

# BASIC OFFICE SYSTEMS & PROCEDURE (220)

## REGIONAL – 2019

### Multiple Choice & Short Answer Section:

Multiple Choice (20 @ 5 points each) \_\_\_\_\_ (100 points)

### Production Portion:

Job 1: Memorandum \_\_\_\_\_ (100 points)

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# Basic Office Systems And Records

**Gerard Tavernier**



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