



Administrative Office Management--Abridged

B. Lewis Keeling, Norman F. Kallaus, Norman Kallaus

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Provides a strong management-based background using a humanistic approach for managing and supervising staff in an office environment. The text presents basic principles of management, problem solving, system thinking, productivity evaluation, and technology applications throughout. Designed for students in office management courses, and used as handbook for managers and supervisors. It features a workbook containing applications for use with spreadsheet and database software which simulates on-the-job office management experiences, projects, and comprehensive cases.

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