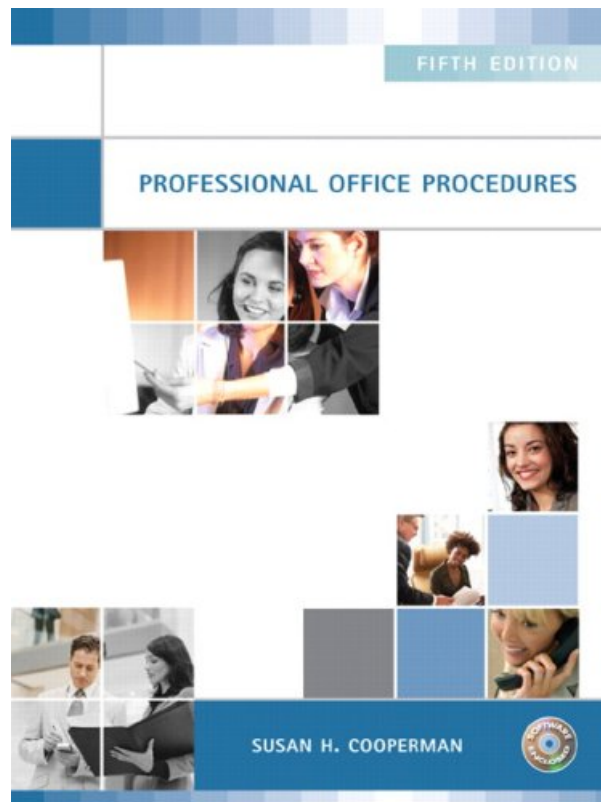
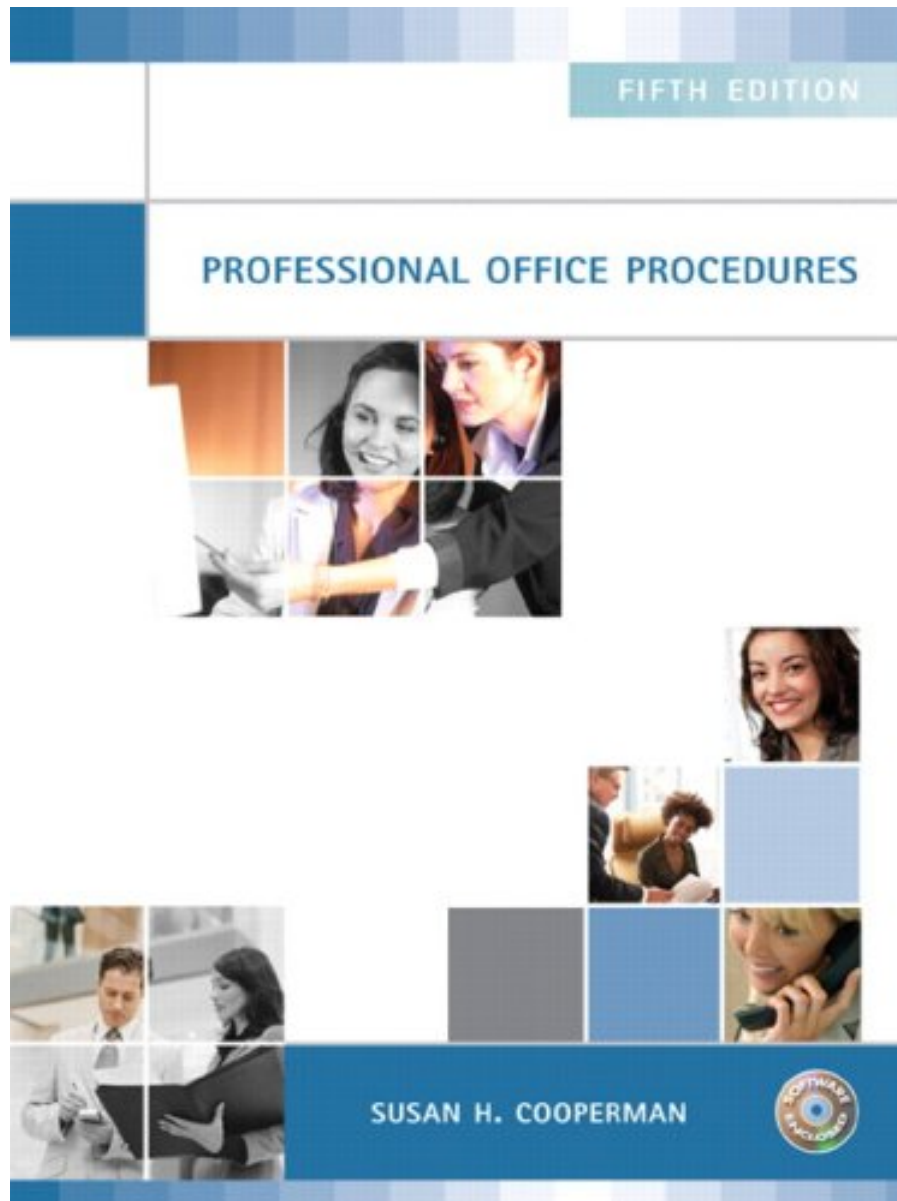


PROFESSIONAL OFFICE PROCEDURES (5TH EDITION) BY SUSAN H. COOPERMAN



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The purpose of the text is to train people to think, work under stressful and difficult situations, and perform office duties in a professional manner. The focus of the book is to prepare students for the realistic problems and situations they will encounter in a modern office. Instead of reading about a topic, students are directed to practice the skills and discuss the professional office procedures presented in this book. Each chapter contains a series of activities which allows the student to implement the material covered. For example, when discussing business travel, the individual is given projects which require their contacting airlines for schedules and prices; and when planning a meeting, the student must contact local hotels and inquire about accommodations and prices.

In addition, Professional Office Procedures discusses such important topics as seeking employment, working with a supervisor, office security, making presentations, and telecommunications. THE THIRD EDITION

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The end of each chapter contains several features for further student reinforcement:

- * Activities that prepare student for "real-life" office duties
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PROFESSIONAL OFFICE PROCEDURES (5TH EDITION) BY SUSAN H. COOPERMAN PDF

For courses in Professional Office Procedures.

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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.

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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!"

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By robi2sha

This is a moderately priced textbook for an introductory class. It is organized well, has extensive review material, and has a CD with additional resources available. If you can get the chapter assignments and text online, I would do so. This is a very basic text and most of the questions can be answered with knowledge you already have or can quickly be answered using Google.

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