

The Office

Procedures and Technology



Oliverio, Posework, White

6th
Edition

**The Office Procedures And Technology 6th International
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**Mary Ellen Oliverio, William R.
Pasewark, Bonnie R. White**



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handle records work with others and solve problems in an office setting The activities in the text are task oriented requiring students to apply knowledge and skills learned to complete an assignment or solve a problem The text has three types of feature boxes in each chapter Online Resources providing information on our product Web site that relates to the chapter and professional organizations such as ARMA Workplace Connections provide comments from fictional business employees related to material presented in the chapter and Focus On offering information on current topics of special interest Publisher

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