COURSE OUTLINE ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT (EDPM)

COURSE OUTLINE – GRADE 11

ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT (EDPM)

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COURSE OUTLINE – ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT (EDPM)

Curriculum Area: Electronic Document Preparation and Management

						WEEK 1
TOPIC/SUB- TOPIC	GENERAL OBJECTIVE		CONTENT	ACTIVITIES	RESOURCE	EVALUATION STRATEGY
SECTION 5:	Students will:	Type	s of paper:	Identifying the characteristics	Electronic Document	Home
BUSINESS	i. become aware of	i.	Bond Paper	of the various types of paper.	Preparation and	Assignment
DOCUMENT	the types and	ii.	Parchment		Management for CSEC	
PREPARATION	orientation of	iii.	Onion skin	Discussing situations in an	Second Edition by A.M.	
	paper;	iv.	Flimsy paper	office where various papers	Jacobs and A. Augustine.	Quiz
	ii. understand how to	v.	Carbon paper	would be used.	Page 167 - 169	
	change the paper	vi.	No Carbon required (NCR) paper			
Types of Paper	layout.	vii.	Document Cover	Differentiating between the		
and Paper		viii.	Stencil	orientations of paper.	Electronic Document	
Orientation		ix.	Copier or Laser paper		Preparation and	
		X.	Index Paper	Identifying when the various	Management for CSEC	
		xi.	Customized paper	paper orientations would be	Examinations by H.	
		Ther	e are three key aspects to consider when	used.	Campbell and O. Bogle-	
		select	ing paper type: size, weight, and texture.		Graham. Page 154 - 156	
		Orie	ntation of paper:	Demonstrating the changing of		
		i.	Portrait	orientation of the paper.		
		ii.	Landscape			

					WEEK 2
TOPIC/SUB- TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITIES	RESOURCE	EVALUATION STRATEGY
SECTION 5:	Students will:	Sizes of paper:	Identifying the dimensions	Electronic Document	Research
BUSINESS	i. develop an	The International Paper Sizes (IPS), referred to as the A-	of the various sizes of paper.	Preparation and	Assignment
DOCUMENT	understanding of	Series, are widely used. It ranges from A0 to A9. A0 is the		Management for CSEC	
PREPARATION	the sizes of paper	largest size while A9 is the smallest.	Discussing situations in an	Second Edition by	
	and their uses;		office where various sizes of	A.M. Jacobs and A.	Practical
	ii. become aware of	Uses of various sizes of paper	papers would be used.	Augustine. Page 168 -	Demonstration
	the appropriate	i. A4 is the commonly used size when producing		169	
Sizes of Paper	stationery for a	documents. It is sometimes subdivided into letter and	Demonstrating the changing		
	given	legal.	of paper sizes.	Electronic Document	
Appropriate use	assignment.	ii. A5 is used for short letters.		Preparation and	
of various		Stationery including:	Discussing situations in an	Management for CSEC	
Stationery		i. Letterheads/Headed Paper	office where various	Examinations by H.	
		ii. Memos	stationery would be used.	Campbell and O.	
		iii. Forms		Bogle-Graham. Page	
		iv. Labels	Demonstrating the creation	154 – 158.	
		These are pre-printed documents with various information.	of various stationery.		
		They are used for various purposes and on different types of			
		paper.			

					WEEK 3
TOPIC/SUB- TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITIES	RESOURCE	EVALUATION STRATEGY
SECTION 5:	Students will:	Letter Styles/Layouts:	Identifying the parts of a letter.	Electronic Document	Practical
BUSINESS	i. become aware of the various	i. Full-blocked Layout		Preparation and Management	Exercise
DOCUMENT	letter styles/layouts;	ii. Semi-blocked Layout	Differentiating between the	for CSEC Second Edition by	
PREPARATION	ii. develop an understanding of	iii. Indented Layout	letter layouts.	A.M. Jacobs and A.	Presentation
	the correct positioning of the			Augustine. Page 174 - 178	
	elements/parts of a letter in the		Discussing preference in using		Home
Letter Layouts	various layouts.		the various layouts.	Electronic Document	Assignment
				Preparation and Management	
			Outlining the guidelines in	for CSEC Examinations by	
			preparation for the various	H. Campbell and O. Bogle-	
			styles of letters.	Graham. Page 169 – 175	
			Displaying various letters.		
SCHOOL-	Develop an awareness of the	i. Overview of the Portfolio.	Discussing the requirements for	Electronic Document	
BASED	Portfolio component of the SBA,	ii. Recommendation on error-free	the portfolio.	Preparation and Management	
ASSESSMENT		Mailable Documents.		Syllabus	
		iii. Suggestions on the creation of		EDPM syllabus pages 20 - 30	
		letterhead.			

