



The Prentice Hall Office Administrator's Deskbook

By De Vries, Mary A.

Paramus NJ: Prentice Hall, 2000, Paramus NJ, 2000. Hard Cover. Book Condition: New. 6th Edition. 8vo - over 7¾" - 9¾" tall. Hard Cover. 6th Edition. 8vo - over 7¾" - 9¾" tall. 6th Ed., 1st Printing, HB/none, new, 606 pp. CD ROM has never been opened, still sealed. You need answers fast in this fast-paced business environment. 1,200 topics, i.e., business etiquette, time management, filing systems, database management, the internet, videoconferencing, bookkeeping, budgeting, business credit and financing, collecting on delinquent accounts, business law, insurance, purchasing, fund transfers.

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