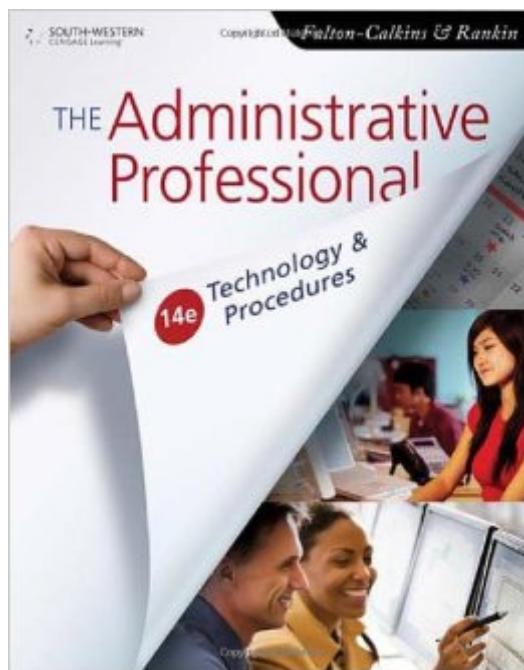


The book was found

The Administrative Professional: Technology & Procedures (Advanced Office Systems & Procedures)



Synopsis

Administrative Procedures is a capstone course for students majoring in Office Technology. It integrates the software applications skills they have learned previously, business communication skills, critical thinking, and concepts and activities that address the workplace environment, customer service, mail, travel, meetings, and events, records management; Students take this course because they'll be entering the workforce as administrative professionals and need to learn about office procedures, communication styles, financial factors and methods, meeting preparation, and office technology among other topics.

Book Information

Series: Advanced Office Systems & Procedures

Spiral-bound: 368 pages

Publisher: Cengage Learning; 14 edition (July 13, 2010)

Language: English

ISBN-10: 0538731044

ISBN-13: 978-0538731041

Product Dimensions: 10.7 x 8.7 x 0.6 inches

Shipping Weight: 1.8 pounds (View shipping rates and policies)

Average Customer Review: 4.6 out of 5 starsÂ  See all reviewsÂ (50 customer reviews)

Best Sellers Rank: #107,659 in Books (See Top 100 in Books) #15 inÂ Books > Business & Money > Processes & Infrastructure > Office Automation #18 inÂ Books > Business & Money > Processes & Infrastructure > Office Management #2472 inÂ Books > Textbooks > Business & Finance

Customer Reviews

Practical and easy to use. Great information whether you are in business or other fields. It teaches things like making flight plans, scheduling appointments, rules and customs in other countries. I received an A in the course.

I'm just learning everything about administrative, and this book makes things really easy to understand, with tips, and exercises, I really like it. I would recommend it to anyone who's just starting in the field.

I purchased this book for my classes. I have to say that I really love this book. Many tips and real-life demonstrations are very helpful. The lessons are very thought-provoking and helped me in different

areas of my life. The book is easy to follow and straight to the point.

I was able to get through school with this but there were 2 pages missing that I kinda needed. Highlighting through out the book. The cover and first few pages were stained by what looked like coffee and the cover was also bent. The book had A LOT of wear. The book is really useful and I passed my class.

Bought this book to help me with IAAP exam.

Came as described thank you very much

The Administrative Professional" Technology & Procedures book is a great tool for helping students make the transition to working in an office . Great discussion questions and examples.

I needed the book for a class. The information inside is somewhat helpful. Most of it should be common knowledge, but the class wasn't a major subject and I just took it for the units.

[Download to continue reading...](#)

The Administrative Professional: Technology & Procedures (Advanced Office Systems & Procedures) The Administrative Professional: Technology & Procedures, Spiral bound Version The Administrative Professional: Technology & Procedures (with CD-ROM) The Office: Procedures and Technology (Business Procedures) Your Office: Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series) Starting Meetings of Administrative Professionals: 52 Tips for Planning, Conducting, Leading and Facilitating Successful Meetings of Your Administrative Support Staff Records Management (Advanced Office Systems & Procedures) Legal Office Projects (with CD-ROM) (Legal Office Procedures) Study Guide for Today's Medical Assistant: Clinical & Administrative Procedures, 3e Today's Medical Assistant: Clinical & Administrative Procedures, 3e Today's Medical Assistant: Clinical & Administrative Procedures, 2e Procedures & Theory for Administrative Professionals The Office: Procedures and Technology Your Office: Getting Started with Project Management (Your Office for Office 2013) Your Office: Microsoft Excel 2016 Comprehensive (Your Office for Office 2016 Series) Your Office: Microsoft Access 2016 Comprehensive (Your Office for Office 2016 Series) How to Start a Family Office: Blueprints for setting up your single family office (Family Office Club Book Series 3) Programming Microsoft Office 365 (includes Current Book Service): Covers Microsoft Graph, Office 365 applications, SharePoint

Add-ins, Office 365 Groups, and more (Developer Reference) Delmar's Comprehensive Medical Assisting: Administrative and Clinical Competencies (with Premium Website Printed Access Card and Medical Office Simulation Software 2.0 CD-ROM) Lean Office Demystified II - Using the Power of the Toyota Production System in Your Administrative, Desktop and Networking Environments

[Dmca](#)