CSEC® Electronic Document Preparation and Management (EDPM) Free Resources

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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 the development of candidates' decision-making and problem-solving skills. It is suited for candidates pursuing any discipline, as the competencies and skills developed in the preparation and management of electronic documents are interdisciplinary and imperative in the world of work or in the pursuit of further studies.

The syllabus is arranged in nine sections, sub-divided into specific objectives and corresponding content.

- Section 1  Fundamentals of Computing
- Section 2  Keyboarding Mastery
- Section 3  Introduction to Application Software
- Section 4  Use of Application Software
- Section 5  Business Document Preparation
- Section 6  Specialised Document Preparation
- Section 7  Electronic Communication
- Section 8  Document Management
- Section 9  Ethics

The syllabus replaces CSEC Typewriting and uses the computer instead of the typewriter. Unlike the CSEC Information Technology syllabus, CSEC EDPM emphasises computer applications related to the production, filing and retrieval of documents, skills that are crucial in today’s office environment.
CARIBBEAN EXAMINATIONS COUNCIL

Caribbean Secondary Education Certificate®

CSEC®

ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT SYLLABUS

Effective for examinations from May-June 2014
This document CXC 34/G/SYLL 12 replaces CXC 34/G/SYLL/03 issued in 2003.

Please note that the syllabus has been revised and amendments are indicated by italics.

First issued 2003
Revised 2012

Please check the website, www.cxc.org for updates on CXC’s syllabuses.
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Electronic Document Preparation and Management Syllabus

♦ RATIONALE

Computerisation has revolutionised the way documents are created, stored and transmitted. It has facilitated greater efficiency and more innovative ways of sharing information. The computer continues to be an indispensable tool in the world of work. The ability to use the computer provides essential skills for prospective employees in the fields of data preparation and data management.

Students seeking opportunities in the world of work or pursuing further studies must develop competence and proficiency in the use of computers and related electronic hardware devices. 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 Caribbean Education Task Force (CTF) and adopted by the CARICOM Heads of Government at their 18th Summit. To this end the syllabus contains objectives and content intended to foster disciplined and ethical behaviours within the work environment. In addition, the syllabus conforms to UNESCO’s Pillars of Learning and aims to promote varied approaches to learning, and the personal growth, decision-making capabilities of students.

The EDPM syllabus will provide a holistic approach to acquisition of knowledge and the development of candidates’ decision-making and problem-solving skills. It is suited for candidates pursuing any discipline, as the competencies and skills developed in the preparation and management of electronic documents are interdisciplinary and imperative in the world of work or in the pursuit of further studies.

♦ AIMS

The syllabus aims to:

1. develop an understanding of the importance of Information and Communication Technology (ICT) in a modern office environment;
2. equip students with the requisite skills to assume clerical and administrative roles;
3. lay the foundation for career development and advancement in a business environment;
4. develop knowledge and skills useful for specialised training for secondary, post-secondary studies, and future careers;