



Electronic Document Preparation And Management

Victor M. Corman



Electronic Document Preparation And Management:

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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

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across borders This important global trend works together with a growing integration in corporate business processes and a convergence in network architecture as e payment of all kinds moves to Internet protocol systems The net result is a new e payment landscape that presents daunting challenges on many levels as well as exciting opportunities for banks businesses and governments Consumer and citizen interests are also at stake This book takes a unique wholly integrated look at the e payment landscape understanding the way that existing systems are being stretched and challenged Credit card systems are extended to facilitate Internet based eCommerce Consumers are becoming accustomed to using their stored value mass transit cards to make payments for goods and services Corporations put pressure on banks to integrate business information into their electronic payment processes New non financial players emerge holding important floats and many of these players are challenging for key parts of the banking franchise This bo

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