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Acceptability of Textbook in Machine Shorthand for Bachelor of Science in Office Administration (BSOA) Program

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ABSTRACT This study investigates the acceptability of the developed textbook in the Machine Shorthand course within the Bachelor of Science in Office Administration (BSOA) Program. Utilising descriptive research design, the validated evaluation instrument and the textbook were distributed to one hundred and fifty-two (152) total respondents including faculty and students to assess its acceptability along with content, organisation/presentation, format, and assessment. The findings indicated a high level of acceptability of the textbook across these indicators. Minor revisions were implemented to ensure that the content remains accurate, relevant, and up-to-date with the latest knowledge, skills, and developments in the field of office management.