



Professional Office Procedures (4th Edition)

Susan H. Cooperman

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KEY BENEFIT: The purpose of the book is to train people to think, to work under stressful and difficult situations, and to perform office duties in a professional manner. **KEY TOPICS:** This book covers document preparation, communications, processing the mail, computers in the office, management of records, meetings and conferences, travel, terminology of business and E-commerce, seeking employment and continuing to grow in your profession. **MARKET:** For office managers and professionals, new employees, professionals in transition, and professionals returning to the workforce.

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