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Administrative Office Management Program Description The Administrative Office Management program is an associate degree program that prepares students to assume positions as office managers, supervisors, or as assistants to top executives. Administrative / Office Manager Salary | PayScale An Administrative/Office Manager is often the professional lead to ensure the day-to-day operations of a company or department. This person is the first point of contact for the organization and. Administrative Office Management - Professional Bridge the gap between basic skills courses and current office practices by attaining the knowledge necessary for workplace success. Designed for those currently on a career track leading toward administrative office management, this course teaches current principles and concepts including information management, technology, communications office systems and administrative procedures.

Administrative Office Management (1371) - HACC Administrative Office Management: Certificate (1371) Do you want to learn basic keyboarding, computer and communication skills to apply in your current position or use towards a new position in an office environment?. A.S. Degree, Administrative Office Management - Seminole ... The A.S. Degree page for Administrative Office Management at Seminole State College, Central Florida, offering an Associate of Science Degree, vocational credit certification, and college credit certification. Administrative Office Management by Zane K. Quible Administrative Office Management has 45 ratings and 0 reviews. This technologically up-to-date book provides readers with a comprehensive introduction to.

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