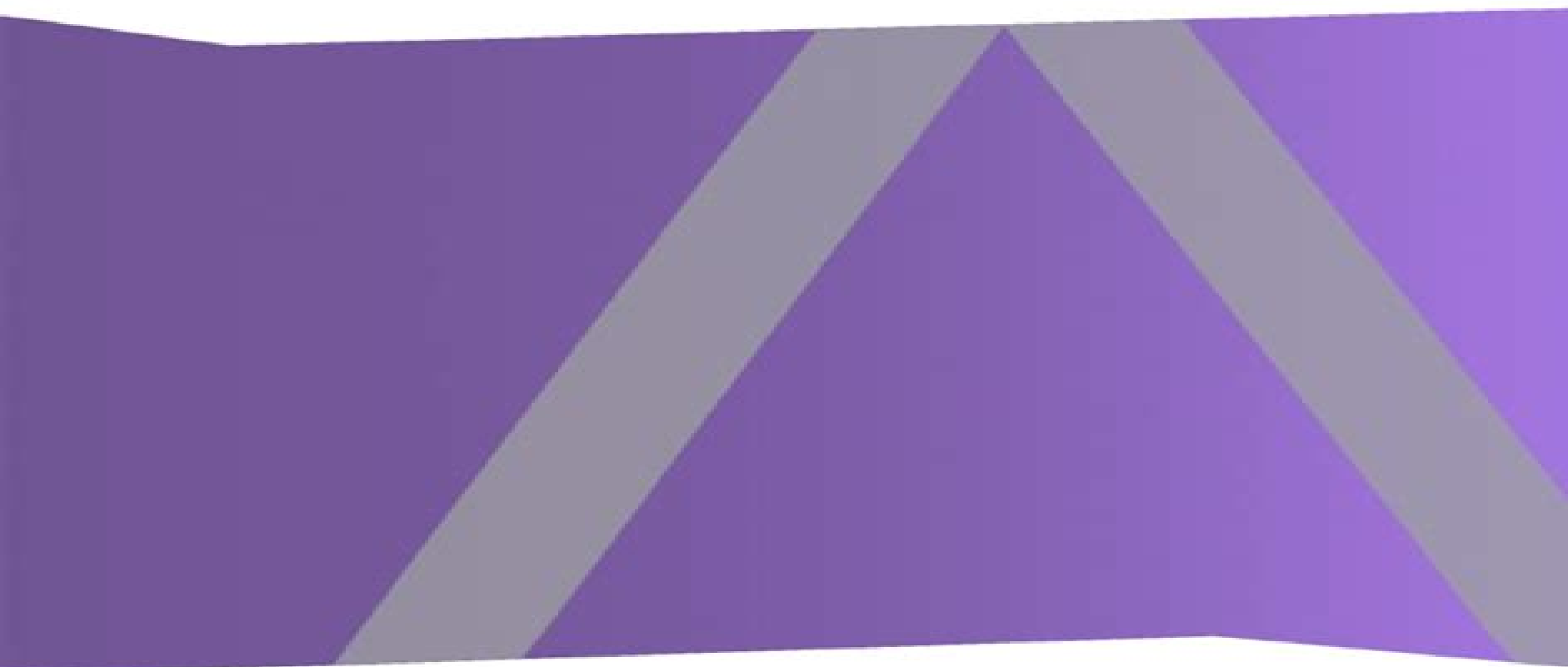




## Overview Guide

6.3



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Forthcoming Books Rose Army,2002-04 *Comprehensive Dissertation Index* ,1984 **Yearbook of International Organizations** ,1967 A directory of associations intergovernmental bodies religious groups and other international organizations **International Books in Print, 1995** Barbara Hopkinson,[Anonymus AC01401231],1995 South African National Bibliography ,1990 Includes publications received in terms of Copyright Act no 9 of 1916

**Administration and IT** Jane Sturrock,2014-08 An easy to use guide designed to take students through each stage of their studies and achieve the best possible results in the new National 4 administration and IT qualification

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**Administrative Assistant** Amy S. Morgan,Amy S Morgan Msc,2015-01-11 The new administrative assistant is a team member Gone are the days of performing only the basic duties of typing and filing now the assistant is a vital part of the every day business process If you want to learn the basics of administrative duties plus how to be exceptional and be a central part of a boss s work processes this is the course for you Learn the professional way to handle the basics calls calendars filing time management organization and also learn how to present yourself as a true professional demeanor actions skills etc Become the promotable key player you know you can be This self paced training course is in workbook format and each lesson is followed with a quiz Completion of all quizzes with at least an 80% passing grade entitles you to the included Certificate of Completion found at the back of this workbook This training course workbook will also serve as an excellent reference manual for you on the job **Student Administration Instructions** Business and Technician Education Council (Great Britain),1986 **Administrative Assistant** Amy S. Morgan,2015

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