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as equipment. A professional office suite or machine which
can do so many things such as scanning, binding documents
and duplicating them has to cost you some money.

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Students studying office administration as a career at Lehman College (New York) participated in a case study reenactment in order to learn the processes involved in using an "Office Automation Committee" to ensure the successful planning and implementation of office automation. Based on the experience of the National Institute of Corrections, a small federal agency, the operations study ...

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