

SCHEME OF WORK

Keyboarding

FORM 5

TERM 1

Week	Week Ending	Topics
1		<u>Government documents :Minute paper</u> : construct official minute paper of government
2		<u>Government documents: Memorandums</u> : identify official memorandums of government and construction of the said
3		<u>Government documents : Circulars</u> construct circulars for government communication from examples
4		<u>Government documents Cabinet Papers</u> : observe and construct cabinet documents; identify the requirements for constructing cabinet papers.
5		<u>Office Job Simulation</u> : definition, purpose and execution.
6		<u>Start of the extended scheme</u> : Rough drafts and manuscripts, single and multiple pages (see keyboarding form 4 scheme week 3 term 2)
7		<u>Advance Business letters</u> : construct multiple page business letter with mailing notations, attention lines, subject headings and tabulation insets.
8		<u>Advance Business letters</u> : Include postscripts, enumerations and copy notations in business letter
9		<u>Managerial Correspondence</u> : construct letters on executive size stationary; letters from form paragraphs
10		<u>Managerial Correspondence</u> : Construct letters using the AMS simplified letter style and the informal government style
11		Revision for Examinations
12		EXAMINATIONS
13		EXAMINATIONS
14		Review of Examinations
15		Teachers Only

Week	Week Ending	Topics
1		<u>Special Forms:</u> construction of the formal memorandums
2		<u>Special Forms:</u> Construction of the Simplified Memorandum
3		<u>Special Forms:</u> Construction of minutes and reports
4		<u>Special Forms:</u> construct news releases, telegraphic messages
5		<u>Special Forms:</u> construction of financial reports using examples provided.
6		<u>Completion of Forms:</u> fill out application form, purchase requisitions and purchase orders
7		<u>Completion of Forms:</u> fill out and construct invoices for sales and purchases, log sheets and credit and debit notes.
8		<u>Multiple Page Reports:</u> complete with textual citations
9		<u>Business Letters:</u> construct business letters with block, modified and semi-block styles using open and mixed punctuation
10		<u>Business Correspondence:</u> new features; using Carbon
11		<u>Complex Formatting of Tables:</u> Aligning copy, abbreviations and measurements
12		<u>Left Bound Reports:</u> Construct multiple page reports with footnotes within or end notes
		<u>TERM 3</u>
1		<u>Processing Special documents:</u> special feature correspondence; notices
2		<u>Processing Special documents:</u> construct agendas and inter-office memorandum.
3		<u>Processing Special documents:</u> construct the minutes of meetings.
4		<u>Processing Special documents:</u> construct ruled and unruled business forms
5		Revision for examinations
6		Revision for examinations
7		Revision for examinations
8		EXAMINATIONS
9		EXAMINATIONS
10		Review of Examinations
11		Teachers Only