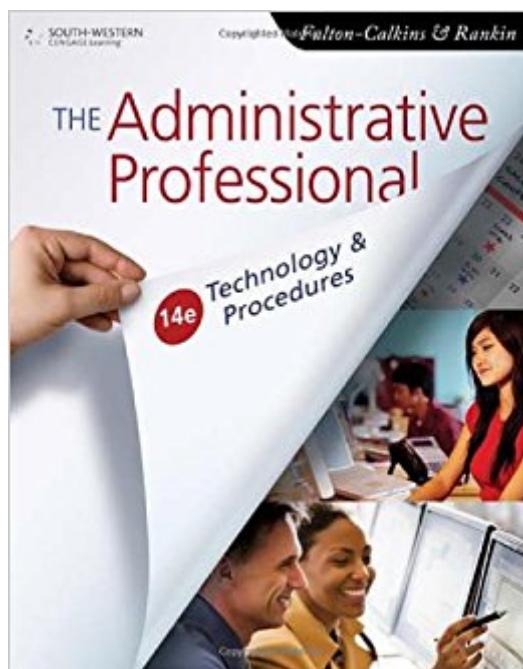


The book was found

# The Administrative Professional: Technology & Procedures (Advanced Office Systems & Procedures)



## **Synopsis**

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 procedures, communication styles, financial factors and methods, meeting preparation, and office technology among other topics.

## **Book Information**

Series: Advanced Office Systems & Procedures

Spiral-bound: 368 pages

Publisher: South-Western Educational Pub; 14 edition (July 13, 2010)

Language: English

ISBN-10: 0538731044

ISBN-13: 978-0538731041

Product Dimensions: 10.7 x 8.7 x 0.6 inches

Shipping Weight: 1.8 pounds (View shipping rates and policies)

Average Customer Review: 4.5 out of 5 stars 57 customer reviews

Best Sellers Rank: #95,477 in Books (See Top 100 in Books) #36 in Books > Business & Money > Processes & Infrastructure > Office Automation #36 in Books > Business & Money > Processes & Infrastructure > Office Management #3605 in Books > Textbooks > Business & Finance

## **Customer Reviews**

Dr. Patsy J. Fulton-Calkins' experience in the field is extensive. Her past experience in the workplace includes working as an administrative professional for large corporations for six years. Early in her career, she completed the CPS certification. Her teaching experience includes over 13 years at the university, community college, and high school levels. In addition to her teaching experience, she has worked as an administrator in the following positions: Chancellor of Oakland Community College (the chief executive officer), Oakland County, Michigan President of Brookhaven College, Dallas, Texas Vice-President of Instruction at El Centro College and Cedar Valley College, Dallas, Texas Division Chairperson of Business and Social Science, Cedar Valley College, Dallas, Texas Her present position includes working with Tom Monaghan Associates, Inc. as a senior consultant in institutional advancement work with clients across the

United States. Additionally, she is an adjunct professor at the university level. Her educational credentials include a B.B.A., an M.B.Ed., and a Ph.D. Honors include Outstanding Alumnus, University of North Texas; Transformational Leader in Community Colleges; Who's Who in America, Outstanding Woman in Management; Paul Harris Fellow of Rotary International; Beta Gamma Sigma, National Honorary Business Fraternity; and Piper Professor. Dianne S. Rankin is an author, a consulting editor, and a developer of instructional materials for textbooks, websites, and ancillaries as well as educational publishers. Dianne has taught at the high school and community college levels and continues to teach computer classes for businesses and organizations. In addition, she has firsthand experience as an administrative assistant. Kellie A. Shumack is an associate professor of instructional technology and a department head in the College of Education at Auburn Montgomery. She has worked as an administrative assistant and has taught at the secondary, community college, and university levels. Kellie has designed numerous college courses in both the online and face-to-face environments. She has authored multiple peer-reviewed journal articles, two textbooks, and several book chapters, and she has presented at over 40 professional conferences. Kellie was awarded the 2012 Auburn Montgomery College of Education Excellence in Teaching Award, received the 2010 Delta Pi Epsilon Outstanding Doctoral Research Award, and maintains a certificate to teach online courses at the postsecondary level.

I don't like that it doesn't let me print from book. Some cites let you print a certain amount of pages from their online books. I had to copy text then print it. I normally print out the homework questions.

Good product for good price.

This is the most up-to-date version needed to take office management in college. It's also a great read for anyone who's interested in office management and wants to see what it's all about. Great read either way you use it.

The Administrative Professional" Technology & Procedures book is a great tool for helping students make the transition to working in an office . Great discussion questions and examples.

Excellent!

Came as described thank you very much

Book held up well...easy to read.

Provide important information for the administrative assistant, excellent resources, and exercises.

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

The Administrative Professional: Technology & Procedures (Advanced Office Systems & Procedures) Your Office: Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series) The Administrative Professional: Technology & Procedures, Spiral bound Version Technology in the Law Office, Second Edition (Technology in the Law Office, Second Edition) Records Management (Advanced Office Systems & Procedures) How to Start a Family Office: Blueprints for setting up your single family office (Family Office Club Book Series 3) Your Office: Microsoft Access 2016 Comprehensive (Your Office for Office 2016 Series) Your Office: Microsoft Excel 2016 Comprehensive (Your Office for Office 2016 Series) Legal Office Projects (with CD-ROM) (Legal Office Procedures) Shelly Cashman Series Microsoft Office 365 & Office 2016: Advanced Administrative Office Management, Short Course Value Stream Management for the Lean Office: Eight Steps to Planning, Mapping, & Sustaining Lean Improvements in Administrative Areas Delmar's Comprehensive Medical Assisting: Administrative and Clinical Competencies (with Premium Website Printed Access Card and Medical Office Simulation Software 2.0 CD-ROM) The Office: Procedures and Technology Today's Medical Assistant: Clinical & Administrative Procedures, 3e Study Guide for Today's Medical Assistant: Clinical & Administrative Procedures, 3e Procedures & Theory for Administrative Professionals Medical Assisting: Administrative and Clinical Procedures with Anatomy and Physiology, 5th Edition Advanced Health Assessment of Women, Third Edition: Clinical Skills and Procedures (Advanced Health Assessment of Women: Clinical Skills and Pro) CPT 2016 Professional Edition (Current Procedural Terminology, Professional Ed. (Spiral)) (Current Procedural Terminology (CPT) Professional)

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)