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key features of this book include thorough coverage of all the key concepts in office procedures complete and thorough coverage of the current cxc syllabus obviating the need to use several texts detailed guidance for the sba component of the syl written for use in secondary and commercial schools throughout the caribbean this book is primarily designed for students preparing for the caribbean examinations council cxc examinations as well as other examinations in business studies and will also prove useful to those wishing to know something about the world of business today principles of accounts is a major new textbook which provides in depth coverage of all aspects of the cxc principles of accounts and book keeping syllabuses at basic and general levels it is also an invaluable resource book for students preparing for advanced level accounting and for those taking accounting examinations with other examining bodies emphasis is placed on a clear thorough step by step presentation suitable for both classroom use and self study worked examples of typical exam style questions reinforce the text and illustrate the layout of different kinds of accounts numerous exercises in each chapter give students plenty of practice on questions based on cxc requirements selected answers are given at the back of the book this brand new course book from longman covers the new cxc office administration syllabus this new text for the principles of business has been written to give students clear and concise coverage of the examination syllabus and provide practice in the style of questions used in the examination itself these study guides have been developed exclusively with the caribbean examinations council to be used as an additional resource by candidates who are following the caribbean secondary education certificate programme they provide candidates with extra support to help them maximise their performance in their examinations this textbook provides a full two year course for students in the fourth and fifth years of caribbean secondary schools the book revises and develops all the language skills that students need to help them achieve the best result in their examinations the text features a wide range of stimulating passages writing from all genres exercises and activities to challenge and motivate all abilities attention to developing competence in all the language skills and particular focus on improved accuracy in comprehension and writing written specifically for caribbean secondary schools heinemann mathematics for cxc provides a firm foundation in mathematics at this level and raises the competence and confidence of students as their cxc examination approaches the friendly approach of developed exclusively with the caribbean examinations council this study guide will provide you with the support to maximise your performance in csec principles of accounts written by a team of experts in the examination the syllabus and teaching thsi study guide covers all the essential information in an easy to use double page spread format each topic begins with key learning

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