

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

Judy Kronenberger, Julie Ledbetter



Sample Office Procedures Manual:

Unveiling the Energy of Verbal Art: An Mental Sojourn through **Sample Office Procedures Manual**

In a global inundated with displays and the cacophony of quick connection, the profound power and mental resonance of verbal artistry often disappear into obscurity, eclipsed by the constant barrage of noise and distractions. Yet, nestled within the musical pages of **Sample Office Procedures Manual**, a charming function of fictional brilliance that pulses with organic emotions, lies an unique trip waiting to be embarked upon. Published with a virtuoso wordsmith, that exciting opus courses viewers on a mental odyssey, lightly exposing the latent potential and profound influence stuck within the delicate internet of language. Within the heart-wrenching expanse with this evocative analysis, we will embark upon an introspective exploration of the book is main themes, dissect its fascinating publishing style, and immerse ourselves in the indelible effect it leaves upon the depths of readers souls.

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