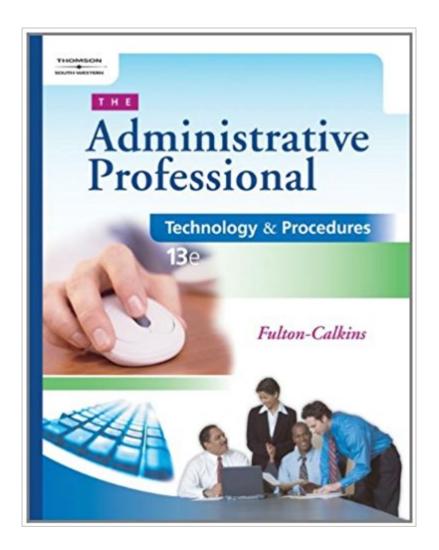
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## The Administrative Professional: Technology & Procedures (with CD-ROM)





## 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

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