

ADMINISTRATIVE & EXECUTIVE ASSISTANT RESOURCE MANUAL



Santa Ponsa Junior College
History-Civics-Health Summer, 2000
Revised Summer, 2007

Administrative Assistant Manual

James Stroman, Kevin Wilson



Administrative Assistant Manual:

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Administrative Assistant's & Secretary's Handbook James Stroman, Kevin Wilson, Jennifer Wauson, 2004 The most thorough career guide for administrative professionals now addresses the latest issues in a new second edition

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Manual for Administrative Assistants to Members of the Assembly California. Legislature. Assembly. Office of Research, 1969

Administrative Assistant's and Secretary's Handbook James Stroman, Kevin Wilson, 1995-01 This comprehensive but compact guide sets the standard for any secretary or administrative assistant who wants to be perceived as a skilled professional It is written in down to earth language and organized for easy reference Topics include daily duties recordkeeping overview of word processing databases spreadsheets and communications etc

The Office Management Manual Anne Morton, 1990 Written for both the experienced and the novice in the office world this primer covers office design how to ask for a raise proper grammar and how to better manage communicate with and handle people

Instructor's Manual to Accompany Plunkett's Procedures for the Medical Administrative Assistant, Fourth Edition Elsbeth McCall, Lorna Plunkett, 2007

Amendment to the Administrative Assistant's Manual New South Wales. Police, 1985

Reclamation Manual United States. Bureau of Reclamation, 1949

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