Electronic Document Preparation and Management for Csec Examination

By Dr O Neil Duncan

Createspace, United States, 2015. Paperback. Book Condition: New. 279 x 216 mm. Language: English . Brand New Book ***** Print on Demand *****.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...

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