

Administrative office management

South-Western Pub. Co. - Administrative office management (aom)

Chapter 5 Administrative Office Management

Managing information, technology, and training in the workplace

1. Networked Systems in the Office
 - a. System - is a group of parts that are interrelated in such a manner that they form a unified whole and work together to meet a defined need
 - b. Computer System is a group of computer devices that are connected, coordinated, and linked in such a way that they work as one to complete a task
 - c. Network - is a body of computers and devices connected together via communication devices and media
 - d. Modem - enables computers to communicate
 - e. Communication media - cables, telephone lines, cellular radio, and satellites
 - f. Network Administrator - provides upgrades and assistance with networking difficulties
2. Networks and virtual business environment
 - a. Virtual Organizations are collaborative networks that make it possible to draw on vital resources as needed, regardless of where they are located physically and regardless of who "owns" them - supplier, worker, or customer
 - b. Virtual Company or Workplace is where work is performed outside of a defined place
 - c. Virtual Work is primarily the manufacture, retail, and distribution, of intellectual property
 - d. The main factor driving businesses towards virtual organizations is the pace of business operations
 - e. The virtual workplace offers benefits to organizations such as the opportunity to reduce costs, increase productivity, and attract and retain employees

Description: -

- Office management. Administrative office management

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Notes: Includes bibliographical references and index.

This edition was published in 1988



Filesize: 6.55 MB

Tags: #Office #Management #& #Administration

Administrative Office Management

This unit includes chapters on forms design and control, office reprographics and mail services, quality and quantity control, and budgetary and cost control.

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Organizing the Office Organizing the office on modern lines involves performing the management functions of planning, organizing, directing and controlling. The program provides a strong foundation in Microsoft Office and other common software applications, and office technologies.

Office Administrator vs Office Manager: Understanding the Roles

The office should arrange for the procurement of the necessary stationery and issue them to all departments on the basis of their need. This means they can learn how many jobs across the company work, develop outstanding intrapersonal skills, and do all the networking they need to switch careers within the company. However, HACC buildings are only open to students and employees in on-campus classes and those approved for select student services.

perssongroup.materialsproject.org: Administrative Office Management, Complete Course (9780538438575): Gibson, Pattie: Books

There is truly something for everyone! Cur This technologically up-to-date book provides readers with a comprehensive introduction to office management, focusing on what office managers actually do on the job. If you have strong time-management and organizational skills, our Associate in Applied Science in Administrative Office Management can be your key to pursuing a rewarding career.

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