

Subject: Electronic Document Preparation Management

Grade: 10

Content Outline

Fundamentals of Computing

Objectives:

- Define the term computer
- Identify the different types of computer
- Discuss the advantages and disadvantages of computer usage
- Explain the use of the various input and output devices
- List the various types of storage media and their practical applications
- Distinguish between operating and application system software
- Describe ways of caring for computers and peripherals in the working environment
- Discuss health and safety factors associated with computer use

Keyboard Mastery

Objectives:

- Demonstrate competence in keyboarding techniques
- Demonstrate correct posture at the computer
- Demonstrate competence in the use of special keys
- Use correct spacing after punctuation marks, interpret manuscript signs, use different types of headings
- Prepare typescript from manuscript or types notes using accepted rules
- Apply appropriate language skills to produce a professionally finished document
- Type at minimum speed of 35 words per minute

Use of Application Software

Objectives:

- Apply appropriate formatting features to enhance specific documents
- Apply editing techniques to prepare documents
- Prepare documents using tabulations
- Create a database using a single table
- Create simple presentations using presentation software
- Integrate information to produce complete documents for dissemination

Business Document Preparation

Objectives:

- Identify sizes and orientation of paper
- Identify types of stationery
- Select and use appropriate stationery for a given assignment
- Produce letters using the most appropriate styles
- Prepare envelopes and labels
- Prepare correspondence from skeleton notes and various media
- Produce memorandum in various styles using appropriate stationery
- Prepare documents for meetings
- Manipulate simple graphics for insertion into a document

Specialized document preparation

Objectives:

- Produce effective and creative displays, given a specific task
- Prepare different types of documents using appropriate formatting
- Create template for future use