

Executive Office Simulation

Final Examination

Section 1

/10

Your boss John Smith has asked you to book his flight and hotel, for his trip from Ontario to Vancouver next week. You have found the following information:

Flight #1196 Air Canada, Departs Toronto, Monday @ 9:00 am, Arrives in Vancouver @ 11:00 am.
 Flight #1354 Air Canada, Departs Vancouver Wednesday @ 12:00 pm, Arrives in Toronto @ 8:00 pm.
 Staying at Times Square Suites Hotel, 1821 Robson Street, Vancouver, British Columbia.
 Meeting on Monday and Tuesday in local branch office, 555 Burrard Street, Vancouver, British Columbia

1. Arrange this data on the lines provided. You will later prepare his full itinerary. (5 marks)

- a. Title of trip and Dates: _____

- b. Day One – Day and Date: _____

- c. Flight Departure Information: _____

- d. Flight Arrival Information: _____

- e. Meetings: _____

- f. Hotel: _____

- g. Day Two – Day and Date: _____

- h. Meetings: _____

- i. Flight Departure Information: _____

- j. Flight Arrival Information: _____

Sample Examinationsection 1

Mike Jess

A red circular graphic with a gradient, appearing as a semi-circle or a partial circle, located to the right of the name bar.

Sample Examinationsection 1:

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Top The Ielts: Opening The Gates To Top Qs-ranked Universities Kaiwen Leong, Elaine Leong, 2016-02-23

Top the IELTS is an IELTS book like no other. It recognizes an essential key to the problem students who struggle with the IELTS have: problems mastering English. Hence while other IELTS books teach strategies with long wordy explanations that hardly make sense to the average student, Top the IELTS focuses on teaching students in the most intuitive way possible. Each unit is systematically broken down to make it simple for any student to Top the IELTS. First Simple Steps are condensed at the outset for easy reference. Next begins Elaboration with Examples, a section where the Simple Steps are put into practice. As an added bonus, actual student work is included in the elaboration section to reveal the common mistakes made by IELTS takers. The unit concludes with the IELTS Trainer, which allows students a chance to directly put the strategies to practice rather than just throwing students into the deep end by providing a full set of IELTS practice tests.

A Second Course in Calculus Harley Flanders, Robert R. Korfhage, Justin J. Price, 2014-05-12. This text, designed for a second year calculus course, can follow any standard first year course in one variable calculus. Its purpose is to cover the material most useful at this level, to maintain a balance between theory and practice, and to develop techniques and problem solving skills. The topics fall into several categories: Infinite series and integrals. Chapter 1 covers convergence and divergence of series and integrals. It contains proofs of basic convergence tests, relations between series and integrals, and manipulation with geometric, exponential, and related series. Chapter 2 covers approximation of functions by Taylor polynomials, with emphasis on numerical approximations and estimates of remainders. Chapter 3 deals with power series, including intervals of convergence, expansions of functions, and uniform convergence. It features calculations with series by algebraic operations, substitution, and term by term differentiation and integration. Vector methods: Vector algebra is introduced in Chapter 4 and applied to solid analytic geometry. The calculus of one variable vector functions and its applications to space curves and particle mechanics comprise Chapter 5. Linear algebra: Chapter 7 contains a practical introduction to linear algebra in two and three dimensions. We do not attempt a complete treatment of foundations, but rather

limit ourselves to those topics that have immediate application to calculus. The main topics are linear transformations in $\mathbb{R}^2$ and $\mathbb{R}^3$, their matrix representations, manipulation with matrices, linear systems, quadratic forms, and quadric surfaces. Differential calculus of several variables. Chapter 6 contains preliminary material on sets in the plane and space and the definition and basic properties of continuous functions. This is followed by partial derivatives with applications to maxima and minima. Chapter 8 continues with a careful treatment of differentiability and applications to tangent planes, gradients, directional derivatives, and differentials. Here ideas from linear algebra are used judiciously. Chapter 9 covers higher order partial derivatives, Taylor polynomials, and second derivative tests for extrema. Multiple integrals. In Chapters 10 and 11 we treat double and triple integrals intuitively with emphasis on iteration, geometric and physical applications, and coordinate changes. In Chapter 12 we develop the theory of the Riemann integral starting with step functions. We continue with Jacobians and the change of variable formula, surface area, and Green's Theorem. Differential equations. Chapter 13 contains an elementary treatment of first order equations with emphasis on linear equations, approximate solutions, and applications. Chapter 14 covers second order linear equations and first order linear systems including matrix series solutions. These chapters can be taken up any time after Chapter 7. Complex analysis. The final chapter moves quickly through basic complex algebra to complex power series, shortcuts using the complex exponential function, and applications to integration and differential equations. Features. The key points of one variable calculus are reviewed briefly as needed. Optional topics are scattered throughout, for example Stirling's Formula, characteristic roots and vectors, Lagrange multipliers, and Simpson's Rule for double integrals. Numerous worked examples teach practical skills and demonstrate the utility of the theory. We emphasize simple line drawing that a student can learn to do himself.

Study Skills in English for a Changing World
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2017/2018 ASVAB For Dummies with Online Practice Rod Powers, 2017-06-26. The bestselling ASVAB study guide, now updated for 2017/2018. If you're prepping for the ASVAB in order to begin or advance your military career, you know how important it is to succeed. Inside this bestselling study guide, you get in-depth reviews of all nine test subjects you'll encounter on the ASVAB, foolproof strategies for making sense of the verbal math and general components, and expert tips and tricks to help you discover the areas where you need the most help. Plus, you get a one-year subscription to the online prep companion where you can study whenever you want, take full-length practice exams, and create customized practice sets in the subjects you need to study the most. If you want to put your military career on the fast track to success, ASVAB For Dummies is your first stop. Whether you need to boost your math skills, improve your English, or take your understanding of science to new heights, this guide offers all the study tools you need to show up on exam day prepared to score your very best. Take six ASVAB practice exams to sharpen your test-taking skills. Take advantage of one AFQT practice test to assess your enlistment eligibility. Use 500 flashcards to improve your vocabulary. Boost your test-taking strategies for exam day. Get the score you need to get the job you want.

Assessment in the Language Classroom Liying Cheng, Janna Fox, 2017-03-09. This book makes a unique contribution to classroom assessment literature, linking teacher-friendly examples to scholarly work and current research in the field, and providing comprehensive hands-on information on core concepts in accessible terms. Examples of real activities and questions for reflection and discussion aim to enrich understanding.

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