



## National Vocational secretarial class planning materials of the 21st century: Introduction to New secretarial career(Chinese Edition)

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By WU LIANG QIN . FAN XU MIN

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Paperback. Pub Date: 2012 Pages: 191 Language: Chinese Publisher: Peking University Press 21st Century National Vocational secretarial class planning materials: New Secretary of occupational Introduction introduces what is secretary. secretarial work The basic theory. the main content of the secretarial work. work methods. National Vocational secretarial class planning materials of the 21st Century: A New secretary occupational Introduction compared with other similar material. and its most prominent feature is highlight the operability of the practical training for students in fun to do master secretarial posts must have basic knowledge and basic skills. Arrangement of contents. on the one hand. theoretical guidance Note Practice. practice; on the one hand to cut the space do text Office will act to increase the life of the content. National Vocational secretarial class planning materials of the 21st Century: A New secretary career Introduction introductory course materials can be used as vocational college the secretarial class professional secretary. also can be used as serving secretary or starting a new job the day-to-day to be engaged and secretarial occupations Reading. as national secretary vocational qualifications...



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