment to write a short play to reflect on the issues and the repercussions of tampering with file integrity and improper file security. Then different students assume roles and dramatize these.
5. Assign students to groups in which they will create concept maps to describe the relationships between document management. The concept maps should be vetted, refined, and edited during the class under the teacher's guidance and then displayed for all students.

RESOURCE

Jacobs, A. M. and Augustine, A. Electronic Document Preparation and Management for CSEC Second Edition. Oxford University Press, 2014.

Campbell, H. and Bogle-Graham, O. Electronic Document Preparation and Management for CSEC Examinations. Macmillan Education, 2012.

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- https://www.youtube.com/watch?v=rc0pXCh-2bE&ab_channel=Stacks%26Facts
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					WEEK 23
TOPIC/ SUB-TOPIC	**GENERAL OBJECTIVE**	**CONTENT**	**ACTIVITIES**	**RESOURCE**	**EVALUATION STRATEGY**
SECTION 9: ETHICS **Intellectual Property**	Students will: i. become familiar with the concept of intellectual property; ii. develop an appreciation for the rights that are protected by intellectual property laws.	**What is Intellectual property?** It is conceptualized as the protection of the rights of persons who produce, gather, or disseminate ideas and information, including authors, singers, and journalists. **Intellectual Property terms:** i. Copyright ii. Industrial Design Right iii. Patent iv. Plagiarism v. Trade secret vi. Trademark **Rights that are protected:** i. Economic rights: the right to receive payment. ii. Moral rights: violating the integrity and reputation of the author through misrepresentation or misquoting.	Defining the term Intellectual Property. Discussing Intellectual Property and the terms associated with Intellectual Property. Explaining the rights associated with the Intellectual Property Laws.	Electronic Document Preparation and Management for CSEC Second Edition by A.M. Jacobs and A. Augustine. Page 266 - 267 Electronic Document Preparation and Management for CSEC Examinations by H. Campbell and O. Bogle-Graham. Page 302 - 305	Oral Questioning Oral Presentation

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Curriculum Area: Electronic Document Preparation and Management **GRADE 11**

WEEK 24

TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITIES	RESOURCE	EVALUATION STRATEGY
SECTION 9: ETHICS **Intellectual Property**	Students will: i. become knowledgeable of the ethical standards concerning intellectual property.	**What is copyright?** Copyright enables the producer of a work to control the use of the material. It occurs automatically when there is some record of what has been created. **Persons affected by copyright are:** i. Producers or Owners ii. Publishers or Distributors **Works that can be copyrighted are:** i. original literary, dramatic, musical, or artistic works, ii. sound recordings, films, broadcasts, or cable programmes, iii. typographical arrangements of published editions.	Defining the concept of copyright. Identifying the categories of work that can be copyrighted. Listing persons affected by copyright. Discussing what is permitted and prohibited when a work is copyrighted.	Electronic Document Preparation and Management for CSEC Second Edition by A.M. Jacobs and A. Augustine. Page 267 - 268 Electronic Document Preparation and Management for CSEC Examinations by H. Campbell and O. Bogle-Graham. Page 304 - 305	Oral Discussion Oral Presentation Research

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					WEEK 25
TOPIC/ SUB-TOPIC	**GENERAL OBJECTIVE**	**CONTENT**	**ACTIVITIES**	**RESOURCE**	**EVALUATION STRATEGY**
SECTION 9: ETHICS **Plagiarism** **APA Referencing Format**	Students will: i. develop an appreciation for the concept of plagiarism; ii. become knowledgeable of guidelines to avoid plagiarism; iii. demonstrate mastery in producing a bibliography and/or references in APA format.	**What is plagiarism?** Plagiarism is conceptualised as the use of someone's intellectual property without giving appropriate credit. **Guidelines to avoid plagiarism.** i. Acknowledgement of references in text and bibliography, ii. Obtaining approval for other persons' work. **Bibliography/Reference Format** using APA style. Example, Jacob, A. & Augustine, A. (2012). Electronic document preparation and management. Cheltenham: Nelson Thornes	Defining the term plagiarism. Discussing what happens when someone plagiarizes. Identifying how plagiarism can be avoided. Explaining the APA referencing format. Demonstrating how to list bibliography entries using the APA format.	Electronic Document Preparation and Management for CSEC Second Edition by A.M. Jacobs and A. Augustine. Page 268 - 269 Electronic Document Preparation and Management for CSEC Examinations by H. Campbell and O. Bogle-Graham. Page 305 - 306	Oral discussion Home Assignment

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					WEEK 26
TOPIC/ SUB-TOPIC	**GENERAL OBJECTIVE**	**CONTENT**	**ACTIVITIES**	**RESOURCE**	**EVALUATION STRATEGY**
SECTION 9: ETHICS **Acceptable Standards of Work**	Students will i. develop an understanding of planning and prioritizing work to ensure acceptable standards;	**Accepted Standards of Work** are grouped under the following: i. The organisation of work and workstation, ii. Quality of assignment for submission, iii. execution of effective time management, iv. follow-up procedures.	Discussing accepted standards of work. Explaining the guidelines and their meaning. Planning tasks in order of priority ensuring acceptable standards of work.	Electronic Document Preparation and Management for CSEC Second Edition by A.M. Jacobs and A. Augustine. Page 270 - 273	Oral Questioning Oral Presentation Quiz

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WEEK 27

TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITIES	RESOURCE	EVALUATION STRATEGY
Desirable Habits and Work Attitudes.	**i.** demonstrate awareness of desirable habits and work attitudes.	**Elements of desirable habits and work attitudes:** i. Individual responsibility or working without supervision ii. Willingness iii. Meeting deadlines iv. Team spirit v. Co-operation vi. Recognition of diversity vii. Courtesy viii. Punctuality and regularity ix. Good grooming x. Personal integrity xi. Respect for others	Explaining the concept of desirable habits and work attitudes. Listing the elements of desirable habits and work attitudes. Explaining the elements of desirable habits and work attitude.	Electronic Document Preparation and Management for CSEC Examinations by H. Campbell and O. Bogle-Graham. Page 306 - 308	Quiz

Curriculum Area: Electronic Document Preparation and Management **GRADE 11**

Suggested Teaching and Learning Activities

To facilitate students' attainment of the objectives of this Section, teachers/facilitators are encouraged to engage students in the teaching and learning activities below.

1. Assign students to small groups and assign them research activities that require the gathering of information on intellectual property and desirable habits and work attitudes. Their findings should be used to facilitate class discussions.
2. Assign students to groups in which they will create concept maps to describe the relationships between intellectual property and the proper usage of work. The concept maps should be vetted, refined, and edited during the class under the teacher's guidance and then displayed for all students.
3. Students should be given an assignment to write a short play to reflect on the issues and the repercussions of someone not prioritizing and ensuring the standard of work for submission. Then different students assume roles and dramatize these.
4. Assign students to groups and have each group examine case studies regarding work ethics. Each group should present their findings to the class.
5. Students can be provided with exercises in which they can practice citation and the creation of bibliography entries.

RESOURCE

Jacobs, A. M. and Augustine, A. Electronic Document Preparation and Management for CSEC Second Edition. Oxford University Press, 2014.

Campbell, H. and Bogle-Graham, O. Electronic Document Preparation and Management for CSEC Examinations. Macmillan Education, 2012.

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