



## Internet Office Projects

By Jennings, Sue

Cengage Learning, 2003. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: Project 1 Career Decisions and Job Search 1-1. Research Career Possibilities 1-2. Research Qualifications and Positions Available 1-3. Locate Electronic Resume (E-Resume) Guidelines 1-4. Post Electronic Resumes 1-5. Find Temporary Employment Project 2 The Insurance Office 2-1. Prepare Location Maps 2-2. Obtain Telephone Numbers 2-3. Determine Postal Rates for Packages 2-4. Find ZIP Codes + 4 2-5. Locate Insurance Information 2-6. Prepare Highway Map Project 3 The Education Office 3-1. Find Professional Certification Requirements 3-2. Find College Admissions Testing Requirements 3-3. Obtain Information on Government Financial Aid for Students 3-4. Obtain Specific Information from Colleges and Universities 3-5. Locate Scholarship Information Project 4 The Medical Office 4-1. Locate Medical Information on Anthrax 4-2. Locate Adult Immunization Schedule 4-3. Locate Corporate Headquarters for Health Insurance Provider 4-4. Locate Prescription Drug Information 4-5. Locate Physicians Project 5 The Accounting Office 5-1. Locate Department of Labor Regulations 5-2. Locate Employment Data 5-3. Locate Federal Regulations 5-4. Determine Proper Mailing Address for Tax Filing 5-5. Gather State Income Tax Information 5-6. Find CPA Exam and Test Date Information Project 6 The Legal Office 6-1. Locate Expert Witnesses...



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