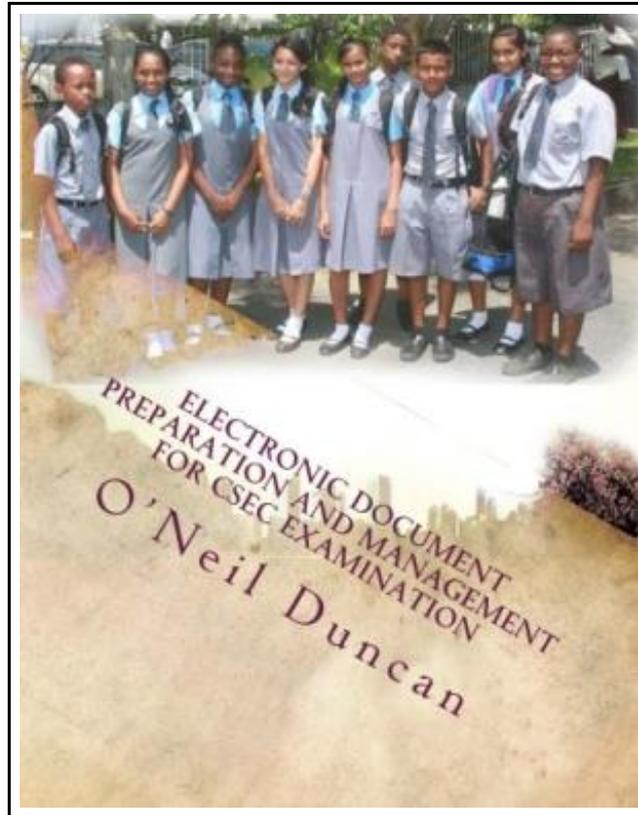# Electronic Document Preparation and Management for Csec Examination

Filesize: 4.47 MB

Reviews

Great e book and beneficial one. It is amongst the most awesome pdf i actually have read through. You wont feel monotony at at any time of your own time (that's what catalogs are for relating to if you request me).
(Dorothy Daugherty)

ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT FOR CSEC EXAMINATION

To save **Electronic Document Preparation and Management for Csec Examination** eBook, please click the button beneath and save the file or gain access to other information that are related to ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT FOR CSEC EXAMINATION book.

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 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...

📄 **Read Electronic Document Preparation and Management for Csec Examination Online**

📄 **Download PDF Electronic Document Preparation and Management for Csec Examination**

📄 **Download ePUB Electronic Document Preparation and Management for Csec Examination**

Other eBooks

[PDF] Do Monsters Wear Undies Coloring Book: A Rhyming Children s Coloring Book

Click the web link below to read "Do Monsters Wear Undies Coloring Book: A Rhyming Children s Coloring Book" PDF document.

Read ePub »

[PDF] I Learn, I Speak: Basic Skills for Preschool Learners of English and Chinese

Click the web link below to read "I Learn, I Speak: Basic Skills for Preschool Learners of English and Chinese" PDF document.

Read ePub »

[PDF] Danses Sacree Et Profane, CD 113: Study Score

Click the web link below to read "Danses Sacree Et Profane, CD 113: Study Score" PDF document.

Read ePub »

[PDF] 5 Mystical Songs: Vocal Score

Click the web link below to read "5 Mystical Songs: Vocal Score" PDF document.

Read ePub »

[PDF] Odes Funebres, S.112: Study Score

Click the web link below to read "Odes Funebres, S.112: Study Score" PDF document.

Read ePub »

[PDF] Fifty Years Hence, or What May Be in 1943

Click the web link below to read "Fifty Years Hence, or What May Be in 1943" PDF document.

Read ePub »

[PDF] The Voyagers Series - Europe: A New Multi-Media Adventure Book 1

Follow the hyperlink beneath to get "The Voyagers Series - Europe: A New Multi-Media Adventure Book 1" file.

Read Document »

[PDF] Tales from Little Ness - Book One: Book 1

Follow the hyperlink beneath to get "Tales from Little Ness - Book One: Book 1" file.

Read Document »

[PDF] Words and Rhymes for Kids: A Fun Teaching Tool for High Frequency Words and Word Families

Follow the hyperlink beneath to get "Words and Rhymes for Kids: A Fun Teaching Tool for High Frequency Words and Word Families" file.

Read Document »

[PDF] Child Versus Parent

Follow the hyperlink beneath to get "Child Versus Parent" file.

Read Document »

[PDF] A Year Book for Primary Grades; Based on Froebel s Mother Plays

Follow the hyperlink beneath to get "A Year Book for Primary Grades; Based on Froebel s Mother Plays" file.

Read Document »

[PDF] THE Key to My Children Series: Evan s Eyebrows Say Yes

Follow the hyperlink beneath to get "THE Key to My Children Series: Evan s Eyebrows Say Yes" file.

Read Document »