

ELECTRONIC DOCUMENT PREPARATION MANAGEMENT

GRADE 11

1. BUSINESS DOCUMENT PREPARATION

Specific Objectives:

Students should be able to:

1. Identify sizes and orientation of paper.
2. Identify types of stationery.
3. Select and use appropriate forms, labels and stationery for templates.
4. Produce letters using appropriate styles.
5. Prepare envelopes and labels.
6. Prepare correspondence from notes and memoranda.
7. Produce memoranda in various styles.
8. Prepare documents for meetings.
9. Manipulate simple graphics for insertion into a document.

2. SPECIALIZED DOCUMENT PREPARATION

Specific Objectives:

Students should be able to:

1. Produce effective and creative displays.
2. Prepare different types of documents using appropriate formatting.
3. Create a template for future use.

3. ELECTRONIC COMMUNICATION

Specific Objectives:

Students should be able to:

1. Discuss various types of electronic communication media.
2. Explain various features of email.
3. Discuss the advantages and disadvantages of electronic communication media.
4. Compare other new and emerging technologies.
5. Discuss file organization methods.
6. Identify factors to be considered in the selection of communication media.

4. DOCUMENT MANAGEMENT

Specific Objectives:

Students should be able to:

1. Distinguish between a manual and an electronic filing system.
2. Identify types of documents used in data processing.
3. Manipulate an electronic filing system.
4. Explain issues related to the integrity of files.
5. Discuss issues related to the security of files.
6. Examine issues related to the archiving of files.
7. Explain methods of tracing documents.

5. ETHICS

Specific Objectives:

Students should be able to:

1. Explain the concept of intellectual property.
2. Describe the rights that are protected by intellectual property.
3. Discuss ethical standards with respect to intellectual property.
4. Explain the concept of plagiarism.
5. List guidelines to avoid plagiarism.
6. Plan and order work priorities for work stations.
7. Demonstrate awareness of desirable habits and work attitudes.