



CARIBBEAN EXAMINATIONS COUNCIL

CSEC[®] Electronic Document Preparation and Management

SYLLABUS
SPECIMEN PAPER
MARK SCHEME
SUBJECT REPORTS

Macmillan Education Ltd
4 Crinan Street, London, N1 9XW
A division of Springer Nature Limited
Companies and representatives throughout the world

www.macmillan-caribbean.com

ISBN 978-0-230-48221-0
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www.cxc.org
www.cxc-store.com

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First published 2014

This revised edition published 2020

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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®

SYLLABUS

ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT

CXC 34/G/SYLL 12

Effective for examinations from May–June 2014

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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

Amended 2015

Amended 2016

Please check the website, www.cxc.org for updates on CXC's syllabuses.

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