

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

Rachel S Tattersall



Sample Office Procedures Manual:

The book delves into Sample Office Procedures Manual. Sample Office Procedures Manual is an essential topic that needs to be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Sample Office Procedures Manual, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
 - Chapter 1: Introduction to Sample Office Procedures Manual
 - Chapter 2: Essential Elements of Sample Office Procedures Manual
 - Chapter 3: Sample Office Procedures Manual in Everyday Life
 - Chapter 4: Sample Office Procedures Manual in Specific Contexts
 - Chapter 5: Conclusion
 2. In chapter 1, this book will provide an overview of Sample Office Procedures Manual. This chapter will explore what Sample Office Procedures Manual is, why Sample Office Procedures Manual is vital, and how to effectively learn about Sample Office Procedures Manual.
 3. In chapter 2, this book will delve into the foundational concepts of Sample Office Procedures Manual. This chapter will elucidate the essential principles that need to be understood to grasp Sample Office Procedures Manual in its entirety.
 4. In chapter 3, the author will examine the practical applications of Sample Office Procedures Manual in daily life. This chapter will showcase real-world examples of how Sample Office Procedures Manual can be effectively utilized in everyday scenarios.
 5. In chapter 4, the author will scrutinize the relevance of Sample Office Procedures Manual in specific contexts. This chapter will explore how Sample Office Procedures Manual is applied in specialized fields, such as education, business, and technology.
 6. In chapter 5, this book will draw a conclusion about Sample Office Procedures Manual. The final chapter will summarize the key points that have been discussed throughout the book.
- The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Sample Office Procedures Manual.

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Sample Office Procedures Manual Introduction

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