



Electronic Document Preparation And Management

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Duncan, 2015-03-06 Dr O Neil Duncan is a Jamaican national and a teacher by profession He has been in the field of computing for over 15 years He holds a doctoral degree in Educational Leadership and Technology Dr O Neil is also an author He has one published book by Hodder Education that is used extensively in the Caribbean His CSEC Information Technology book is highly sought after and is a favorite among Caribbean students Dr O Neil has also written a junior secondary book and an Advanced level Information Technology book that is also available online O Neil currently works at the John Gray High School and part time at the International College of the Cayman Islands as an Information Technology teacher About the book This book covers CSEC Electronic Document Preparation and Management syllabus in its entirety The Electronic Document Preparation and Management EDPM syllabus is designed to equip students with knowledge and computer related skills required to enhance the performance of clerical and administrative tasks The EDPM syllabus will provide a holistic approach to acquisition of knowledge and the development of candidates decision making and problem solving skills This book mirrors the syllabus and is arranged in nine sections sub divided into specific objectives and corresponding content Section I Fundamentals of Computing Section II Keyboarding Mastery Section III Introduction to Application Software Section IV Use of Application Software Section V Business Document Preparation Section VI Specialized Document Preparation Section VII Electronic Communication Section VIII Document Management Section IX Ethics Unlike the CSEC Information Technology Syllabus CSEC EDPM emphasizes computer applications related to the production filing and retrieval of documents skills that are crucial in today s office environment I know you will absolutely love this resource **Electronic Document Preparation and Management for CSEC® Examinations Coursebook**

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The book delves into Electronic Document Preparation And Management. Electronic Document Preparation And Management is a crucial topic that needs to be grasped by everyone, from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Electronic Document Preparation And Management, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
 - Chapter 1: Introduction to Electronic Document Preparation And Management
 - Chapter 2: Essential Elements of Electronic Document Preparation And Management
 - Chapter 3: Electronic Document Preparation And Management in Everyday Life
 - Chapter 4: Electronic Document Preparation And Management in Specific Contexts
 - Chapter 5: Conclusion
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 4. In chapter 3, the author will examine the practical applications of Electronic Document Preparation And Management in daily life. The third chapter will showcase real-world examples of how Electronic Document Preparation And Management can be effectively utilized in everyday scenarios.
 5. In chapter 4, the author will scrutinize the relevance of Electronic Document Preparation And Management in specific contexts. The fourth chapter will explore how Electronic Document Preparation And Management is applied in specialized fields, such as education, business, and technology.
 6. In chapter 5, this book will draw a conclusion about Electronic Document Preparation And Management. This chapter will summarize the key points that have been discussed throughout the book.
- This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Electronic Document Preparation And Management.

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