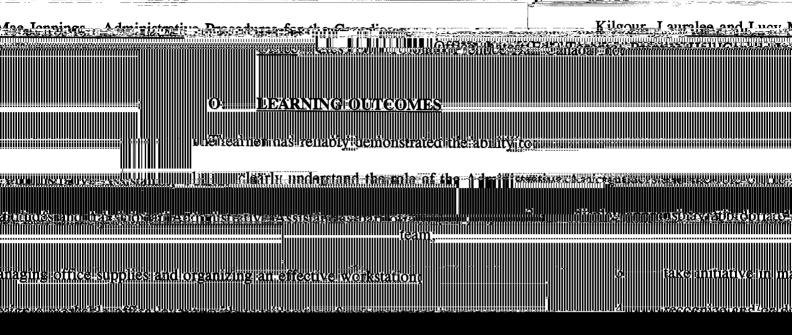


## N: TEXTBOOKS AND MATERIALS TO BE PURCHASED BY STUDENTS



1.3 Team and group participation.

1.4 Attitudes and traits:

1.4.1 Adaptability

Self-confidence/composure Strength of character/self-reliance

143.

1.4.2

1.4.4 Efficient

work habits ehaviour

ion

1.4.5 Ethical b

Storage She organization/labelings 2.1.2 Inventory control 2.1.3 Price comparisons 2.1.4 Supplier selection 2.1.5 Systems and processes for internal distribut 2.2 Organization for an effective workstation:

2.2.1 Destruction/recording of out desad redundent serverys ....

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2.2.3 Follow-up systems

3.3 Conventional and electronic records management systems:

3.3.1 Supplies and equipment

Procedures 3.3.2