						WEEK 4
TOPIC/SUB- TOPIC	GENERAL OBJECTIVE		CONTENT	ACTIVITIES	RESOURCE	EVALUATION STRATEGY
SECTION 5:	Students will:	Styles	s of Letters:	Identifying various letter styles.	Electronic Document	Oral Discussion
BUSINESS	i. develop an awareness of	i.	Short Letter		Preparation and Management	
DOCUMENT	letter styles;	ii.	Two-page letter / Letter	Differentiating between the letter	for CSEC Second Edition by	Practical
PREPARATION	ii. understand the guidelines		with a continuation	styles.	A.M. Jacobs and A. Augustine.	Exercise
	involved in the		sheet / Multi-page		Page 179 - 180	
	preparation of various		Letter	Outlining the guidelines in		Homework
Styles of Letters	styles of letters;	iii.	Circular Letter	preparation for the various styles of	Electronic Document	
	iii. demonstrate mastery in	iv.	Circular Letter with	letters.	Preparation and Management	
	the production of letters		cut-off (tear-off) slip		for CSEC Examinations by H.	
	using the most appropriate	v.	Letter with a table	Displaying various letters.	Campbell and O. Bogle-	
	styles.	vi.	Letter with an inset		Graham. Page 175 - 178	
		vii.	Letter with enumeration			

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

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

Curriculum Area	: Electronic Document Prepar	ation and Management			GRADE 11
		iv. Padded Envelope			
		Sizes of Envelope			
		C Series was designed for the A Series Paper.			
SCHOOL	Davidon on un denstandin a	Dogument tymes Duled tehuletion with main	Chille arrandon de	EDPM for CSEC Exams	Practical
SCHOOL-	Develop an understanding	Document type: Ruled tabulation with main	Skills examined:	EDPM for CSEC Exams	Practical
BASED	of the guidelines for the	heading and multiple columnar headings.	i. Oblique/vertical	by H. Campbell Page	activities
ASSESSMENT	creation of the Tabular		headings.	316, 319	
	Work		ii. Text formatting.	EDPM syllabus page: 27	
			iii. Sorting.		

					WEEK 6
TOPIC/SUB- TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITIES	RESOURCE	EVALUATION STRATEGY
SECTION 5:	Students will:	Skeleton Notes are brief outlines of a document	Identifying the guidelines to consider	Electronic Document	Practical
BUSINESS	i. develop an	to where you add details.	when preparing correspondence.	Preparation and	Exercise
DOCUMENT	awareness of	Guidelines for composing business letter:		Management for CSEC	
PREPARATION	skeleton notes;	i. Be courteous,	Making skeleton notes from dictation.	Second Edition by	Home
	ii. develop mastery of	ii. Have a clearly defined and stated purpose,		A.M. Jacobs and A.	Assignment
Composing	preparing	iii. Information should be delivered in a clear,	Preparing correspondence from	Augustine. Page 180 -	
Correspondences	correspondences	concise, and complete manner,	skeleton notes made.	183	
	from skeleton notes.	iv. Worded positively and confidently.			
			Skills examined:		
SCHOOL-	Develop an	Document type: Report OR specification OR	Page endings.	EDPM for CSEC	Practical
BASED	understanding of the	play (with actor's part) OR a report.	Continuation page reports.	Exams by H. Campbell	activities
ASSESSMENT	guidelines for the		Footnotes and endnotes.	& O. Bogle-Graham.	
	creation of the		Types of heading.	Page 316, 319	
	Manuscript		Margins.		
			Script formatting.	EDPM syllabus page:	
			Font usage.	27	
			Subscript and superscript.		

