



Administrative Office Management

Norman F. Kallaus

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This updated edition provides a strong management-based background using a humanistic approach for managing and supervising staff in an office environment. The text presents basic principles of management, problem solving, system thinking, productivity evaluation, and technology applications integrated throughout. The text is designed for students in office management courses and managers and supervisors may use it as a handbook in the management of their offices. It features a workbook containing applications for use with spreadsheet and database software which simulates on-the-job office management experiences, projects, and comprehensive cases. A template disk is also available which contains applications from the text and workbook for use with WordPerfect 5.1.

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