

A woman with long dark hair and glasses is sitting at a desk in an office. She is looking down at some papers. The desk is cluttered with many papers and a laptop. In the background, there are shelves with books and a potted plant. The entire image has a blue tint. A white oval is superimposed over the center of the image, containing the text.

## **Training on Office Administration and Management**



# Office Administration And Management

**Brenda A. Potter**





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