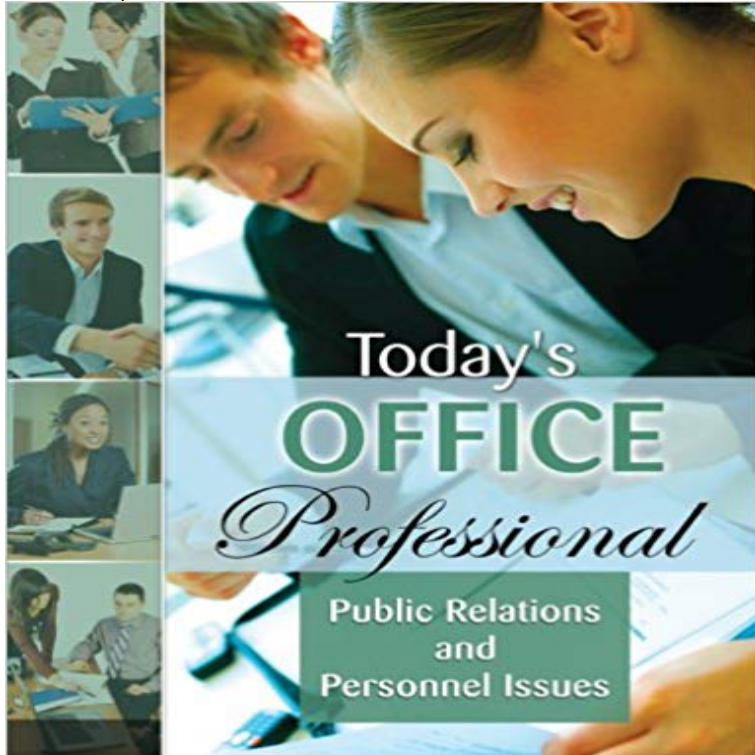


## Today's Office Professional: Public Relations and Personnel Issues



Today's Office Professional: Public Relations and Personnel Issues outlines the various management functions that administrative assistants may be asked to help perform. These include supervising employees, managing payroll, and carrying out quality and quantity control. Additional topics in business ethics and stress management will further familiarize the reader with the modern business world.

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