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CARIBBEAN EXAMINATIONS COUNCIL

SECONDARY EDUCATION CERTIFICATE
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OFFICE ADMINISTRATION

Paper 02 – General Proficiency

2 hours

24 MAY 2012 (a.m.)

READ THE FOLLOWING INSTRUCTIONS CAREFULLY.

1. This paper consists of EIGHT questions.
2. Answer ALL questions in SECTION I and any TWO questions in SECTION II.
3. Number each answer in your booklet correctly.
4. Begin each question on a new page.
5. Use the blank form(s) supplied to prepare answers where necessary.
6. You may use a silent, non-programmable calculator.

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