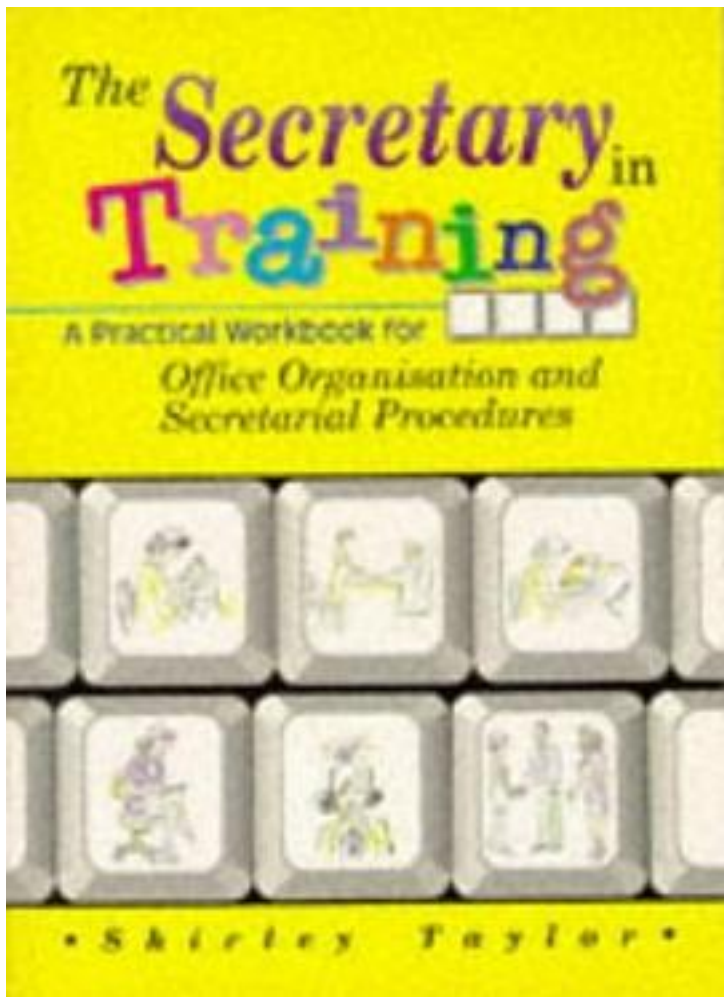


The Secretary in Training



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著者:Shirley Taylor

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Book Description

A practical and comprehensive workbook covering all the fundamental theory of office procedures and secretarial duties. Suitable for classroom and home based study, with students encouraged to show how much they know before undertaking further research. It is user-friendly and designed with both students and lecturers in mind.

Features and Benefits

- * suitable for class and home based study
- * students are encouraged throughout to demonstrate what they all-ready know *
- before finding out more through further research
- * FREE teachers guide available to adopters of the text
- * adopts a lively, stimulating and interactive approach
- * ideal text for students of the RSA Integrated Business Technology Stage 2 course. Also suitable for students of NVQ Business Administration Level 3 and Intermediate GNVQ Information Technology.

作者介绍:

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