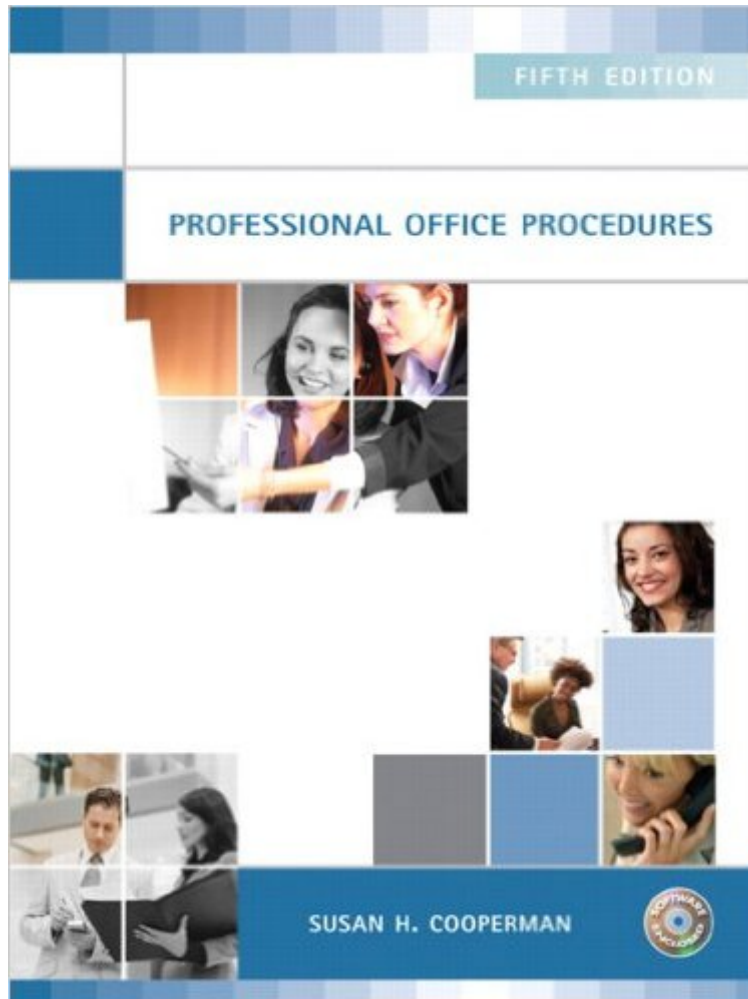The book was found

Professional Office Procedures (5th Edition)

Synopsis

For courses in Professional Office Procedures.   Â   Professional Office Procedures prepares students for the realistic situations, tasks and problems they will encounter in a state-of-the-art office environment. Using flexible, stand-alone chapters, this edition has been updated to reflect technology-driven innovations and is ideal for both traditional and distance learning courses. Each chapter features a wide range of activities that focus on Internet research, software application, punctuation review and human relations skill development.Â This new edition features more on technology, three new chapters (diversity, stress management and business etiquette), an integrated testing feature and inspiring stories of personal success.

Book Information

Paperback: 504 pages

Publisher: Pearson; 5 edition (March 8, 2008)

Language: English

ISBN-10: 0135156645

ISBN-13: 978-0135156643

Product Dimensions: 8.2 x 0.8 x 10.8 inches

Shipping Weight: 2.4 pounds (View shipping rates and policies)

Average Customer Review: 3.3 out of 5 starsÂ Â See all reviewsÂ (9 customer reviews)

Best Sellers Rank: #688,457 in Books (See Top 100 in Books)   #60 inÂ Books > Business & Money > Processes & Infrastructure > Office Equipment & Supplies   #8701 inÂ Books > Business & Money > Skills   #15305 inÂ Books > Textbooks > Business & Finance

Customer Reviews

Well, it made for some interesting (to put it mildly) discussions on how to handle work situations (i.e. 2 fellow employees do not like you & you don't know why; what to do & not do in certain work situations). What was the point of the English punctuation lessons at the ends of the chapters? This is "Professional Office Procedures & Ethics," not "Business English" or "English 101!"

It was the book my class required and it did the job really well. It is very easy to understand and I love this book. I still keep it for use all the time.

The material was very informative, and well presented, but did not suit my needs. I have a small office and a lot of the material did not apply to my business.

Keep your money in your pocket. Was not impressed! The book was not helpful at all.I wanted to know the basic steps.

It is a good book. It helps me do my assignments. I would recommend the book to someone else if they need it.

The Administrative Professional: Technology & Procedures (Advanced Office Systems & Procedures) Professional Office Procedures (5th Edition) Your Office: Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series) The Office: Procedures and Technology (Business Procedures) Legal Office Projects (with CD-ROM) (Legal Office Procedures) Your Office: Getting Started with Project Management (Your Office for Office 2013) Your Office: Microsoft Excel 2016 Comprehensive (Your Office for Office 2016 Series) Your Office: Microsoft Access 2016 Comprehensive (Your Office for Office 2016 Series) How to Start a Family Office: Blueprints for setting up your single family office (Family Office Club Book Series 3) Programming Microsoft Office 365 (includes Current Book Service): Covers Microsoft Graph, Office 365 applications, SharePoint Add-ins, Office 365 Groups, and more (Developer Reference) Essential Clinical Procedures: Expert Consult - Online and Print, 3e (Dehn, Essential Clinical Procedures) Fundamentals of Special Radiographic Procedures, 5e (Snopek, Fundamentals of Special Radiographic Procedures) GAAP Handbook of Policies and Procedures (w/CD-ROM) (2014) (GAAP Handbook of Policies & Procedures) 2016 ICD-10-CM Physician Professional Edition (Spiral bound), 2015 HCPCS Professional Edition and AMA 2015 CPT Professional Edition Package, 1e 2016 ICD-10-CM Physician Professional Edition (Spiral bound), 2016 HCPCS Professional Edition and AMA 2016 CPT Professional Edition Package, 1e 2013 ICD-9-CM for Hospitals, Volumes 1, 2, and 3 Professional Edition (Spiral bound), 2013 HCPCS Level II Professional Edition and 2013 CPT Professional Edition Package, 1e CPT 2014 Professional Edition (Current Procedural Terminology, Professional Ed. (Spiral)) (Cpt / Current Procedural Terminology (Professional Edition)) Records Management (Advanced Office Systems & Procedures) The Office: Procedures and Technology CPT 2010 Professional Edition (Current Procedural Terminology, Professional Ed. (Spiral)) (Current Procedural Terminology (CPT) Professional)