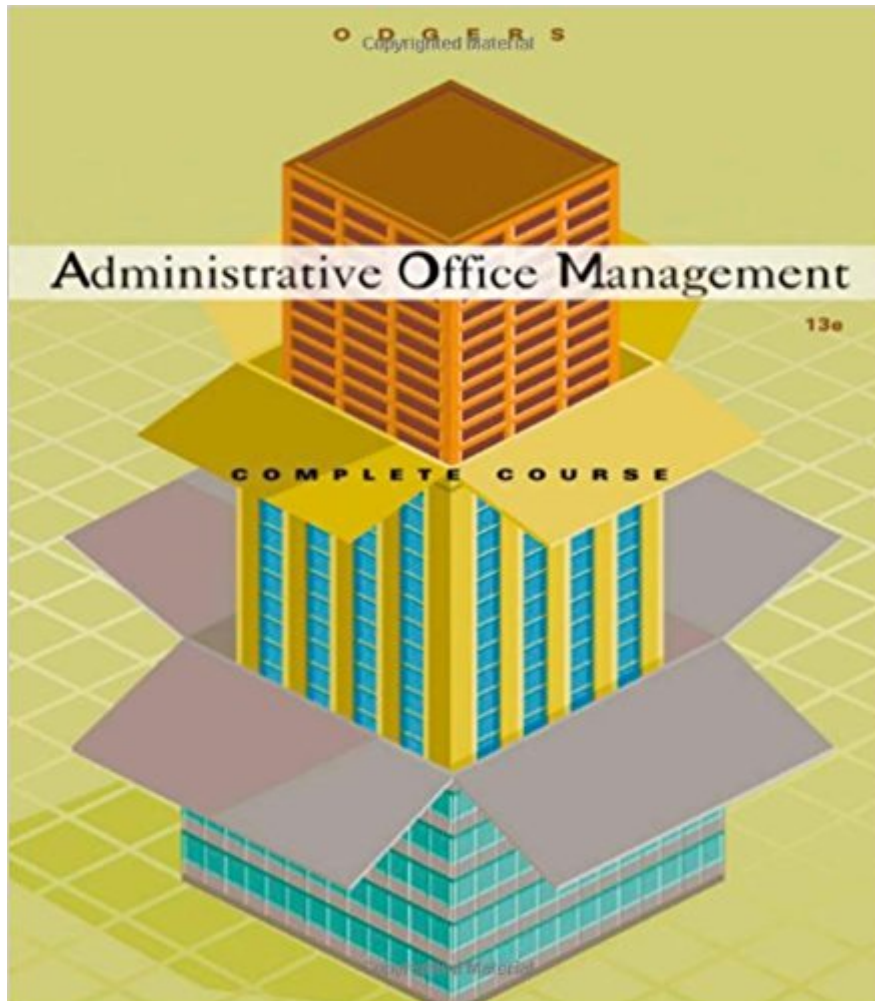


The book was found

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 The technology they talk about (in several chapters) is very outdated and using this book for a class is not acceptable.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but some of the technology described is a little out of date.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!

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