

The Administrative Professional Technology Procedures Advanced Office Systems Procedures

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The Fifteenth Edition of this trusted text focuses on preparing students for employment in today's increasingly dynamic, digital, and global environment. The authors emphasize helping students to understand employers' expectations; build confidence; and develop the knowledge and skills necessary to become strong, competent employees and leaders. THE ADMINISTRATIVE PROFESSIONAL: TECHNOLOGY AND PROCEDURES, Fifteenth Edition, features updated content, an appealing design, an abundance of ...

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The Administrative Professional: Technology & Procedures ...

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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 ...

[PDF] The Administrative Professional: Technology ...

Description : PROCEDURES AND THEORY FOR ADMINISTRATIVE PROFESSIONALS, 7TH EDITION prepares students seeking entry-level assistant positions or who are transitioning to a job with greater responsibility. Instruction and activities target new technology and build communication

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and human relation skills.

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