The Office: Procedures and Technology

By Mary Ellen Oliverio, William R. Pasewark, Bonnie R. White

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THE OFFICE is a comprehensive text for courses in the high school office technology curriculum. The course name can be Office Procedures, Administrative Procedures, Business and Computer Technology, etc. The target market is high school student preparing for entry-level position in an office setting. The text focuses on the necessary skills that range from using email and the Internet to the use of integrated application and office suites. It covers the soft skills including customer satisfaction ethics, and telephone manners along with information systems and the global marketplace.

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Editorial Review

About the Author
William R. Pasewark, Sr., earned the PhD at New York University. He taught both Business and Education courses at NYU, Michigan State, Penn State, and Texas Tech. Pasewark authored 105 best-selling business and computer books, seven of which won Texty Awards from the Text and Academic Authors Association. Work experience includes several jobs in the Wall Street section of NYC; Office Management Consultant; Marine Corps Sergeant in the Iwo Jima Invasion; General Manager of Pasewark LTD, a textbook authoring family partnership. Pasewark lectured in 31 states and several foreign counties. He attended 60 continuous NBEA conventions and was a registered lobbyist to require business courses in high schools.

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