

EDPM FORM 4 YEAR PLAN 2025-2026

TERM THREE

SECTION V: BUSINESS DOCUMENT PREPARATION

GENERAL OBJECTIVES

On completion of this Section, students should:

- develop an awareness of *ICT and its* impact on the creation and management of electronic documents;
- develop the knowledge, skills and competencies to function *appropriately and* effectively in a technological environment;
- demonstrate mastery in the operation of a QWERTY keyboard, utilizing the standard and function keys;
- develop *the skills to select and use* appropriate computer-based and web-based application software to create and manipulate documents *and facilitate effective communication*;
- *demonstrate* an understanding of the knowledge and skills *needed* to create *and prepare* documents in accordance with *required* standards;
- *demonstrate the competence* to interpret correction signs and terminologies used in document preparation;
- *demonstrate the ability to* use acquired knowledge to enhance personal growth and skills for career development;
- *develop an appreciation of* the importance and effectiveness of manipulating data in an electronic environment; and,
- *demonstrate the ability to interpret, analyse, evaluate, and present data and assignments.*

SPECIFIC OBJECTIVES

CONTENT

Students should be able to:

1. identify sizes and orientation of paper;

Size: Letter, Legal and customized sizes.
Orientation: Portrait and Landscape.

2. identify types of stationery;

Full range of international sizes:

A3 - 29.7 cm. x 42 cm.

A4 - 21 cm. x 29.7 cm.

A5 - 14.8 cm. x 21 cm.

A6 - 10.5cm x14.8 cm.

B5 - 17.6 cm. x 25 cm.

C5 - 16.2 cm. x 22.9 cm.

DL - 11 cm. x 22 cm.

SECTION V: BUSINESS DOCUMENT PREPARATION (cont'd)

SPECIFIC OBJECTIVES

CONTENT

Students should be able to:

- | | |
|---|---|
| 3. <i>use appropriate stationery for a given assignment;</i> | Letterhead, memo, copy paper, forms, labels, index cards, document covers and templates. |
| 4. <i>create a letterhead;</i> | <i>Include correct location and size, appropriate font size and content (with or without logo).</i> |
| 5. produce letters using the most appropriate styles; | Styles including: blocked, indented, semi-blocked. Short letter, two-page, circular (with a table, with an inset, with enumeration), <i>using letterhead where applicable.</i> |
| 6. prepare envelopes and labels; | Preparation of envelopes and labels using mail merge or any other methods. |
| 7. <i>demonstrate appropriate use of special notations in document preparation;</i> | <i>Use special notations for envelopes with information that needs to be protected from others aside from the addressee, for example 'confidential', 'private', 'classified'.</i> |
| 8. prepare correspondence from skeleton notes and various media; | Composition at the computer of notes, letters and memoranda, including audio messages. |
| 9. produce memoranda in various styles using appropriate stationery; | Short, long, indented and blocked. |
| 10. prepare documents for meetings; and, | Notice of meeting, agenda, minutes, <i>action items</i> and Chairman's agenda. |
| 11. manipulate simple graphics for insertion into a document. | Graphics including graphs, charts, pictures. |

SECTION VI: SPECIALISED DOCUMENT PREPARATION

GENERAL OBJECTIVES

On completion of this Section, students should:

- develop an awareness of *ICT and its* impact on the creation and management of electronic documents;
- develop the knowledge, skills and competencies to function *appropriately and* effectively in a technological environment;
- demonstrate mastery in the operation of a QWERTY keyboard, utilizing the standard and function keys;
- develop *the skills to select and use* appropriate *computer-based and web-based application software* to create and manipulate documents *and facilitate effective communication*;
- *demonstrate an understanding of the knowledge and skills needed to create and prepare* documents in accordance with *required* standards;
- *demonstrate the ability to* use acquired knowledge to enhance personal growth and skills for career development;
 - *develop an appreciation of* the importance and effectiveness of manipulating data in an electronic environment; and,
- *demonstrate the ability to* adopt *ethical and safety* standards in preparing, storing and retrieving electronic documents *and in online interactions*.

SPECIFIC OBJECTIVES

Students should be able to:

1. produce effective and creative displays, given a specific task;

CONTENT

Simple Displays

Centering and displaying work - columnar work, ruled and unruled, notices, menus, invitations, cards, one- and two-page programmes, flyers.

Advanced Displays

Flow Charts, organization charts, graphs (linked and embedded), newsletters, 4/6/8-page leaflets.

SECTION VI: SPECIALISED DOCUMENT PREPARATION (cont'd)

SPECIFIC OBJECTIVES

CONTENT

Students should be able to:

2.prepare different types of documents using appropriate *standards and* formatting; and,

Newsletters

4/6/8 page leaflets, reports, proposals, continuation pages, news and other forms of press releases.

Legal documents

Wills, leases, conveyance documents, agreements, endorsements and contracts.

Technical documents

Builder or Architect Specifications, Bills of Quantity and scope of works.

Literary documents

Plays for radio, theatre and television; actors' scripts; index cards.

Financial statements

Trial Balance, Balance Sheet, Profit and Loss Statement, Income and Expenditure, Invoice, Bank Statement, Receipts.

3.create a template *for a specialized document.*

Creating templates with or without the use of wizard and help options.

SECTION VII: ELECTRONIC COMMUNICATION

GENERAL OBJECTIVES

On completion of this Section, students should:

- develop an awareness of *ICT and its* impact on the creation and management of electronic documents;
- develop the knowledge, skills and competencies to function *appropriately and* effectively in a technological environment;
- demonstrate mastery in the operation of a QWERTY keyboard, utilizing the standard and function keys;
- develop the skills to select and use appropriate *computer-based and web-based application software* to create and manipulate documents *and facilitate effective communication*;
- *demonstrate* an understanding of the knowledge and skills *needed* to create and prepare documents in accordance with *required* standards;
- demonstrate the competence to interpret correction signs and terminologies used in document preparation;
- *demonstrate the ability to* use acquired knowledge to enhance personal growth and skills for career development;
- *develop an appreciation of* the importance and effectiveness of manipulating data in an electronic environment; and,
- *demonstrate the ability to* adopt ethical *and safety* standards in preparing, storing and retrieving electronic documents *and in online interactions*.

SPECIFIC

OBJECTIVES

Students should be able to:

1. discuss various types of electronic communication;

CONTENT

Including:

Electronic Mail.
Internet: World Wide Web.
Social media (for example, Internet forums, weblogs, podcasts).
Social networking Services
Facsimile, multifunctional devices. Scan to mail, Scan to file.
Any other current electronic communication.

SECTION VII: ELECTRONIC COMMUNICATION (cont'd)

SPECIFIC OBJECTIVES

CONTENT

Students should be able to:

2. *use* various features of e-mail;
Including To, Cc and Bcc.
Sending attachments.
Subject line.

3. discuss the advantages and disadvantages of electronic communication media;
Advantages including:
speed of delivery;
cost;
sending *information* to multiple recipients simultaneously; and,
disadvantages including:
errors in dispatch; and,
challenges ensuring the message is received.

4. compare new and emerging communication technologies;
Comparison of usage and features of *new and emerging* communication technologies, for example; *Social networking Services*, smart-phones, blogging, *vlogging*.

5. *apply* file organisation methods
for sorting and storing e-mail; and,

Storing and sorting mail by date, sender and subject.

Contact list organisation.

Archiving emails for future use.

6. identify factors to be considered
in the selection of communication
media.

Degree of urgency.

Genre (oral, written, visual).

Level of confidentiality.

Location/time zone.

Cost, efficiency, effectiveness.