

## **Administrative Office Management Short Course By Gibson Pattie Cengage Learning 2004 Paperback 13th Edition Paperback**

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### **Administrative Office Management Short Course**

Administrative Office Management, Short Course 13th Edition by Pattie Gibson (Author) 4.2 out of 5 stars 15 ratings. ISBN-13: 978-0538727693. ISBN-10: 0538727691. Why is ISBN important? ISBN. This bar-code number lets you verify that you're getting exactly the right version or edition of a book. The 13-digit and 10-digit formats both work.

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The programme is designed to provide a cadre of trained administrative professionals at the junior and middle administrative levels across the Caribbean region. Graduates of the Certificate will hold a qualification that is marketable in the workplace.

### **Certificate in Administrative Professional Office Management**

The short course " Office Administration Management " is designed for someone who is, or who is planning to be, an office professional (including working in a project and programme office) such as a secretary, office assistant, office employee, administrative official, or personal or executive assistant employed in any industry, not only in South Africa, but anywhere in the world.

### **Office Administration Management Short Course - Academy of ...**

Programme Brief. Office Administration helps develop the skills of Managers, Executive Assistants, Administrative Assistants, Secretaries, Support Staff, or anyone responsible for coordinating, managing, or being an effective member of an office team, to have a "take-charge" approach to better manage multiple bosses, manage multiple priorities and meet deadlines.

### **The Professional Certificate in Office Administration ...**

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Whether you're looking for a management role, or are employing your first employees, these office administration courses will teach you everything you need to know about HR, payroll, budgeting, record keeping, and more. To find similar courses check out our Management Skills, Strategic Management, and Accounting pages.

### **Office Administration Courses - Free Online Courses ...**

The four units of competency of this course are four of the ten units that form the BSB40515 Certificate IV in Business Administration. This means that once you have completed this short course, you are almost halfway through completing a full Certificate IV qualification!

### **Office Administration - Short Course Online | AOT**

These short courses cover a very wide variety of subjects, and can generally be completed within 3 to 4 months. Here is a list of Office Admin short courses that you can study: Business and Office Administration 1; Bookkeeping to Trial Balance; Business Literacy; Marketing Management and Public Relations; Business Law and Administrative Practice; Cost and Management Accounting; Business and Office Administration 2

### **Unisa Office Admin Short Courses | Distance Learning ...**

Office Management Short Course. The Short Course Certificate in Office Management involves coordinating activities within an office environment. Some of these activities include planning, setting office guidelines and procedures, keeping the work flow, time management and employee orientation.

### **Office Management Short Course | Distance Learning**

This qualification is an entry level qualification which is vocational and industry orientated. It encapsulates introductory knowledge in the areas of general business administration within an office environment and will prepare the successful graduate for a position in the general business environment.

### **Higher Certificate in Office Administration | office admin ...**

The purpose of the Certificate in Office Administration is to provide you with a nationally accredited, internationally recognised bookkeeping qualification that will allow you to become employable as a Junior Office Administrator, Receptionist, Office Assistant, Public Relations Officer, Marketing Administrator.

### **Certificate in Office Administration - Course Detail ...**

The short course will equip you in a range of skills, including implementing management systems, storing confidential information, dealing with customers, managing office supplies, communication, meeting arrangement and much more.

### **Office Administration Course | Short Courses | iQ Academy**

The 30-credit certificate in Office Administration Assistant incorporates flexibility and choices that allow students desiring office skills to select the courses that will best serve their particular interests and meet the ever-changing demands and requirements of the job market.

### **Office Administration Assistant Certificate Program**

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### **Office Admin Course | Office Admin Courses Online | Office ...**

Here is the list of ICB Admin Short Courses you can choose from: Business and Office Administration 1. Bookkeeping to Trial Balance. Business Literacy. Marketing Management and Public Relations. Business Law and Administrative Practice. Cost and Management Accounting. Business and Office

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Administration 2.

### **Unisa Office Admin Short Courses - Matric College**

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### **Free Training For Administrative Assistants - Office Dynamics**

The module is designed to equip students with knowledge and skills in administration and communication in a business environment. It provides students with tools and techniques that will enable them to communicate efficiently and effectively in a business environment and to perform a range of office administration tasks.

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