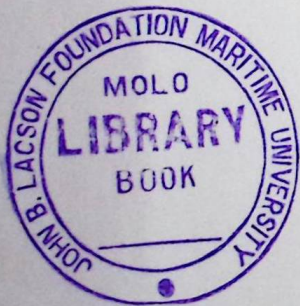
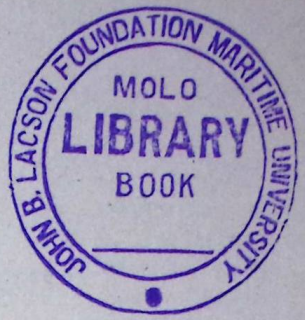


Essentials of
**ADMINISTRATIVE
OFFICE**
Management



JESSIE F. SERGOTE, LPT, MBA, MRIBA(Sr), DBA-Candidate





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CHAPTER 1

THE BASICS OF ADMINISTRATIVE OFFICE MANAGEMENT

CHAPTER OBJECTIVES

After this module, the learner will be able to:

- ✓ Appreciate the administrative office management concept;
- ✓ Define the role of management in the workplace;
- ✓ Know the complex task of an administrative office manager;
- ✓ Know the different school of thoughts and its application in an organization;
- ✓ Describe conceptual, human and technical skills and their relevance for managers;
- ✓ Familiarize with the skills, responsibilities and the challenges affecting administrative office manager;
- ✓ Know the qualifications of administrative office manager;
- ✓ Appreciate the importance and elements of office management.

Introduction

Administrative management has been defined as that function within the organization with responsibility for overall operations of the enterprise. Thus, it reflects the vastly altered and enlarged scope of management responsibilities in a modern enterprise. Administrative management does not signify the function of a single management executive or of any single administrative department, rather it expresses the function of overall administration and management of the enterprise, whether performed by one executive or by a number of executives. Administrative management is