THE LESTER VAUGHAN SCHOOL

BUSINESS STUDIES DEPARTMENT

ELECTRONIC DOCUMENT PREPARTION AND MANAGEMENT

TEAM TEACHING - 4th Year Schemes of Work

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

Lesson	Specific Objectives	Content	Syllabus
4	Section II: Keyboard Mastery, Objectives 1 & 2		Pg. 9
Practical			
	Explain the parts of the keyboard	4 rows of alphanumeric keys (printing characters)	
		Function keys (non-printing characters)	
		Arrow/cursor control keys (non-printing characters) Insert, Delete, Home, End, Page Up, Page Down (non-	
		printing	
		printing	
		characters)	
	Explain the organization of the QWERTY keyboard and show	Numeric Keypad (printing characters)	
	which keys are assigned to the particular fingers		
	Keyboard drills:		
	Review home keys		
	Introduce g and h	(Keyboard exercises can be found in Jacob & Augustine)	
	Introduce e and i		
5	Section 1: Fundamentals of Computing, Objectives 5 – 7		Pg. 7
Theory			
	5. Explain the uses of the various input & output devices		
	6. List various types of storage media and their practical	(As per syllabus)	
	applications	(7.5 per synabas)	
	7. Distinguish between operating system software and		
	application software		
6 Practical	Section II: Keyboard Mastery, Objectives 1 & 2		
Practical	Keyboard drills:		
	Review home keys g h e i		
	• Introduce c ,		
	Explain left shift for right capitals		
	Explain right shift for left capitals		

Lesson	Specific Objectives	Content	Syllabus
7	Section I: Fundamentals of Computing, Objectives 8 & 9		Pg. 7
Theory			
	8. Describe ways of caring for computers and peripherals in		
	the working environment	(As per syllabus)	
	working childrene		
	9. Discuss health and safety factors associated with computer		
	use		
8	Section II: Keyboard Mastery, Objectives 1 & 2		Pg. 9
Practical	We have all delle		
	Keyboard drills:		
	Review home keys g h e l c ,Introduce r u		
	Introduce v m		
9	Section II: Keyboard Mastery, Objectives 1 & 2		Pg. 9
Practical			
	Keyboard drills:		
	Review home keys g h e l c , r u v m		
	Introduce t y		
10	Introduce b n Continuity Machania Objectives 1.8.2		D= 0
Practical	Section II: Keyboard Mastery, Objectives 1 & 2		Pg. 9
Tractical	Keyboard drills:		
	Review home keys g h e l c , r u v m t y b n		
	Introduce w o		
	Introduce x .		
11	Section II: Keyboard Mastery, Objectives 1 & 2		Pg. 9
Practical			
	Keyboard drills:		
	Review home keys g h e l c , r u v m t y b n w o x .		
	Introduce q pIntroduce z /		
	• introduce 27		

Lesson	Specific Objectives	Content	Syllabus
12 Theory	Section III: Introduction to Application Software Objectives 1 – 6	Word processing, Spreadsheet, Database management, Presentation	Pg. 10
13 to 32 (4 Weeks)	Section IV: Use of Application Software – Microsoft Word		Pg. 11
	Apply appropriate formatting features to enhance specific documents		
	2. Apply editing techniques to prepare documents		
	Section II: Keyboard Mastery		Pg. 9
	3. Demonstrate competence in the use of special keys	(As per syllabus)	
	4. Use correct spacing after punctuation marks		
	6. Use different types of headings		
	7. Prepare typescript from manuscript or type notes using accepted rules		
	8. Apply appropriate language skills to produce a professionally finished document		
34 – 38 (1 Week)	Section IV: Use of Application Software	(As per syllabus)	Pg. 11
	3. Prepare documents using tabulations – Simple Tabulations	(As per syllabus)	
38 to 52 (3 Weeks)	Section II: Keyboard Mastery	(As per syllabus)	Pg. 9
(3 VVCCN3)	5. Interpret manuscript signs	(As per symbols)	

Lesson	Specific Objectives	Content	Syllabus
53 to 57	Section VIII: Document Management		Pg. 16
(1 Week)			
Theory & Practical	Distinguish between a manual and electronic filing system		
	2. Identify types of documents used in data processing	(As per syllabus	
	3. Manipulate an electronic filing system		
	Section II: Keyboard Mastery		Pg. 9
	9. Type at a minimum speed of 25 words per minute		
58 to 62 (1 Week)	Section VIII: Document Management		
	4. Explain issues related to the integrity of files		
	5. Discuss issues related to the security of files		
	6. Examine issues related to the retention of files	(As per syllabus	
	7. Explain methods for tracing document versions		
	Section II: Keyboard Mastery		
	9. Type at a minimum speed of 30 words per minute		
63 to 70 (Week +)	Section II: Keyboard Mastery		Pg. 9
	9. (Incorporating all of the Keyboard Mastery objectives) Type at a minimum speed of 35 words per minute	(As per syllabus)	