



The Administrative Professional: Technology & Procedures, Spiral Bound Version

Dianne Rankin , Kellie A Shumack

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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.

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