					WEEK 7
TOPIC/SUB- TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITIES	RESOURCE	EVALUATION STRATEGY
SECTION 5:	Students will:	The layout of Memos:	Discussing the layout of	Electronic Document	Oral Discussion
BUSINESS	i. become familiar with the	i. Full-blocked	memoranda.	Preparation and	
DOCUMENT	various styles and layouts of	ii. Indented		Management for CSEC	Practical
PREPARATION	memoranda;		Identifying the guidelines to	Second Edition by A.M.	Exercise
	ii. develop mastery in the	Short Memoranda may be typed	consider when preparing a	Jacobs and A. Augustine.	
	production of memoranda in	on A5 paper and set in landscape or	memorandum.	Page 186 - 187	
	various styles using	portrait orientation.			
Parts and	appropriate stationery.		Preparing fully-blocked and	Electronic Document	
Layouts of		Long memoranda are typed on A4	indented memoranda on	Preparation and	
Memorandum		paper. They can have a continuation	appropriate stationery.	Management for CSEC	
		page.		Examinations by H.	
				Campbell and O. Bogle-	
				Graham. Page 178 - 179	

GRADE 11	l
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WEEK 8

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

Curriculum Area: Electronic	Document Preparation and Management		G	RADE 11
creation o	f committee	Produce documents	316, 320	
document	s.	using the most	EDPM syllabus page: 27	
		appropriate style.		
		Prepare envelopes and		
		labels.		

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

GRADE 11

WEEK 9

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 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.

Websites:

- https://www.youtube.com/watch?v=JFU6or8MAKA
- https://mahsedpm.weebly.com/business-correspondence.html
- http://www.whitesmoke.com/5-steps-to-perfect-business-documents
- ➤ https://www.goskills.com/Soft-Skills/RESOURCEs/Better-business-documents
- https://owl.purdue.edu/owl/subject_specific_writing/professional_technical_writing/tone_in_business_writing.html

					WEEK 10
TOPIC/SUB- TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITIES	RESOURCE	EVALUATION STRATEGY
SECTION 6:	Students will:	Simple Displays:	Identifying various types of simple display	Electronic Document	Practical
SPECIALISED	i. become knowledgeable	i. Columnar Work	documents.	Preparation and Management	Exercise
DOCUMENT	of various display	ii. Card		for CSEC Second Edition by	
PREPARATION	documents;	iii. Notice	Analyzing the requirements for the preparation of	A.M. Jacobs and A.	Presentation
	ii. become familiar with	iv. Flyer	each document.	Augustine. Page 203 - 208	
	simple displays;	v. Menu			Oral Quiz
Simple Display	iii. develop an understanding	vi. Invitation	Preparing types of simple display documents	Electronic Document	
Documents	of the guidelines required	vii. Programme	following specific instructions and guidelines.	Preparation and Management	
	to prepare various simple			for CSEC Examinations by	
	display documents.		Presenting and printing various simple display	H. Campbell and O. Bogle-	
			documents on appropriate stationery.	Graham. Page 187 - 203	
			Skills examined: Insertion of:		
SCHOOL-	Develop an understanding of	Document type: An	• Shapes.	EDPM for CSEC Exams by	Practical
BASED	the guidelines for the creation	invitation with a menu	• Lines.	H. Campbell & O. Bogle-	activities
ASSESSMENT	of various types of displays.	OR programme (a	• Symbols.	Graham. Page 316, 320	
		creative design should be	• Clip art.	EDPM syllabus pg 28	
		used).	• WordArt		

GRADE 11
WEEK 11

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

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

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WEEK 13

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

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

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

Curriculum Area:	Electronic Document Preparation and	d Management GRADE 11
SCHOOL-	Demonstrate mastery in compiling	How should the Portfolio be arranged?
BASED	a portfolio including all the	• Each document must be labelled clearly to indicate what is being demonstrated, for example, 'Chairman's agenda'.
ASSESSMENT	documents that were created.	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

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

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.

