

The book was found

Administrative Office Management, Complete Course



Synopsis

Administrative Office Management continues to provide students with the most up-to-date information reflecting contemporary management thinking, issues, and trends that every office employee needs to know. The text provides a strong management-based background while utilizing a humanistic approach for managing and supervising staff in an office environment.

Book Information

Paperback: 560 pages

Publisher: Cengage Learning; 13 edition (April 14, 2004)

Language: English

ISBN-10: 0538438576

ISBN-13: 978-0538438575

Product Dimensions: 1 x 8 x 9 inches

Shipping Weight: 2 pounds (View shipping rates and policies)

Average Customer Review: 4.3 out of 5 stars [See all reviews](#) (22 customer reviews)

Best Sellers Rank: #188,094 in Books (See Top 100 in Books) #31 in [Books > Business & Money > Processes & Infrastructure > Office Automation](#) #41 in [Books > Business & Money > Processes & Infrastructure > Office Management](#) #4142 in [Books > Textbooks > Business & Finance](#)

Customer Reviews

This textbook is decent. The information is relayed fairly well and the book would probably best suit a beginner. For someone with experience in an office the book can be redundant. Overall, a quality textbook for the course.

This text book arrived very quickly and just as described. I need it for a summer class I'm taking soon so the shipping speed was just perfect. So far just from flipping through it, it seems like a really informative, good book. Would recommend to anyone that will be working in a managerial-office position one day.

This was probably a very good learning tool 10 years ago, but not now. The technology they talk about (in several chapters) is very outdated and using this book for a class is not acceptable.

Chapter 20 talks about floppy disks! REALLY???

This book is clearly written without a ton of undefined technical jargon. The concepts are timeless

but some of the technology described is a little out of date. It is still a great text for those on their way to Administrative management

This book was purchased for a course that I took. It truly served its purpose for the course and was very informative. I would recommend this book.

this is a text book that I needed for a class I was taking. It was very hard to find. They had it and shipped it out immediately. Thank you so much

The book is kinda hard to read because it's smaller print and a boring book.

This was for school. Much cheaper than at school. So great deal!

[Download to continue reading...](#)

Administrative Office Management, Complete Course Your Office: Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series) Starting Meetings of Administrative Professionals: 52 Tips for Planning, Conducting, Leading and Facilitating Successful Meetings of Your Administrative Support Staff Your Office: Getting Started with Project Management (Your Office for Office 2013) Value Stream Management for the Lean Office: Eight Steps to Planning, Mapping, & Sustaining Lean Improvements in Administrative Areas The Complete Lean Enterprise: Value Stream Mapping for Administrative and Office Processes Your Office: Microsoft Excel 2016 Comprehensive (Your Office for Office 2016 Series) Your Office: Microsoft Access 2016 Comprehensive (Your Office for Office 2016 Series) How to Start a Family Office: Blueprints for setting up your single family office (Family Office Club Book Series 3) Programming Microsoft Office 365 (includes Current Book Service): Covers Microsoft Graph, Office 365 applications, SharePoint Add-ins, Office 365 Groups, and more (Developer Reference) Delmar's Comprehensive Medical Assisting: Administrative and Clinical Competencies (with Premium Website Printed Access Card and Medical Office Simulation Software 2.0 CD-ROM) Lean Office Demystified II - Using the Power of the Toyota Production System in Your Administrative, Desktop and Networking Environments The Administrative Professional: Technology & Procedures (Advanced Office Systems & Procedures) Python: Python Programming Course: Learn the Crash Course to Learning the Basics of Python (Python Programming, Python Programming Course, Python Beginners Course) Living Language French, Platinum Edition: A complete beginner through advanced course, including 3 coursebooks, 9 audio CDs, complete online course, apps, and live e-Tutoring Living Language Spanish, Platinum Edition: A complete

beginner through advanced course, including 3 coursebooks, 9 audio CDS, complete online course, apps, and live e-Tutoring Living Language German, Platinum Edition: A complete beginner through advanced course, including 3 coursebooks, 9 audio CDs, complete online course, apps, and live e-Tutoring Project Management: 26 Game-Changing Project Management Tools (Project Management, PMP, Project Management Body of Knowledge) Agile Project Management: Box Set - Agile Project Management QuickStart Guide & Agile Project Management Mastery (Agile Project Management, Agile Software Development, Agile Development, Scrum) Agile Project Management: An Inclusive Walkthrough of Agile Project Management (Agile Project Management, Agile Software Development, Scrum, Project Management)

[Dmca](#)