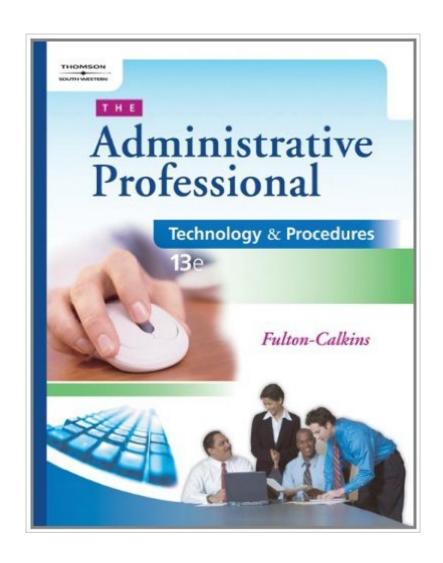
# The book was found

# The Administrative Professional: Technology & Procedures (with CD-ROM)





## **Synopsis**

The administrative professional role today is challenging due to the constant advances in technology, our global economy, and an increasingly diverse workplace. THE ADMINISTRATIVE PROFESSIONAL: TECHNOLOGY & PROCEDURES 13E is a complete learning package designed to prepare students for all levels of the office environment including customer satisfaction, technological changes, and time management. With this text, students will gain the knowledge and skills to become an asset to the administrative professional field.

### **Book Information**

Spiral-bound: 464 pages

Publisher: Cengage Learning; 13 edition (April 28, 2006)

Language: English

ISBN-10: 0538729481

ISBN-13: 978-0538729482

Product Dimensions: 10.8 x 8.6 x 0.7 inches

Shipping Weight: 2.2 pounds

Average Customer Review: 4.1 out of 5 stars Â See all reviews (8 customer reviews)

Best Sellers Rank: #1,199,295 in Books (See Top 100 in Books) #244 in Books > Business & Money > Processes & Infrastructure > Office Automation #264 in Books > Business & Money > Processes & Infrastructure > Office Management #26379 in Books > Textbooks > Business & Finance

Finance

### **Customer Reviews**

The book was perfect, the only things is it din't have the CD.... but for me it's Ok because I really need book and was an excellent deal. Thank you...

I am very content with this purchase because I could pay could have paid more money in other place but here i paid few dolars

This was for school. Much cheaper on than at school. So great deal!

I need the CD but it was not included.

Download to continue reading...

The Administrative Professional: Technology & Procedures (Advanced Office Systems & Procedures) The Administrative Professional: Technology & Procedures (with CD-ROM) The Administrative Professional: Technology & Procedures, Spiral bound Version GAAP Handbook of Policies and Procedures (w/CD-ROM) (2014) (GAAP Handbook of Policies & Procedures) Starting Meetings of Administrative Professionals: 52 Tips for Planning, Conducting, Leading and Facilitating Successful Meetings of Your Administrative Support Staff The Office: Procedures and Technology (Business 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 Delmar's Comprehensive Medical Assisting: Administrative and Clinical Competencies (with Premium Website Printed Access Card and Medical Office Simulation Software 2.0 CD-ROM) Essential Clinical Procedures: Expert Consult - Online and Print, 3e (Dehn, Essential Clinical Procedures) Fundamentals of Special Radiographic Procedures, 5e (Snopek, Fundamentals of Special Radiographic Procedures) Blockchain: The Comprehensive Guide to Mastering the Hidden Economy: (Blockchain Technology, Fintech, Financial Technology, Smart Contracts, Internet Technology) Legal Office Projects (with CD-ROM) (Legal Office Procedures) Nuclear Medicine Technology: Procedures and Quick Reference The Office: Procedures and Technology 2016 ICD-10-CM Physician Professional Edition (Spiral bound), 2015 HCPCS Professional Edition and AMA 2015 CPT Professional Edition Package, 1e 2016 ICD-10-CM Physician Professional Edition (Spiral bound), 2016 HCPCS Professional Edition and AMA 2016 CPT Professional Edition Package, 1e 2013 ICD-9-CM for Hospitals, Volumes 1, 2, and 3 Professional Edition (Spiral bound), 2013 HCPCS Level II Professional Edition and 2013 CPT Professional Edition Package, 1e

**Dmca**