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Assistant Duties

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(+ Salary info)

#08 OFFICE

MACHINE AND

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(MODERN OFFICE

PRACTICE)

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What is Office?

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Explain Office,  
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Meaning of  
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Tourism:  
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Shannon Lee And  
Grant Practical  
Application of  
Office

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through Redtail  
Workflows with  
Kate Guillen **In-**  
**Office Voice**  
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Service Agent  
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Virtual

assistant. A

worker who

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performs tasks normally handled by a secretary or

administrative assistant from a home office;

this worker is in charge of setting his/her own work

schedule and gets paid only for the hours

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worked. Mobile  
office. These  
are very much  
like traditional  
offices, but  
they are  
temporary.

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Identify factors  
related to



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ergonomics and  
their importance  
to the office.

Discuss the  
importance of  
routine  
maintenance and  
care of office  
equipment.

Describe the  
significant and  
safety and  
security  
procedures for

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the office. Pass  
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technology has  
advanced

dramatically in

the last 10

years from the  
decline in fax

machines, to the  
rise in

smartphones, and  
everything in

between. In the  
past 12 months

in particular,

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we've seen how  
the 'Internet of  
Things' has  
taken the world  
by storm, with  
senior IT  
decision makers  
adopting smart  
devices to drive  
growth and  
improve working  
practices whilst  
ensuring greater

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**3 ways smart  
technology is  
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tools. The  
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valuable soft  
skills such as  
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manners, as well  
as information  
systems and the  
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