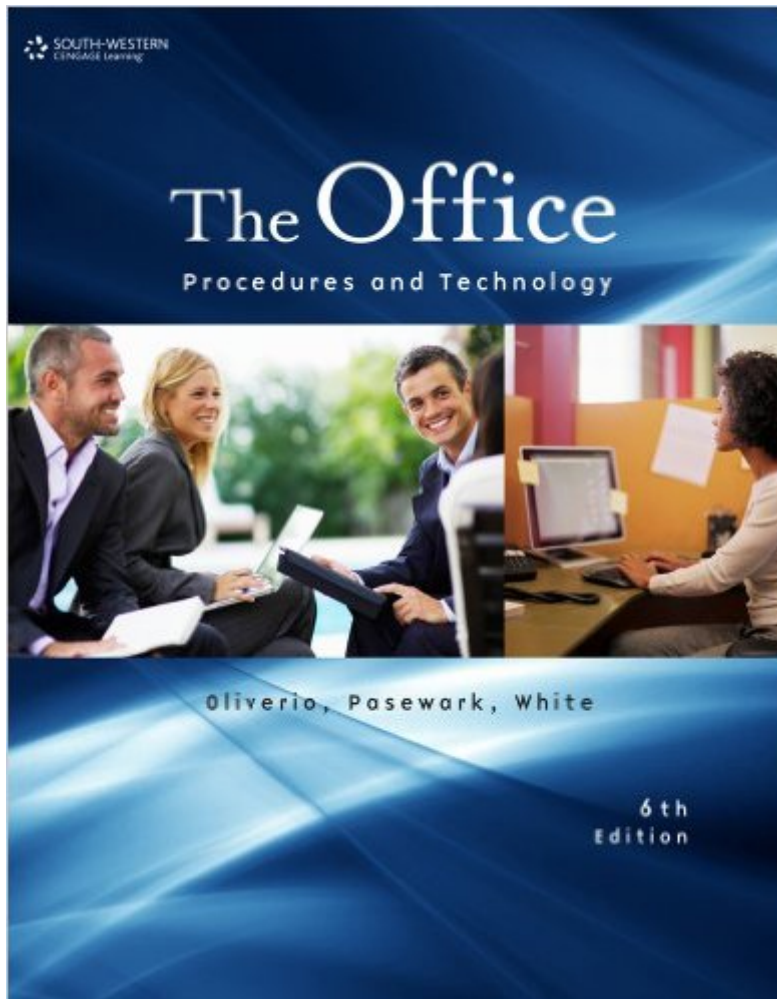# The Office: Procedures And Technology

## 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: Cengage Learning; 6 edition (March 14, 2012)

Language: English

ISBN-10: 1111574359

ISBN-13: 978-1111574352

Product Dimensions:  8.5 x 1.1 x 10.9 inches

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

Average Customer Review:  4.3 out of 5 starsÂ Â See all reviewsÂ (9 customer reviews)

Best Sellers Rank: #197,154 in Books (See Top 100 in Books)   #32 inÂ Books > Business & Money > Processes & Infrastructure > Office Automation   #44 inÂ Books > Business & Money > Processes & Infrastructure > Office Management   #4342 inÂ Books > Textbooks > Business & Finance

## Customer Reviews

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 is book is not much help. It frequently overlaps, which makes reading some sections awfully repetitive and boring. Its 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 a early high school student.

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 a 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.

This is a great book, I was able to complete my class fast and with the best help from this book.

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

Bought this book to help me with IAAP exam.

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