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Caribbean Examination Council Electronic Document ... - EDPM

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.

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Prepared from EDPM CSEC Syllabus Prepared by Jacqueline Richardson Business Education Officer 2 Teachers should ensure that all work presented by students adhere to the correct formatting guidelines and are free of errors. All students (Form 3-5) should be encouraged to keep a portfolio of their work. This could be electronic or hard copy.

Electronic Document Preparation And Management Course Outline

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

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