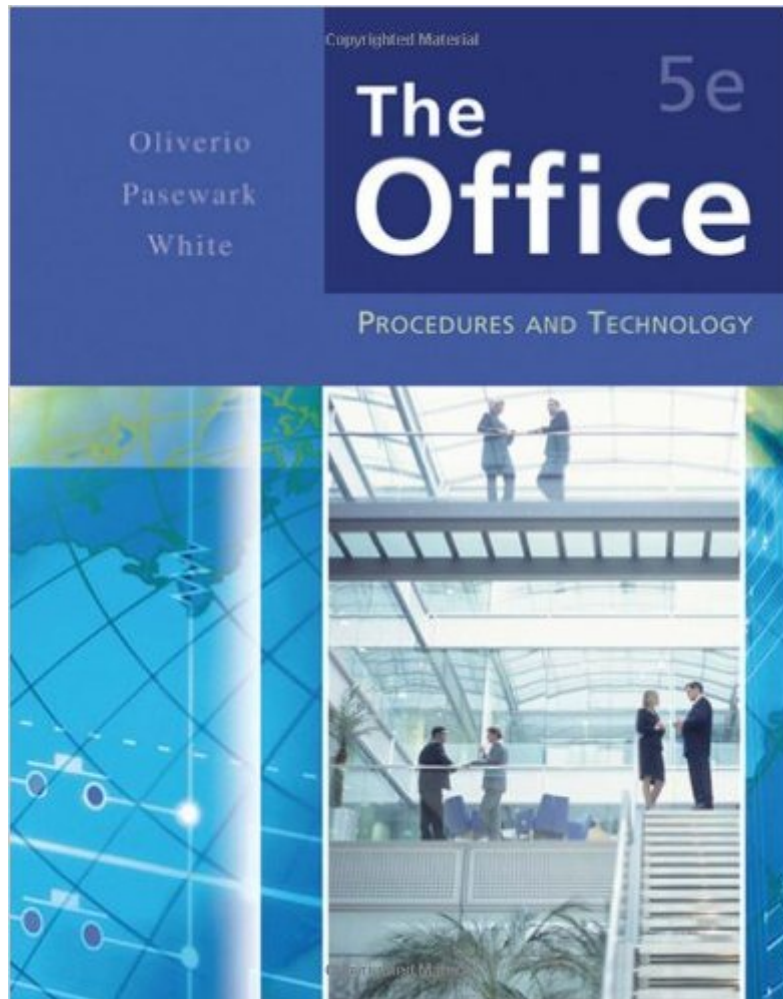


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# The Office: Procedures And Technology (Business Procedures)



## 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)

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## 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 businessworld. 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.

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