

ADMINISTRACIÓN E FINANZAS 3 – ADULTOS - NOCTURNO

UNITS and referent units from the book

SESSIONS

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| 1. At the office (Hierarchy, office routines and equipment) Referent units: 1 & 2 | 12 |
| 2. Applying for a job (CV / cover letter / Interview) Referent units: 19 & 20 | 12 |
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| 3. Shipping & Handling messages Referent units: 5 & 6 | 12 |
| 4. Planning meetings – Booking offsite events Referent units: 7 & 8 | 12 |
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| 5. Organising exhibitions & travel arrangements Referent units: 9 & 10 | 12 |
| 6. Customer service & accounting Referent units: 12 & 14 | 12 |