

3.1 OFFICE PROCEDURES AND MANAGEMENT

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RATIONALE

The subject of office procedure and Management occupies an important place in the course contents for industrial and personnel management as well as for other different professional examination. The latest knowledge of this discipline is indispensable for the in-depth understanding of modern business world which has becoming highly professional and dynamic. The office is the most significant part of any organizations as being the nerve centre of it.

DETAILED CONTENTS

1. Office management – meaning importance, function and relations of the office with other departments (10 hrs)
2. Office organization – Centralization and decentralization of office services – merits and demerits, allocation and distribution of office work (10 hrs)
3. Office accommodation and layout – office location office layout, office building – their objectives and principles (12 hrs)
4. Office environment – Nature objectives internal and external environment, working facilities – lighting, seating, recreational facilities, safety and sanitary arrangement and pollution control etc (10 hrs)
5. Office correspondence – incoming and outgoing correspondence procedures and types of office post (4 hrs)
6. Office furniture and fittings (2 hrs)
7. Office communication – meaning, importance, types, internal and external communication (5 hrs)
8. Office records – meaning, significance essentials of a good filing system, traditional and modern filing methods and equipment (4 hrs)
9. Index – meaning, objectives and methods (3 hrs)
10. Office forms –meaning, significance, types and essentials of form designing (4 hrs)

Sample Office Procedures Manual

VM Jensen



Sample Office Procedures Manual:

Unveiling the Power of Verbal Artistry: An Mental Sojourn through **Sample Office Procedures Manual**

In some sort of inundated with monitors and the cacophony of quick communication, the profound energy and mental resonance of verbal beauty often diminish in to obscurity, eclipsed by the regular barrage of sound and distractions. However, situated within the musical pages of **Sample Office Procedures Manual**, a interesting work of fictional elegance that pulses with natural emotions, lies an unique trip waiting to be embarked upon. Penned with a virtuoso wordsmith, that magical opus guides readers on a psychological odyssey, lightly exposing the latent potential and profound affect stuck within the complex web of language. Within the heart-wrenching expanse with this evocative examination, we shall embark upon an introspective exploration of the book is central styles, dissect their charming writing fashion, and immerse ourselves in the indelible impression it leaves upon the depths of readers souls.

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