



NAMIBIA PUBLISHING HOUSE



macmillan
education
Namibia



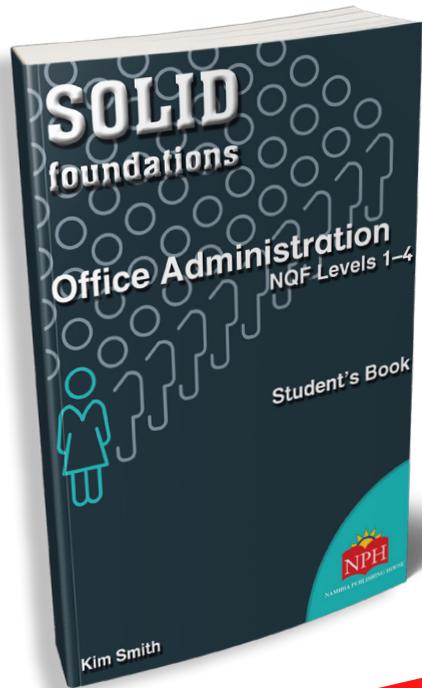
Introducing the latest addition to our Solid Foundations series:

The **Solid Foundations Office Administration NQF Levels 1–4 Student’s Book** is a comprehensive new course based on the new vocational curriculum for Office Administration Level 1-4. It is approved by the Namibia Training Authority.

Key features of the Student’s Book:

- current, accessible and at the appropriate language level
- activities to practise the concepts taught in the content
- chapter summaries
- revision and practical activities at the end of chapters
- definitions of key concepts and difficult vocabulary
- ‘Tip’ and ‘Remember’ boxes with practical advice and important information
- answers to activities, a glossary of key words and a comprehensive index.

The **Solid Foundations Office Administration NQF Levels 1–4 Student’s Book** helps young Namibians to positively contribute to our nation’s economy.



Author	Kim Smith
ISBN	9789994540402
2021 Price (VAT Incl)	N\$799.00 (with 8–15% discount to the VTCs, depending on orders)

For customer queries, orders and further enquiries, kindly contact us at:
 Namibia Publishing House (Pty) Ltd
 PO Box 22830, Windhoek, Namibia
 19 Faraday Street
 T +264 (61) 232165 | F +264 (61) 233538 | Email: info@nph.com.na
 www.nph.com.na | nphedublog.blogspot.com