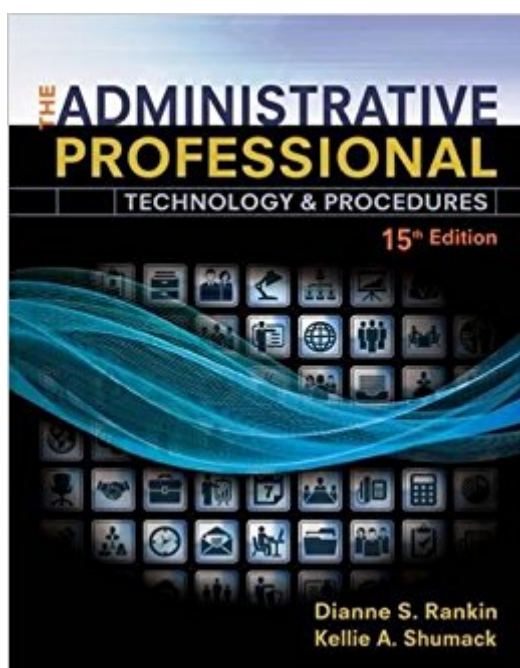The book was found

The Administrative Professional: Technology & Procedures, Spiral Bound Version

Synopsis

The Fifteenth Edition of this trusted text focuses on preparing you for employment in today's increasingly dynamic, digital, and global environment. The authors emphasize helping you to understand employers' expectations; build confidence; and develop the knowledge and skills necessary to become a strong, competent employee and leader. THE ADMINISTRATIVE PROFESSIONAL: TECHNOLOGY AND PROCEDURES, Fifteenth Edition, features updated content, an appealing design, an abundance of practical applications, and a new MindTap website to enhance learning and engage your interest right from the start.

Book Information

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"I like this book--it has a lot of content in a smaller package than some books. The content is pretty straightforward, which I like, and I am comfortable requiring students to read the chapters knowing that most everything in the chapter is pertinent information.""I think this is a very well developed book that is very understandable to my students. Everything is relevant for the course and the objectives required."

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.

First off this book came 3 weeks after I purchased it and it smells so bad like cigarettes!!!!!! it was already $90 and because it came 3 weeks late Im behind in school im really dissatisfied.

Ok... Not in the greatest condition, but still able to use.

Exactly as described! Fast delivery

this textbook is a required course material.

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