Websites:

- https://mahsedpm.weebly.com/creative-displays.html
- > https://www.javatpoint.com/how-to-create-a-template-in-word-document
- 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

						WEEK 17
TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE		CONTENT	ACTIVITIES	RESOURCE	EVALUATION STRATEGY
SECTION 7:	Students will:	Elect	ronic Communication includes:	Identifying various methods	Electronic Document	Oral Questioning
ELECTRONIC	i. understand what is	i.	Electronic Mail	of electronic communication.	Preparation and	
COMMUNICATION	considered electronic	ii.	Internet: World Wide Web		Management for CSEC	Oral Quiz
	communication;	iii.	Social Media – Internet forums,	Explaining methods of	Second Edition by A.M.	
	ii. become		weblogs, podcast	electronic communication.	Jacobs and A. Augustine.	
Types of Electronic	knowledgeable of the	iv.	Social Networking Services –		Page 233 - 239	
Communication	various types of		Facebook, Twitter	Demonstrating the use of		
	electronic	v.	Facsimile (Fax),	various methods of electronic	Electronic Document	
	communication and		multifunctioning devices	communication.	Preparation and	
	when they are used.	vi.	Short Message Service (SMS)		Management for CSEC	
		vii.	Telecommuting		Examinations by H.	
		viii.	Teleconferencing		Campbell and O. Bogle-	
		ix.	Videoconferencing		Graham. Page 265 - 270	
		1		_1	1	<u> </u>

Curriculum Area: Electronic Document Preparation and Management		GRADE 11	

SCHOOL-BASED	To become familiar with	The teacher will assess each piece of work presented for inclusion in the Portfolio on a criterion of mailability, and the
ASSESSMENT	the mark scheme and how	candidate may make any number of attempts to achieve a mailable sample.
	the Portfolio will be	The teacher may use the following points as guidelines for assessing mailability:
	assessed.	• 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.

					WEEK 18
TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITIES	RESOURCE	EVALUATION STRATEGY
SECTION 7:	Students will:	Features of E-mail:	Explaining the features of E-	Electronic Document	Oral Discussion
ELECTRONIC	i. develop an understanding of	i. Multiple Recipients – To,	mail.	Preparation and	
COMMUNICATION	the various features of E-	Carbon/Courtesy Copy (CC),		Management for	Oral Presentation
	mail;	Blind Carbon Copy (BCC)	Demonstrating the use of the	CSEC Second	
	ii. become knowledgeable of the	ii. Attachments	features of the e-mail.	Edition by A.M.	Home
Features of E-mail	advantages and disadvantages	iii. Address Book		Jacobs and A.	Assignment
	of electronic communication.	iv. Notifications – New Message,		Augustine. Page 239	
		Failure		- 244	
		v. Autoresponder			
		vi. Organized Messages		Electronic Document	
				Preparation and	
Advantages and		Advantages:		Management for	
Disadvantages of		i. Speed of delivery	Discussing the advantages and	CSEC Examinations	
Electronic		ii. Cost	disadvantages of electronic	by H. Campbell and	
Communication		iii. Multiple Recipients	communication.	O. Bogle-Graham.	
		iv. Sending of various file types		Page 271 – 276	
		v. Ease of access	Outlining ways to mitigate		
		vi. Electronically store data	some of the disadvantages.		

GR	A	D	\mathbf{E}	11

WEEK 19

TOPIC/ SUB-TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITIES	RESOURCE	EVALUATION STRATEGY
SECTION 7:	Students will:	Technologies including:	Identifying and discussing new and	Electronic Document	Oral Questioning
ELECTRONIC	i. develop an	i. Twitter	emerging communication technologies.	Preparation and	
COMMUNICATION	appreciation for new	ii. Facebook		Management for CSEC	Oral Quiz
	and emerging	iii. Smartphones	Identifying file organization methods using	Second Edition by A.M.	
	communication	iv. Blogging	e-mails.	Jacobs and A. Augustine.	
New and Emerging	technologies,			Page 243 – 247	
Communication		File Organization Methods:	Demonstrating various file organization		
Technologies	ii. become	i. Storing and sorting mail by	methods using e-mails.	Electronic Document	
	knowledgeable of file	date, sender and subject.		Preparation and	
File Organization	organisation methods	ii. Contact list organization	Identifying factors to be considered when	Management for CSEC	
Methods using E-	using e-mail;		selecting a media.	Examinations by H.	
mails		Factors including:		Campbell and O. Bogle-	
	iii. develop an	i. Degree of urgency.	Listing situations where electronic	Graham. Page 266 – 267;	
Colortion of	1	ii. Genre (oral, written, visual).	communication media would be used.	276 - 278	
Selection of	understanding of the	iii. Level of confidentiality.			
Communication	factors to be	iv. Location/time zone.	Discussing the advantages and		
Media	considered in the	v. Cost, efficiency,	disadvantages of various media based on		
	selection of	effectiveness			
	communication media.		situations.		

