



Procedures for the Automated Office

By Nelda Shelton Sharon Burton

Prentice Hall, 2004. Softcover. Book Condition: Neu. Gebraucht - Wie neu Unbenutzt. Schnelle Lieferung, Kartonverpackung. Abzugsfähige Rechnung. Bei Mehrfachbestellung werden die Versandkosten anteilig erstattet. - 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. 599 pp. Englisch.



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