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THE OFFICE: PROCEDURES AND TECHNOLOGY (HARDBACK)

Cengage Learning, Inc, United States, 2012. Hardback. Condition: New. 6th Revised edition. Language: English . Brand New Book. THE OFFICE is a comprehensive text for courses in the high school office technology curriculum. The course name can be Office Procedures, Administrative Procedures, Business and Computer Technology, etc. The target market is high school student preparing for entry-level position in an office setting. The text focuses on the necessary skills that range from using email and the Internet to the use...

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- Released at 2012

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