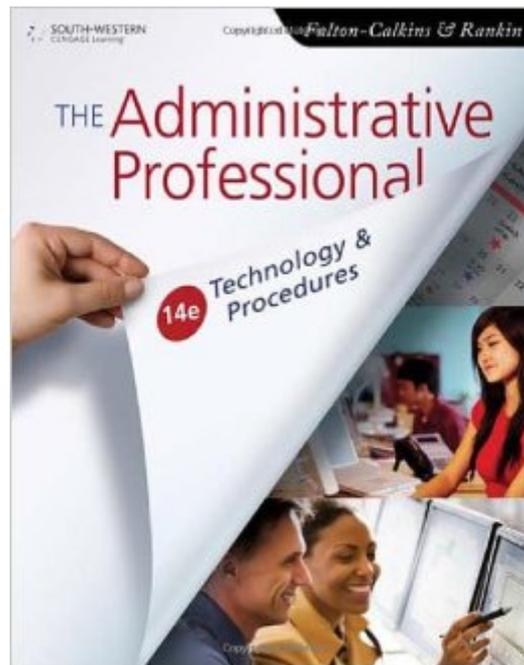


The book was found

# 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

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Average Customer Review: 4.6 out of 5 stars [See all reviews](#) (50 customer reviews)

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

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