



## Longman Office Administration for CSEC (2nd Revised edition)

By Sylma Finisterre, Lynette Payne, Judy Reid

Hodder Education. Mixed media product. Book Condition: new. BRAND NEW, Longman Office Administration for CSEC (2nd Revised edition), Sylma Finisterre, Lynette Payne, Judy Reid, This new edition includes: \* key terms highlighted throughout and a comprehensive glossary help to increase students' use and understanding of related vocabulary \* clear outlines of syllabus statements explain the new skills and knowledge students will acquire to help focus learning whilst an expanded SBA Guide supports teachers and students in this integral part of the assessment \* numerous opportunities for practice (through in-text questions, case study analysis and end-of-chapter exercises) aid with exam preparation and knowledge. The accompanying CD-ROM and website present invaluable additional materials for further practice and revision.



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