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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- https://www.slideshare.net/BTSampathKumarBelage/electronic-communication-232507921?qid=fdc6939f-e21a-4d7c-9123-fbbe2f7b1859&v=&b=&from_search=4
- https://www.coursesidekick.com/business/study-guides/wmopen-introbusiness/electronic-communication
- https://www.swicktech.com/IT-RESOURCEs/Blog/business-communication

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

Curriculum Area: Electronic Document Preparation and Management				
of the manipulation of an	i. Drives	use of an electronic filing system.		
electronic filing system.	ii. Folders			
	iii. Files			
	File Extension and File Type	Listing various file extensions and		
	idoc or .docx – MS Word file	file types being used.		
	iiexe – Executable file			
	iiijpg – Graphic file			
	ivhtml – Hypertext markup			
	language (web page)			

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WEEK 21

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

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

Curriculum Area: Electronic Document Preparation and Management **Suggested Teaching and Learning Activities**

GRADE 11

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.

Websites:

- https://www.filecenter.com/info-electronic-filing-system.html
- https://www.abdn.ac.uk/staffnet/documents/policy-zone-information-policies/UoA_Version%20Control_July%202017.pdf
- https://www.atlassian.com/git/tutorials/what-is-version-control
- https://www.youtube.com/watch?v=rc0pXCh-2bE&ab_channel=Stacks%26Facts
- https://www.youtube.com/watch?v=YAvoVDBHDEE&ab_channel=RecordNations

GENERAL OBJECTIVE	CONTENT	ACTIVITIES	RESOURCE	EVALUATION STRATEGY
Students will:	What is Intellectual property?	Defining the term	Electronic Document	Oral
i. become familiar with	It is conceptualized as the protection of the rights of	Intellectual Property.	Preparation and	Questioning
the concept of	persons who produce, gather, or disseminate ideas and		Management for CSEC	
intellectual property;	information, including authors, singers, and journalists.		Second Edition by	Oral
			A.M. Jacobs and A.	Presentation
	Intellectual Property terms:	Discussing Intellectual	Augustine. Page 266 -	
	i. Copyright	Property and the terms	267	
	ii. Industrial Design Right	associated with		
	iii. Patent	Intellectual Property.	Electronic Document	
	iv. Plagiarism		Preparation and	
	v. Trade secret		Management for CSEC	
	vi. Trademark		Examinations by H.	
			Campbell and O.	
ii. develop an appreciation	Rights that are protected:	Explaining the rights	Bogle-Graham. Page	
for the rights that are	i. Economic rights: the right to receive payment.	associated with the	302 - 305	
protected by intellectual	ii. Moral rights: violating the integrity and	Intellectual Property		
property laws.	reputation of the author through	Laws.		
	misrepresentation or misquoting.			
	Students will: i. become familiar with the concept of intellectual property; ii. develop an appreciation for the rights that are protected by intellectual	Students will: i. become familiar with the concept of persons who produce, gather, or disseminate ideas and intellectual property; Intellectual Property terms: i. Copyright ii. Industrial Design Right iii. Patent iv. Plagiarism v. Trade secret vi. Trademark ii. develop an appreciation for the rights that are protected by intellectual property laws. Rights that are protected: ii. Moral rights: violating the integrity and reputation of the author through	Students will: i. become familiar with the concept of 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 Billectual Property terms: i. Copyright iii. Intellectual Property terms: iii. develop an appreciation for the rights that are protected: iii. Moral rights: violating the integrity and reputation of the author through iii. Moral rights: violating the integrity and reputation of the author through iii. Defining the term Intellectual Property. Discussing Intellectual Property associated with Intellectual Property. Explaining the rights associated with the Intellectual Property Laws.	Students will: i. become familiar with the concept of intellectual property; in Intellectual Property terms: i. Copyright iii. Industrial Design Right iiii. Patent iv. Plagiarism v. Trade secret vi. Trademark ii. develop an appreciation for the rights that are protected by intellectual property laws. ii. Become familiar with the concept of persons who produce, gather, or disseminate ideas and information, including authors, singers, and journalists. Discussing Intellectual Property. Property and the terms 267 associated with Intellectual Property. Property and the terms 267 associated with Intellectual Property. Preparation and Management for CSEC 267 Amanagement for CSEC 267 Amanage

