



# Electronic Document Preparation And Management

**Caribbean Examinations Council**



## **Electronic Document Preparation And Management:**

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Skeete, 2011-11-03 This book covers the new EDPM CSEC syllabus to be taught from September 2011 It introduces computing fundamentals electronic communication and keyboarding techniques before teaching the Microsoft Office 2003 2010 skills required by the course Next students are shown several aspects of document preparation complete with sample documents After covering document management and ethics it gives SBA tips and exam papers with answers included on the CD Exercises and summaries are found at the end of each chapter The accompanying CD ROM is packed with material including interactive revision questions PowerPoint presentations tutorial videos exercise files and a comprehensive glossary

Electronic Document Preparation and Management for CSEC Examination O'Neil 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* Howard Campbell, Olivene Bogle-Graham, 2012 The text helps students in their preparation for the CSEC Examination and also prepares them to manage effectively various activities within a technologically advanced office with speed and accuracy Back cover

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Electronic Document Preparation and Management Workbook for CSEC Examination Donna D. Pryce, 2013

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