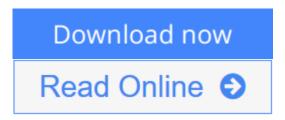# Bundle: The Administrative Professional: Technology & Procedures, 15th + LMS Integrated for MindTap Office Technology, 1 term (6 months) Printed ... Professional: Technology & Procedures, 15th

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About the Author
Dianne S. Rankin is an author, a consulting editor, and a developer of instructional materials for textbooks, websites, and ancillaries as well as educational publishers. Dianne has taught at the high school and community college levels and continues to teach computer classes for businesses and organizations. In addition, she has firsthand experience as an administrative assistant.

Kellie A. Shumack is an associate professor of instructional technology and a department head in the College of Education at Auburn Montgomery. She has worked as an administrative assistant and has taught at the secondary, community college, and university levels. Kellie has designed numerous college courses in both the online and face-to-face environments. She has authored multiple peer-reviewed journal articles, two textbooks, and several book chapters, and she has presented at over 40 professional conferences. Kellie was awarded the 2012 Auburn Montgomery College of Education Excellence in Teaching Award, received the 2010 Delta Pi Epsilon Outstanding Doctoral Research Award, and maintains a certificate to teach online courses at the postsecondary level.

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