



# Procedures for the Office Professional

*Peggy J. Fulton, Joanna D. Hanks*

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## **Procedures for the Office Professional** Peggy J. Fulton, Joanna D. Hanks

This text is designed to help prepare students for a successful office career. Realistic office Case Studies challenge the student to apply concepts and recommend strategies for solving problems. Emphasizes critical thinking, and communication as well as the importance of human resources. It has a permanent value as a handbook for office professionals.

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