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## OFFICE MANAGEMENT/ADMINISTRATION

### STUDY GUIDE FOR MODULE ONE

(A full 'Study & Training Guide' will accompany the  
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- Follow the **Study Guide** exactly, stage by stage and step by step - if you fail to do so, you might not succeed in your Training or pass the Examination for the CIC Diploma.

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#### \* STAGE TWO

Studying in accordance with the professional advice and instructions given.

#### \* STAGE THREE

Answering Self-Assessment Test Questions/Exercises.

#### \* STAGE FOUR

Assessing - or having someone assess for you - the standard of your answers to the Self-Assessment Test/Exercises.

#### \* STAGE FIVE

Preparing for your Final Examination.

#### \* STAGE SIX

Sitting the Final Examination.

Remember: your CIC Course or Program has been **planned** by experts. To be certain of gaining the greatest benefit from the Program, it is **essential** that you follow precisely each one of the **SIX stages** in the Program, as described above.

# Office Administration Study Guide

**SA Dillow**



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