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Procedures Theory For Administrative Professionals

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Designed as a capstone for a post-secondary office procedures course, PROCEDURES AND THEORY FOR ADMINISTRATIVE PROFESSIONALS, 6e prepares students for success in today's dynamic workplace. Administrative professionals must be able to adjust to a diversified workforce with emerging technologies and be prepared to function in an expanding and global marketplace.

Procedures & Theory for Administrative Professionals ...

PROCEDURES AND THEORY FOR ADMINISTRATIVE PROFESSIONALS, 7TH EDITION prepares students seeking entry-level assistant positions or who are transitioning to a job with greater responsibility....

Procedures & Theory for Administrative Professionals ...

Procedures & Theory for Administrative Professionals, 7e C H A P T E R 1 Job Outlook One of the largest U.S. occupations Will add many jobs in coming years Jobs in expanding areas of U.S. economy Health care Social services Legal services Expanding roles (work once done by other professionals) SLIDE 9

C H A P T E R 1 The Workplace

Procedures & Theory for Administrative Professionals Textbook. Completely revised for the new

edition, this powerful resource gives students hands-on practice working with chapter topics in real-world settings. The new workbook includes additional resume samples, self-assessment tools for personal development, stress management, time management, and a survey on ethics.

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