					WEEK 24
TOPIC/SUB- TOPIC	GENERAL OBJECTIVE	CONTENT	ACTIVITIES	RESOURCE	EVALUATION STRATEGY
SECTION 9:	Students will:	What is copyright?	Defining the concept of	Electronic Document	Oral Discussion
ETHICS	i. become knowledgeable of the	Copyright enables the producer of a work to control	copyright.	Preparation and	
	ethical standards concerning	the use of the material. It occurs automatically		Management for CSEC	Oral
Intellectual	intellectual property.	when there is some record of what has been	Identifying the	Second Edition by	Presentation
Property		created.	categories of work that	A.M. Jacobs and A.	
			can be copyrighted.	Augustine. Page 267 -	Research
		Persons affected by copyright are:		268	
		i. Producers or Owners	Listing persons affected		
		ii. Publishers or Distributors	by copyright.	Electronic Document	
				Preparation and	
		Works that can be copyrighted are:	Discussing what is	Management for CSEC	
		i. original literary, dramatic, musical, or	permitted and prohibited	Examinations by H.	
		artistic works,	when a work is	Campbell and O.	
		ii. sound recordings, films, broadcasts, or cable	copyrighted.	Bogle-Graham. Page	
		programmes,		304 - 305	
		iii. typographical arrangements of published			
		editions.			

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

RESOURCE	EVALUATION STRATEGY
Electronic	Oral Questioning
Document	
Preparation and	Oral Presentation
Management for	
CSEC Second	Quiz
Edition by A.M.	
k. Jacobs and A.	
Augustine. Page	
270 - 273	
rl	Electronic Document Preparation and Management for CSEC Second Edition by A.M. Iscobs and A. Augustine. Page

						WEEK 27
TOPIC/ SUB- TOPIC	GENERAL OBJECTIVE		CONTENT	ACTIVITIES	RESOURCE	EVALUATION STRATEGY
	i. demonstrate awareness of desirable habits and work attitudes.	Eleme	ents of desirable habits and work attitudes:			
		i.	Individual responsibility or working without		Electronic Document	
			supervision			
Desirable Habits and Work Attitudes.		ii.	Willingness	habits and work attitudes. Docume Preparation Manage CSEC Examination and work attitudes. Listing the elements of desirable habits and work attitudes. H. Cart		
		iii.	Meeting deadlines			
		iv.	Team spirit		Preparation and Management for	
		v.	Co-operation		_	Quiz
		vi.	Recognition of diversity		Examinations by	and
		vii.	Courtesy		H. Campbell and O. Bogle-Graham.	
		viii.	Punctuality and regularity	Explaining the elements of desirable	g the elements of desirable Page 306 - 308	
		ix.	Good grooming	habits and work attitude.		
		X.	Personal integrity			
		xi.	Respect for others			

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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- https://www.plagiarism.org/article/what-is-plagiarism
- https://www.liveabout.com/copyright-definition-2948254

- Curriculum Area: Electronic Document Preparation and Management

 ► https://www.scribbr.com/category/apa-style/#:~:text=An%20APA%20in%2Dtext%20citation,2020%2C%20p.%20170).
- https://owl.purdue.edu/owl/research_and_citation/apa6_style/apa_formatting_and_style_guide/in_text_citations_the_basics.html#:~:text=When%20using%20APA%20format%2C %20follow,the%20end%20of%20the%20paper.