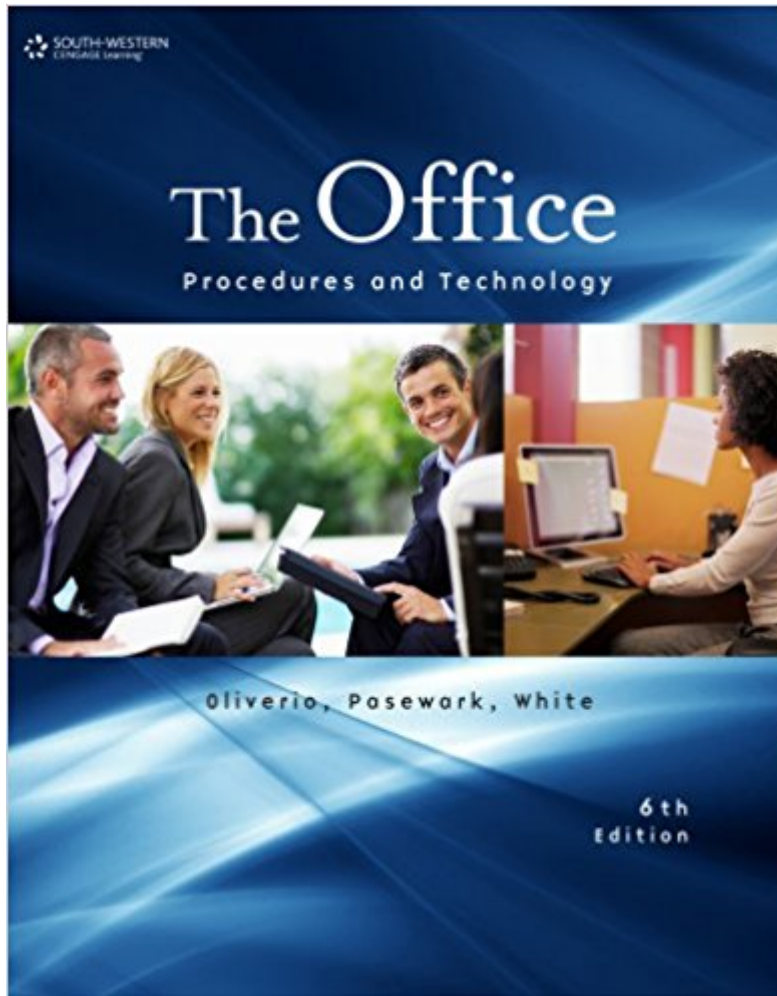




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# The Office: Procedures And Technology



## Synopsis

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.

## Book Information

Hardcover: 560 pages

Publisher: South-Western Educational Pub; 6 edition (March 14, 2012)

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Product Dimensions: 8.5 x 1.1 x 10.9 inches

Shipping Weight: 2.6 pounds (View shipping rates and policies)

Average Customer Review: 4.5 out of 5 stars 15 customer reviews

Best Sellers Rank: #269,517 in Books (See Top 100 in Books) #80 in Books > Business & Money > Processes & Infrastructure > Office Automation #82 in Books > Business & Money > Processes & Infrastructure > Office Management #8067 in Books > Textbooks > Business & Finance

## Customer Reviews

William R. Pasewark, Sr., earned the PhD at New York University. He taught both Business and Education courses at NYU, Michigan State, Penn State, and Texas Tech. Pasewark authored 105 best-selling business and computer books, seven of which won Texty Awards from the Text and Academic Authors Association. Work experience includes several jobs in the Wall Street section of NYC; Office Management Consultant; Marine Corps Sergeant in the Iwo Jima Invasion; General Manager of Pasewark LTD, a textbook authoring family partnership. Pasewark lectured in 31 states and several foreign counties. He attended 60 continuous NBEA conventions and was a registered lobbyist to require business courses in high schools.

The book is designed for an basic introduction into the office environment of a business. The focus is how to handle an office physically, like filing procedures and business etiquette. Its great for a

general information. However, if you have experience in the office or a decent knowledge, this book is not much help. It frequently overlaps, which makes reading some sections awfully repetitive and boring. It covers little to nothing about management, marketing, accounting, economics, etc. Personally, I expected much more than what the book provided. As a college student, it felt more like a book was made for an early high school student.

Met all expectations and was in very good condition

For the price paid for (brand new) certain things were just too basic. How necessary is it to explain what an office is? What a computer is? I skipped several chapters that were too basic. It's a good book for reviewing materials, in my case for the CAP exam. Can't say I learned anything new, but for a student starting a degree, it's not bad. Instead of buying several books, this one covered a little bit of everything. For my point of view of delivery, I received ahead of shipping schedule and in excellent condition.

The book was in awesome condition. However, I used it maybe three times. I used this book for BUS 220, Administrative Procedures. This class was #1 boring and bullsh\*t class I've taken. If you need this book for a class, I feel sorry for you.

I chose this rating because it fulfilled my needs. I liked everything about this book. I recommend this product to anyone who needs to learn Office procedures..

Professional development.

Excellent. The book was delivered on time. And it is in impressive condition. I'm pleased .

good quality

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