

COMPUTER STUDIES

At the MiLAT Academy, the business component of the larger Computer Studies Syllabus is taught. It is commonly known as EDPM (Electronic Document and Preparation Management).

Electronic Document & Preparation Management (EDPM) Course Outline

The Electronic Document Preparation and Management Course is designed to equip Cadets with the knowledge and skills for clerical and administrative tasks.

However, the knowledge gained from this syllabus is suited for Cadets who wish to pursue any discipline, since the competencies developed in the preparation and management of electronic documents are not only critical in the world of work but are essential in the pursuit of further studies.

The course covers the following:

- Fundamentals of Computing
- Keyboard Mastery
- Introduction to Application Software
- Use of Application Software
- Business Document Preparation
- Specialised Document Preparation
- Electronic Communication
- Document Management
- Ethics