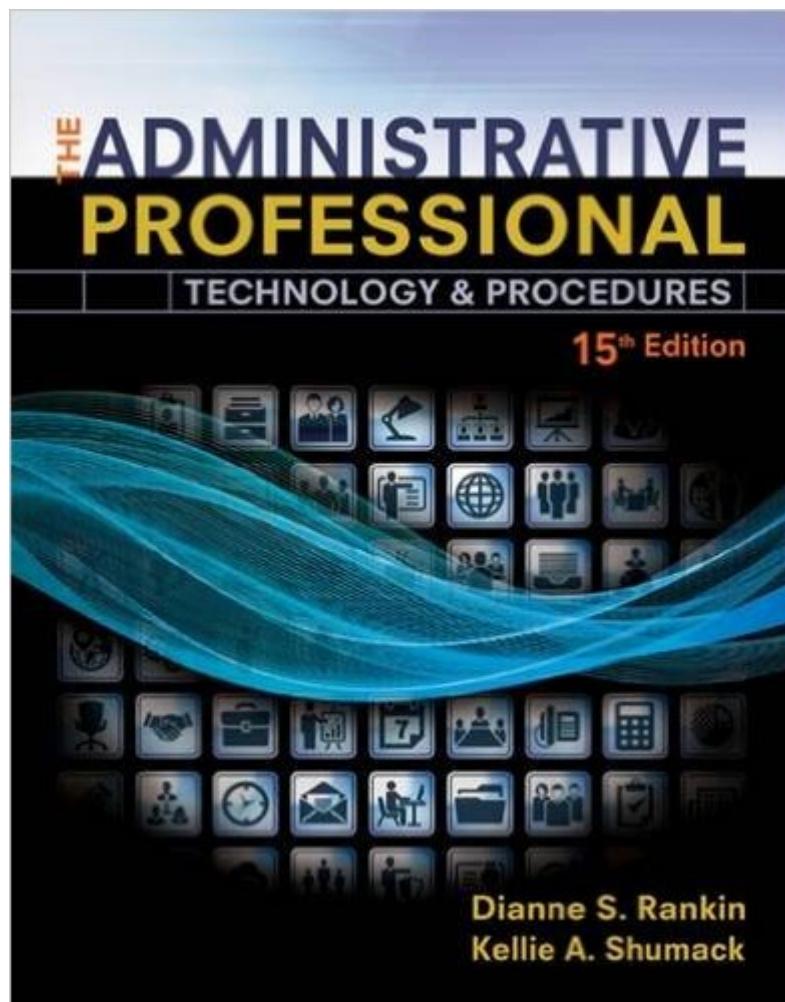


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# The Administrative Professional: Technology & Procedures, Spiral Bound Version



## Synopsis

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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