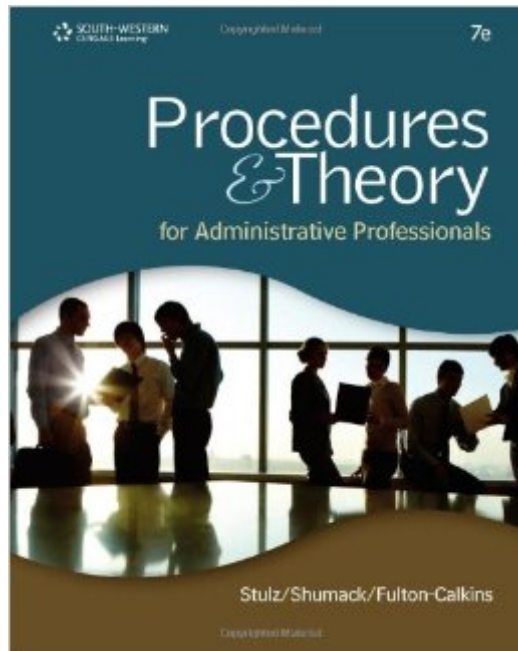# Procedures & Theory For Administrative Professionals

Synopsis

PROCEDURES AND THEORY FOR ADMINISTRATIVE PROFESSIONALS, 7TH EDITION prepares students seeking entry-level assistant positions or who are transitioning to a job with greater responsibility. Instruction and activities target new technology and build communication and human relation skills. Emphasis on critical thinking, creative problem solving, and professional development prepare students for challenges they will face in today's global market place. The seventh edition has been reorganized to offer more thorough coverage of key topics ranging from new technologies, the changing workplace, leadership, and personal finance. This text is packed with professional pointers, technology, and practical activities that prepare students for success in today's global workplace.

Book Information

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Customer Reviews

Great information for studying for the CAP Exam. There is a newer edition out now. When studying for the CAP Exam you need various sources of information. If you don't understand something in one book, you might find a simpler explanation in another book. This was extremely helpful.

I refer to this book as the 'bible' for administrative assistants because it is a comprehensive guide to knowledge that is essential for office proficiency. Anyone who is thinking of pursuing administrative work as a career or who is already working, will benefit by owning this book. It's a great precursor and a helpful aid to real-life work experience. It was the most important textbook I used to study for and pass the CAP (Certified Administrative Professional) exam.

This is a rental textbook I got for my Administrative Office Procedures class. I've been doing this kind of work for years, and my advisor was willing to give me a pass for the class, but she and the professor teaching the class both said it'd be an easy 3 credits for me and would be decent on the transcript. Okay, I bit.Condition: Okay - the corners are munged and some of the pages are stained with some kind of sticky substance.Content: Meh. It's nothing I don't already know.Opinion: What stands out to me the most is how much this text strives to get the reader to believe it's best for them to become an office/corporate drone and being available 24/7 for the company. The text spends a lot of time and puts a great deal of emphasis on conformity, conservatism, thinking INSIDE the box, and living your life for the company. The time it does spend on taking care of oneself (like health, nutrition and maintaining healthy relationships) are buried in paragraphs about how taking care of oneself is best for the job. The points about maintaining healthy interpersonal relationships focuses solely on the office, with a brief sentence about that being good for outside relationships.For the technical aspects, this text is okay for the most part. It falls down on presenting the realities of working in an office and for most corporations. What the text puts for is unrealistic and portrays an idealistic view of the corporate office. So, FYI, the real world isn't like this text says it is.

Utilizing this book to help me study for the IAAP/OM Certification Exam.Please note, purchasing through - you will NOT have access to the free on-line materials that it references through out the book. No text exams, nothing. VERY disappointing. I had no idea of this when I purchased the book.

I am very pleased with this purchase. This is the first book that I have purchased for my college textbooks. I like how instead of reading a link in the paper book and then having to get on the computer to look at it, all you have to do with the kindle version is click on the link and it automatically takes you there. I have had classmates actually go buy a kindle after seeing mine and how easy it is to use!

I hate reading to begin with, and this just makes reading way worse. Such a boring book, missing words and many word errors. Some of the information is up to date but not all of it. Waste of book,

Lots of good information that is relevant in today's world; however, a little out dated. I don't know if there is an newer editions, but, my professor chose to use this book for class.

Love that I was able to rent this book and download in the Kindle app and read on my phone as well as at home on the kindle. Studying for an exam so studying every chance I get.

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