
Modern Office Management

Modern Office Management ... Sixth Edition
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**Modern Office
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Contents Include :
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Modern Office Furniture; Modern Office Machines And Equipments; Form Design, Management & Control; Communication; Office Correspondence And Mail; Office Manuals; Office Stationery, Supplies And Control; Work Measurement, Standards, And Standardisation; Personnel Management; Statistical Data; Production And Office Cost Control; Office Reports; Data Processing And Modern Information Technology.

Modern Office Management
Englewood Cliffs, N.J. : Prentice-Hall

Fully revised edition of this popular and well-established textbook, which reflects the requirements of the

Level 5 modules Information and Administration [5N1389] and Reception and Frontline Office Skills [5N1407]. NEW TO THIS EDITION Unit 1: The Business Working Environment Presents the various legal structures for companies and defines departmental functions within a business. Includes updates to employment, health and safety, and data protection legislation to reflect new EU directives. Unit 2: Receptionist and Office Administrator Duties Outlines developments in switchboard technology, shared electronic diaries and Microsoft Office Outlook 2013 calendar and task modules. Details recent developments in

financial transaction activities. Includes adjustments to payroll calculations and business transactions.

Unit 3: Information Technology Infrastructure Reflects developments in computer hardware and office software - MS Office Professional 2013, database methods, web security issues and viruses. Introduces cloud computing and social computing. Unit 4: Postal, Electronic and Mobile Communication Presents updates on postal services, charges and online business solutions. Reflects changes in the Microsoft Outlook 2013 email system and advances in mobile communications. Unit 5: Filing and Retrieving Information Outlines developments in

Electronic Document Management (EDM) and security of files through encryption. Written For Information and Administration Level 5 module [5N1389], as part of: Office Administration 5M1997 Information Processing 5M2067 Marketing 5M2069 Business Studies 5M2102 Business Administration 5M2468 Health Service Skills 5M3782 Reception and Frontline Office Skills Level 5 module [5N1407], as part of: Office Administration 5M1997 Hospitality Operations 5M2083 Business Administration 5M2468 Community Health Services 5M4468 Tourism with Business 5M5011 *Modern Office Management* Financial Times/Prentice Hall

This book has been thoroughly revised in view of the changes in the syllabi of various universities and Professional institutes in the country and abroad. Many new features have been added, including a separate chapter on [Security]. The present study deals with various facets of management and organization in the light of growing need for information in business organizations. Besides throwing light on the basic principles and functions of management, it further highlights the managerial functions of planning, communication and control in the light of their applicability in the area of office management. The salient feature of book

is that, while discussing the subject-matter, author has tried to provide the latest information about different types of office machines and equipments which are usable in business organizations and are easily available in the country. A Section on personnel management has also been given for those professional managers who take management as human relations. This book will serve as a textbook for degree, post degree. Institute of Company Secretaries and I.C.W.A. The text will also be a useful source of information for office managers.
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 And Standards * Office
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 Writing * Office Cost
 Reduction And Cost
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 Technology * Common
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 thoroughly and
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