

Procedures for the Automated Office



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For Office Administration, Procedure, and Management courses. Designed to prepare students for employment in today's office environment, the principles and techniques presented in this text provide students with the essential skills they need to understand basic office procedures, enhance their professional value, and manage their jobs with greater confidence and less frustration. Students become aware that each office worker is a communication link: in person, over the telephone, via computer, and in writing.

作者介绍:

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