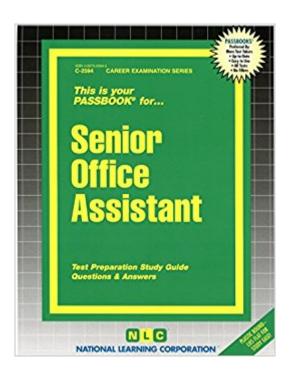


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# Senior Office Assistant(Passbooks) (Career Examination Passbooks)





## Synopsis

The Senior Office Assistant Passbookà ® prepares you for your test by allowing you to take practice exams in the subjects you need to study. It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam, including but not limited to: understanding and interpreting written material; job situations; name and number checking; filing; coding/decoding information; and more.

#### **Book Information**

Series: Career Examination Passbooks (Book 2594)

Plastic Comb: 200 pages

Publisher: National Learning Corporation (January 1, 2011)

Language: English

ISBN-10: 0837325943

ISBN-13: 978-0837325941

Product Dimensions: 8.8 x 0.6 x 10.9 inches

Shipping Weight: 1.2 pounds (View shipping rates and policies)

Average Customer Review: 1.0 out of 5 stars 1 customer review

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#### **Customer Reviews**

Passbooksà ® has been publishing test preparation study guides for more than 40 years, with 5,000 titles available in a wide range of fields. Passbooksà ® are designed to help test candidates pass their exams by providing hundreds of questions and answers in the covered subject areas. Study guides are available for preparation for aptitude tests; civil service and government career exams; Regents Competency Tests; high school, college and graduate school admission; career and professional licensure and certification; Armed Forces tests; non-traditional education; and high school equivalency and college credit.

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