



The Office: Procedures and Technology (Hardback)

By Mary Ellen Oliverio, Bonnie Roe White, William R. Pasewark

Cengage Learning, Inc, United States, 2012. Hardback. Condition: New. 6th Revised edition. Language: English . Brand New Book. THE OFFICE is a comprehensive text for courses in the high school office technology curriculum. The course name can be Office Procedures, Administrative Procedures, Business and Computer Technology, etc. The target market is high school student preparing for entry-level position in an office setting. The text focuses on the necessary skills that range from using email and the Internet to the use of integrated application and office suites. It covers the soft skills including customer satisfaction ethics, and telephone manners along with information systems and the global marketplace.



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