# 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 starsÂ Â See all reviewsÂ (22 customer reviews)

Best Sellers Rank: #188,094 in Books (See Top 100 in Books)   #31 inÂ Books > Business & Money > Processes & Infrastructure > Office Automation   #41 inÂ Books > Business & Money > Processes & Infrastructure > Office Management   #4142 inÂ 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 The technology they talk about (in several chapters) is very outdated and using this book for a class is not acceptable.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but some of the technology described is a little out of date.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 it 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 somuch

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

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

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 Developement, Scrum, Project Management)

[Dmca](#)