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Office Administration CXC Practice test. CXC Office ...

Describe the role and functions of the office in business activities; Describe how office structure and activity may be organised according to the size and nature of a business; Compare different types of office layouts; Examine the ergonomics of the office as it relates to comfort, health and safety issues; Describe the contribution of various types of equipment to office efficiency;

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CSEC Study Guide, May 1, 2018. [CXC_20180501.pdf](#). CSEC Study Guide, April 24, 2018

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