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OFFICE ADMINISTRATION MANUAL

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David Kirk



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Office Management Series American Management Association, 1947

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Practical Law Office Management Brent D. Roper, 2002 Practical Law Office Management 2nd Edition explores how law office management applies to practicing legal assistants It identifies the subject matter that today s paralegals need to master in order to be successful The text is practically focused and includes quotes from actual legal assistants It also

provides real life examples up to date Internet web sites for expanded research practical exercises pertinent software and tutorials and current cases on topics related to law office management Subjects covered in the text include budgets client communication staff manuals marketing billing case management and docketing human resources and file and law library management Legal Information Buyer's Guide and Reference Manual 2006 Kendall F. Svengalis,2006 Microsoft Office Word 2003 for Medical Professionals Jennifer Duffy,Carol M. Cram,2005-10-03 Designed with the medical profession in mind covers introductory Word skills that a medical assisting nursing or allied health student will need for office support in a clinic or hospital *Word Processsing* Lehman,Forde,1993-03 *Handbook of Selected Sample Surveys in the Federal Government* Jean Namias,1969 *Office Management and Equipment* ,1952 *Navy Management Review* ,1958 *Guide to Educational Credit by Examination* Joan Schwartz,1996

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