Introduction to Administrative Office Managemen

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Objectives

At the end of the chapter the learner will be able to:

- Know the importance of teamwork in the workplace;
- Identify the advantages and disadvantages of workplace flexibility;
- Understand what is administrative office management;
- Be able to differentiate the AOM from today to yesterday;
- Appreciate the most significant new thrust of AOM;
- Know the objectives of administrative office management;
- Know what is office administrative management;
- Appreciate a career in administrative office management; and
- Identify the responsibilities of AOM.

The new trend in today's businesses is to increase productivity while decreasing costs, so

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