



# Electronic Document Preparation And Management

**Caribbean Examinations Council**



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

Electronic Document Preparation and Management for Csec Ann-Margaret Jacob, Agatha Augustine, 2008-01-28

Completely matching the CXC syllabus Electronic Document Preparation and Management for CSEC provides comprehensive coverage and is a key text for all students taking the exam This book offers plenty of examples showing processes step by step Activities Tasks and Test Yourself along with exercises that meet the requirements of the SBA **Electronic**

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**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 Coursebook with*

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comprehensive glossary      **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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*Official Gazette of the United States Patent and Trademark Office* , 2002      **Computational Science and Technology** Rayner Alfred, Hiroyuki Iida, Haviluddin Haviluddin, Patricia Anthony, 2021-03-15 This book gathers the proceedings of the Seventh International Conference on Computational Science and Technology 2020 ICCST 2020 held in Pattaya Thailand on 29 30 August 2020 The respective contributions offer practitioners and researchers a range of new computational techniques

and solutions identify emerging issues and outline future research directions while also showing them how to apply the latest large scale high performance computational methods      *InfoWorld* ,1996-09-02 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects      **Department of the Interior and Related Agencies Appropriations for 1998: Justification of the budget estimates, Indian Health Service** United States. Congress. House. Committee on Appropriations. Subcommittee on Department of the Interior and Related Agencies,1997

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