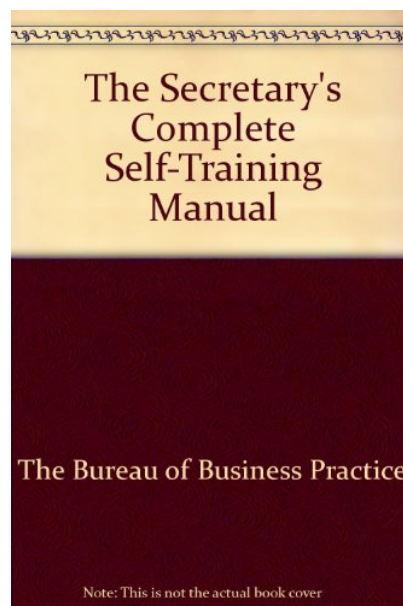


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Aims to allow secretaries, assistants and other office staff to take charge of their own career growth. This manual is designed to help secretaries improve performance in organization, business writing, time management, finance, computers and public relations, through step-by-step training.

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