

Electronic Document Preparation And Management Syllabus 2014



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Electronic Document Preparation And Management

Electronic Document Preparation & Management (EDPM) is a Caribbean Secondary Examinations Council (CSEC) exam, designed or upgraded from the typing subject. Electronic meaning that, the computer ...

What is electronic document preparation and management EDPM?

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.

Electronic Document Preparation and Management (EDPM ...

Electronic Document Preparation and Management for CSEC® Examinations Howard Campbell and Olivene Bogle-Graham CSEC® is a registered trade mark of the Caribbean Examinations Council (CXC). Electronic Document Preparation and Management for CSEC® Examinations is an independent publication and has not been authorised, sponsored, or otherwise approved by CXC.

Electronic Document Preparation and Management

These members are responsible for management, and usually have power to make decisions and act on behalf of the company. Committee Meeting: Committee meetings are held either to give advice or to make recommendations to management. Members are appointed or elected according to requirements.

Electronic Document Preparation and Management: Meetings

This eBook contains the official past papers (02 and 03) for CSEC® Electronic Document Management and Preparation, covering the years 2005–2018.

Electronic Document Preparation and Management - CXC

The quiz consists of multiple and true/false questions.

Electronic Document Preparation And Management - ProProfs

Electronic Document Preparation & Management (EDPM) (Electronic meaning that, the computer is used to train students to use basic tools - Microsoft Word, Excel, PowerPoint and the Internet to prepare certain documents. It also teaches how to manage files and folders, and also the workstation. It is then

Electronic Document Preparation & Management (EDPM)

Parts of a letter A business letter consists of the following parts in the order in which they appear: Letterhead (Sender's name and return address) Reference - this usually consists of the initials of the writer of the letter and those of the typist, e.g. PAW/JS, typed against the words 'Our ref'. Alternatively, the reference may include details of a file number, or customer's ...

Electronic Document Preparation and Management: Business ...

Electronic Document Preparation and Management (EDPM) 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

CSEC Electronic Document Preparation and ...

An electronic document management system (EDMS) is a software system for organizing and storing different kinds of documents. This type of system is a more particular kind of document management system, a more general type of storage system that helps users to organize and store paper or digital documents.

Electronic Document Management System (EDMS) - Techopedia.com

CSEC(R) syllabus Written by Ann Margaret Jacob, author of the successful Electronic Document

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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 syllabus seeks to instil tenets of the Ideal Caribbean Person as articulated by the CARICOM

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This eBook contains the official CSEC® Electronic Document Preparation and Management syllabus , specimen paper and mark scheme effective for examinations from May-June 2014, amended 2016.

Electronic Document Preparation and Management - CXC

Electronic Document Preparation and Management (EDPM) is designed to equip students with knowledge and computer-related skills required to enhance the performance of clerical and administrative tasks. EDPM will provide a holistic approach to acquisition of knowledge and the development of candidates' decision-making and problem-solving skills.

Electronic Document Preparation and Management | Eliademy

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