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Procedures and theory for administrative professionals chapter 1

Your task, Fulton-Calkins / Stulz, Procedures and Theory for Administrative Professionals 6e, Chapter 1 is ready. You can mark this page if you want - you will not be able to set bookmarks once you have started the questionnaire. You have the option of: Karin Stulz has extensive experience in the professional administrative field. His career at the University of Northern Michigan began with a variety of full-time administrative professional positions. Karin is now an assistant professor-Office Information Systems at the University of Northern Michigan. Kellie A. Shumack is an associate professor of instructional technology and head of department at Auburn Montgomery College of Education. He has worked as an administrative assistant and taught at secondary, community college and university level. Kellie has designed numerous university courses both in online and face-to-face environments. He has written several peer-reviewed journal articles, two textbooks and several book chapters, and has presented in more than 40 professional conferences. Kellie was awarded the 2012 Auburn Montgomery College of Education Excellence in Teaching Award, received the Delta Pi Epsilon Award in 2010, and holds a certificate to teach online courses at the postsecondary level. Dr. Patsy J. Fulton-Calkins's experience in the field is extensive. His past experience in the workplace includes working as an administrative professional for large corporations for six years. At the beginning of his career, he completed cps certification. His teaching experience includes more than 13 years at the university, community college and secondary levels. 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Excellent end-of-chapter activities; so many to choose from. Very good score! Tech Talk, 21st Skills, and Professional Punters really set this book apart from other books. The good talking points are in these characteristics. Good job! Professional punters are just to the point, and very easy to comprehend. chapter was filled with great information that is needed for our future workers. I feel sorry the activities at the end of the chapter are more than enough for students to gain practical and motivating experience. Part I: THE DYNAMIC WORKPLACE. 1. The workplace – constantly changing. 2. Your professional image. 3. Work teams. Part Two: TEMPLATE BEHAVIORS. 4. Self-management. 5. Ethical theories and behaviours. 6. Leadership. 7. Customer service. Part III: ESSENTIAL ELEMENTS OF COMMUNICATION. 8. Written communication. 9. Verbal communication and presentations. 10. Global Communication - Technology and Label. PART IV: FINANCIAL RECORDS AND MANAGEMENT. 11. File management. 12. Management of electronic files. 13. Personal Finance and Investment Strategies. Part V: PROFESSIONAL RESPONSIBILITIES AND GROWTH. 14. Event planning. 15. Travel arrangements. 16. Mail and copy of the workplace. 17. Job search and advancement. COVERAGE OF CURRENT TECHNOLOGY. This edition includes updated coverage of contemporary technology such as wikis, blogs, online surveys, voicethreads and how professionals use these tools in the current office. Tech Talk features, end-of-chapter activities and web exercises teach and apply these technologies. Characteristics of 21st century skills build critical thinking, problem solving and collaboration skills that are vital for successful interactions at work. These skills are applied in leadership activities, project management, brainstorming, and much more. COMPLETELY REORGANIZED TABLE OF CONTENTS. This revision provides a stronger logical flow and reduces the overlap of themes. The topics of RECORD MANAGEMENT are now organized in two chapters, giving a greater coverage of concepts. EMPHASIS ON RELEVANT TOPICS. Issues affecting administrative professionals such as self-management, networking, changing roles and responsibilities in the workplace, perspective and job opportunities, and the establishment and achievement of objectives. THE GLOBAL COMMUNICATION CHAPTER EMPHASIZES TECHNOLOGY. Changes in the processes and professionals of the technological impact on today's work. END-OF-CHAPTER ACTIVITIES. A wide variety of practical activities emphasize communication, skills in the workplace and building relationships. CourseMate for PROCEDURES AND THEORY FOR ADMINISTRATIVE PROFESSIONALS brings to life the concepts of the course with interactive tools for learning, studying and preparing exams that support the printed textbook. PROCEDURES AND THEORY FOR ADMINISTRATIVE PROFESSIONALS, 7th EDITION has practical real-world learning activities linked directly to critical thinking, team creation, communication and technological skills. The concepts of each chapter are reinforced with significant activities end of chapter and interactive web activities. Karin Stulz Northern Michigan University Karin Stulz has extensive experience in the professional administrative field. His career at the University of Northern Michigan began with a variety of full-time administrative professional positions. Karin is now the Assistant Professor of Information at the Home Office at the University of Northern Michigan. Kellie A. Shumack, Ph.D. Auburn University at Montgomery Kellie A. Shumack is an associate professor of instructional technology and department head at Auburn Montgomery College of Education. He has worked as an administrative assistant and taught at secondary, community college and university level. 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