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Diane Routhier Graf,Betty L. Schroeder,2004-04 New 5th Edition The Certified Professional Secretary CPS Examination Review Series provides valuable assistance to anyone preparing for the CPS Examination The Series focuses on key topics test takers must know in order to pass the exam It is the only examination preparation series produced in conjunction with the International Association of Administrative Professionals IAAP tm The format of each manual in the Series guides administrative professionals in effective study techniques

**Library of Congress Subject Headings** Library of Congress,Library of Congress. Subject Cataloging Division,1989 **Study Guide for Certification of Geometric**

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H. Nickolaisen,2002 This study guide has been written to assist individuals to prepare for certification as a Geometric Dimensioning and Tolerancing Professional GDTP through the American Society of Mechanical Engineers ASME The objectives of the study guide are to Introduce the purpose history and application process for obtaining Geometric Dimensioning and Tolerancing Professional Certification in accordance with the American Society of Mechanical Engineers ASME administrative procedures and the ASME Y14.5.2-2000 Standard Develop a systematic study strategy that will assist individuals preparing for the ASME Geometric Dimensioning and Tolerancing Professional Certification written examinations Provide practice questions and answers that will assist individuals in preparing for the ASME Geometric Dimensioning and Tolerancing Professional Certification written examinations Show More Show Less

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