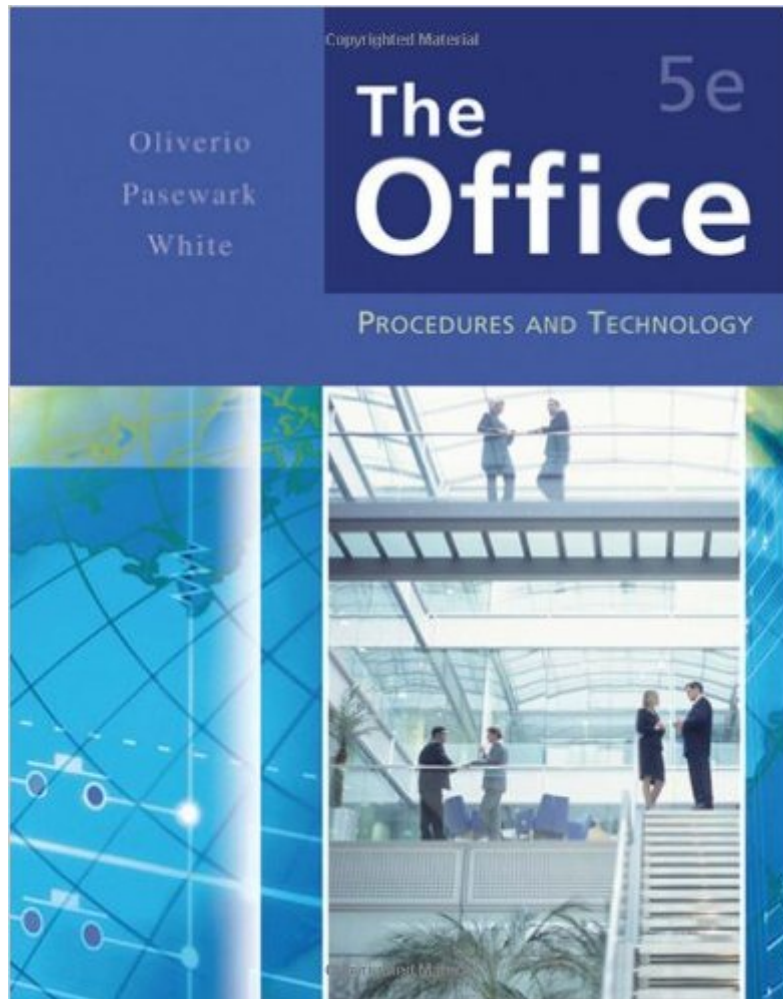


The book was found

The Office: Procedures And Technology (Business Procedures)



Synopsis

THE OFFICE: PROCEDURES AND TECHNOLOGY is a comprehensive office procedures text for high school students, which provides essential skills for success in today's business world. The text is designed to teach knowledge and skills that are needed in a variety of careers where workers communicate, manage information, use technology, handle records, work with others, and solve problems in an office setting. The activities in the text are task-oriented, requiring students to apply knowledge and skills learned to complete an assignment or solve a problem. The text has three types of feature boxes in each chapter: Online Resources, providing information on our product Web site that relates to the chapter and professional organizations such as ARMA; Workplace Connections provide comments from fictional business employees related to material presented in the chapter; and Focus On... offering information on current topics of special interest.

Book Information

Series: Business Procedures

Hardcover: 624 pages

Publisher: Cengage Learning; 5 edition (March 22, 2006)

Language: English

ISBN-10: 0538443545

ISBN-13: 978-0538443548

Product Dimensions: 11 x 8.7 x 1.1 inches

Shipping Weight: 3.3 pounds

Average Customer Review: 4.6 out of 5 stars [See all reviews](#) (16 customer reviews)

Best Sellers Rank: #111,155 in Books (See Top 100 in Books) #16 in [Books > Business & Money > Processes & Infrastructure > Office Automation](#) #20 in [Books > Business & Money > Processes & Infrastructure > Office Management](#) #2552 in [Books > Textbooks > Business & Finance](#)

Customer Reviews

Perfect book for me to be able to studying for the International Association of Administrative Professionals Certification. Delivered on time - practically a new book.

Purchased this book for IAAP certification. Book is excellent for general office use even if not sitting for IAAP CAP certification.

This is a very interesting book about today's business world. The topics and chapters are

interesting. It reflects the trends of the twenty-first century

this book is very helpful and I learn a lot of things

This book arrived in very good condition.

This book came in good condition. Even though it was an used book, I still got a good deal. It was very clean and looked almost new. If you are planning to work in an office, then this book can give you some idea of what to expect. I think it is written in a simple and understandable way. I liked it and learned some things.

I was looking into taking a course and this is part of the course materials. In good condition and a great price.

Thank You so much for this book! It was the exact book that I was looking for and at a very inexpensive cost to me! This book was exactly like said it would be; like new! It definitely is like new!

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

The Office: Procedures and Technology (Business Procedures) The Administrative Professional: Technology & Procedures (Advanced Office Systems & Procedures) Your Office: Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series) Business Plan: Business Tips How to Start Your Own Business, Make Business Plan and Manage Money (business tools, business concepts, financial freedom, ... making money, business planning Book 1) Legal Office Projects (with CD-ROM) (Legal Office Procedures) The Office: Procedures and Technology Programming Microsoft Office 365 (includes Current Book Service): Covers Microsoft Graph, Office 365 applications, SharePoint Add-ins, Office 365 Groups, and more (Developer Reference) 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) The Laws of Simplicity: Design, Technology, Business, LifeDesign, Technology, Business, Life Blockchain: The Comprehensive Guide to Mastering the Hidden Economy: (Blockchain Technology, Fintech, Financial Technology, Smart Contracts, Internet Technology) Creating HTML 5 Websites and Cloud

Business Apps Using LightSwitch In Visual Studio 2013-2015: Create standalone web applications and Office 365 / ... using Visual Studio LightSwitch technology
Essential Clinical Procedures: Expert Consult - Online and Print, 3e (Dehn, Essential Clinical Procedures)
GAAP Handbook of Policies and Procedures (w/CD-ROM) (2014) (GAAP Handbook of Policies & Procedures)
Photography Business Box Set: Master the Art of Wedding Photography and Start Your Own Business (business photography, business photography, starting photography business)
BUSINESS PLAN: Business Plan Writing Guide, Learn The Secrets Of Writing A Profitable, Sustainable And Successful Business Plan ! -business plan template, business plan guide -
Fundamentals of Special Radiographic Procedures, 5e (Snopek, Fundamentals of Special Radiographic Procedures)
Records Management (Advanced Office Systems & Procedures)

[Dmca](#)