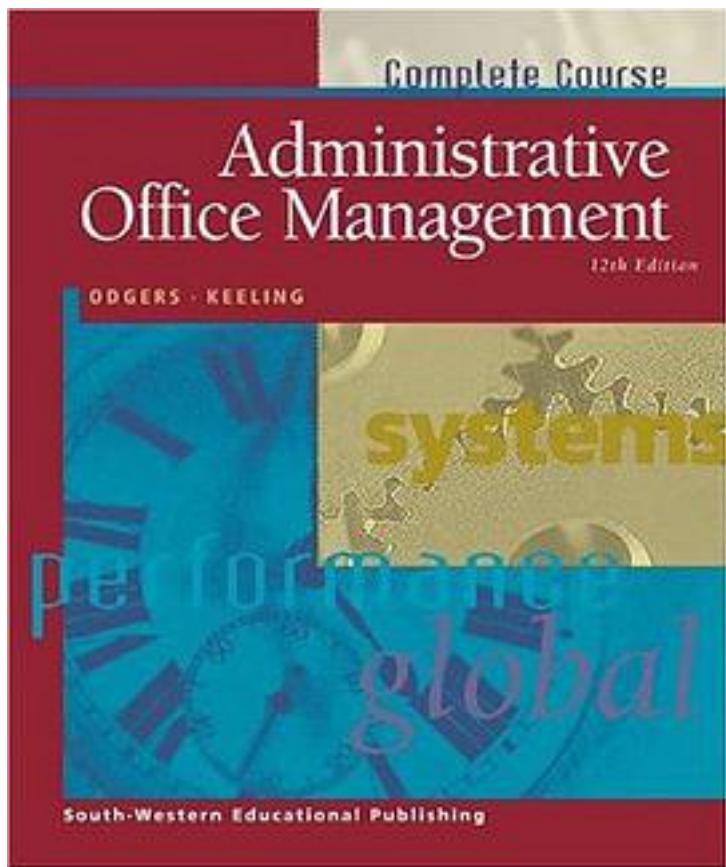


# Administrative Office Management



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著者:Quible, Zane K.

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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. The authors signature easy-to-read style is coupled with a presentation that systematically explores the full range of office management topics—office environment, employees, systems, and functions. Current coverage includes

technological advances and their impact on office administration and management—e.g. the Internet, desk-top computers, tablet PCs, DVD technology, handheld data-entry devices, USB pen drives, e-printing, Voice Over Internet Protocol, digitizing media, storage application service providers, and Six Sigma and computer misuse. Other discussions feature employee comfort trends, new techniques for forecasting employee needs, increased diversity in the workplace, benchmarking, virtual reality training, job characteristics, theory of motivation, workplace violence, new techniques of job analysis, job evaluations, small groups, new developments in heating/air-condition systems, and dealing with environmental mold. For office managers and supervisors.

作者介绍:

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