

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

Gary A. Munneke



Sample Office Procedures Manual:

Law Office Policy & Procedures Manual Howard I. Hatoff, Robert C. Wert, 2006 This manual helps medium and large law firms increase productivity by providing a model manual for law office policies and procedures The book an updated and expanded version of the previous fourth edition is divided into seventeen sections covering such topics as law office organization management and administration support personnel office policies personnel policies and benefits office security and emergency procedures financial management file systems technology and communications systems The book contains numerous sample forms and documents as well as extensive bibliographies A CD containing the entire text of the manual is included allowing customization of the manual for particular user needs Simple Maintenance Office Procedures Manual Susan Welt, 1981 **N.R.O.T.C. Office Procedures Manual** United States. Bureau of Naval Personnel, 1958 Practical Guide to Office Procedures in Gynecology and Urogynecology Khaled Sakhel, James Chivian Lukban, Alfred Z. Abuhamad, 2012-12-15 This ideal and quick reference book is written in a reader friendly style by accomplished experts in their field The book is directed to women s health professionals who currently perform or wish to perform gynecologic and urogynecologic procedures in the office You will find this text to be comprehensive and current with great images and useful tools This is one of the only books that present all pertinent information on office procedures in gynecology and urogynecology in a concise and easy to read manner With this book in hand you will be able to build your confidence and understanding of procedures with chapters that cover the most widely performed gynecologic and urogynecologic office interventions Understand the legal and safety issues that are encountered in the office Learn procedural protocols from the experts Obtain clinical pearls which provide a useful summary of the most important points in each chapter Access tables with CPT codes for all the procedures described *The Complete Guide to Designing Your Law Office* Suzette S. Schultz, Jon S. Schultz, 2005 This comprehensive new resource provides all the information needed to plan or remodel a law firm s office space Helpful checklists schedules forms and letters are included on the accompanying CD ROM *The Legal Career Guide* Gary A. Munneke, 2002 Introducing the latest edition of this step by step guide for planning and executing a job search This book is filled with practical advice that will help anyone find their personal niche in the legal profession Law Office Procedures Manual for Solos and Small Firms Demetrios Dimitriou, 2000 A guide to setting policies and establishing procedures that should keep a law office operating efficiently This second edition features new chapters on topics such as the family and medical leave act Internet use and more The diskette contains the text in WordPerfect 6 x and ASCII formats

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