

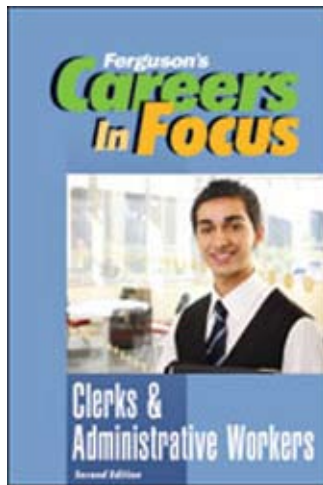
Administrative Skills

Reference Books

Revised! Careers in Focus: Clerks and Administrative Workers; 2nd Ed.

[Hardcover] Explores 20 careers in this in-demand field. New and updated job profiles include: billing clerks, collection workers, hotel desk clerks, insurance policy processing workers, library technicians, medical transcriptionists, railroad clerks, receptionists, statistical clerks, typists and word processors, and more. ©2010. Recommended: HS

RB-10-007-4...\$32.95 (Member: \$31.30)



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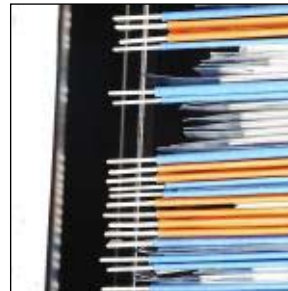
PowerPoints by CEV

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Business Mailing Procedures

In this program, the history of sending mail in the United States will be discussed, along with how to properly address and mail an envelope. ©2009. Length: 37. Recommended: HS

PPT-09-025-4...\$59.00
(Member: \$56.05)



Records and Filing

This presentation contrasts centralized and decentralized filing systems. While learning the importance of technology in relation to filing, students will see how filing has evolved over time. They will be able to distinguish between the different filing systems, and decide which one is appropriate for certain tasks. This presentation

also discusses the different organizational techniques and hazards of filing. Students will be introduced to making business decisions based on a simplified version of a cost-benefit analysis. ©2009. Length: 36. Recommended: HS

PPT-09-022-4...\$59.00 (Member: \$56.05)

Templates: Uses and Benefits

Displaying uniformity within all company documents is an important role in maintaining organization. Within this presentation is information on how to create simple templates and determine what format will suit your specific needs. Several types of templates are discussed

and compared, illustrating the variety offered and how each one can benefit different users. ©2009. Length: 32. Recommended: HS

PPT-09-028-4...\$59.00 (Member: \$56.05)

