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STUDY GUIDE FOR MODULE ONE

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This Study Guide - like all our Training Materials - has been written by professionals; experts in the Training of well over three million ambitious men and women in countries all over the world. It is therefore essential that you:-

- Read this **Study Guide** carefully and thoroughly BEFORE you start to read and study Module One, which is the first '**Study Section**' of a CIC Study or Training Manual you will receive for the Program for which you have been enrolled.
- 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.

* STAGE ONE

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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

Brad Price



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