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## OFFICE MANAGEMENT/ADMINISTRATION

### STUDY GUIDE FOR MODULE ONE

(A full 'Study & Training Guide' will accompany the Study or Training Manual(s) you will receive soon by airmail post.)

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

Learning how to really **STUDY** the College's Study or Training Manual(s) provided - including THOROUGHLY READING this **Study Guide**, and the full '**Study & Training Guide**' which you will soon receive by airmail post.

#### \* 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

**R Barnett**



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pressure and the theoretical curve of temperature versus pressure

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web we then changed the volume between 5ml and 20ml and recorded the pressure at each this part of the lab showed that  
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web he concluded that at a constant pressure the volume of the gas would expand at a particular rate for each degree of temperature rise that being 1 267 per degree in 1874 victor regnault obtained better experimental results showing this number to be 1 273 and concluded that the pressure would approach zero at 1 273 degrees c

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web the volume of 1 00 mol 1 00 mol of any gas at stp standard temperature 273 15 k and pressure 1 atm is measured to be 22 414 l 22 414 l we can substitute 101 325 kpa 101 325 kpa for pressure 22 414 l 22 414 l for volume and 273 15 k 273 15 k for temperature into the ideal gas equation and solve for r r

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web chemists sometimes make comparisons against a standard temperature and pressure stp for reporting properties of gases 273 15 k and 1 atm 101 325 kpa 1 at stp one mole of an ideal gas has a volume of about 22 4 l this is referred to as the standard molar volume figure 9 18

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web pressure increases even though there were errors in the experiment the goal of the experiment was met the goal of declaring what type of relationship it is was clear using the data pressure kpa temperature c temperature k constant k p t 95 82 kpa 16 0 c 289 k 0 33 97 90 kpa 19 0 c 292 k 0 34 98 97 kpa 99 22 kpa 101 4 kpa 19 1 c

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