

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

Yi-Tong Ma



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