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Longman Office Administration for Csec 2nd Edition Sylma Finisterre, Lynette Payne, Judy Reid, 2012-03-29 Help students gain the knowledge and practical skills required for success both in CSEC exams and in the real world of office work Increase students use and understanding of related vocabulary with key terms highlighted throughout and a comprehensive glossary Support teachers and students with clear outlines of syllabus statements explaining the new skills and knowledge students will acquire to help focus learning while an expanded SBA guide helps teachers and students through this integral part of the assessment Test knowledge and prepare for the exam with in text practice questions case study analysis and end of chapter exercises Go Digital The accompanying CD Rom and website present invaluable additional materials for further practice and revision Log on now www officeadministration exintra net Longman Office Administration for CXC Sylma Finisterre, Lynette Payne, Judy Reid, 2004 This brand new course book from Longman covers the new CXC Office The British National Bibliography Arthur James Wells, 1996 Administration syllabus "The" Athenaeum ,1854 British Book News British Council, 1988 Includes no 53a British wartime books for young The Athenæum .1854 Heinemann Office Administration for CSEC® Alan Whitcomb, 2012-04 The Economist ,1854 people British Book News ,1988 Literary Gazette and Journal of Belles Lettres, Arts, Sciences, &c ,1851 Indian Books in Print .2003 Whitaker's Cumulative Book List ,1983 The British Library General Catalogue of Printed Books, 1986 to 1987 The CARICOM Bibliography Caribbean Community. Secretariat. Library, 1984 The Cumulative British Library, 1988 **Book Index**, 1988 A world list of books in the English language The CARICOM Bibliography, 1984 Whitaker's Book Forthcoming Books Rose Arny, 2003-04 British Books in Print ,1985 **Books in Print Supplement** List ,1991 ,2002

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