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Description : 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.

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Course Description POFT 1309 ADMINISTRATIVE OFFICE PROCEDURES I (3-2-2). Study of current office procedures including the work environment, workplace technologies, written communication, customer service, and career planning. Prerequisites: Reading from ACC Assessment or TASP and

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basic keyboarding skills.

Syllabus - Administrative Office Procedures I

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