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Administrative Office Management Billy Lewis Keeling,Norman Francis Kallaus,1983      **Office Management** William Henry Leffingwell,1926      Office Management ,1949      *OFFICE MANAGEMENT: Developing Skills for Smooth Functioning* N. B. Dubey,2009-12 Office Management in all business and human organization activity is simply the act of getting people together to accomplish desired goals Office management comprises planning organizing staffing leading or directing and controlling and organization a group of one or more people or entities deployment and manipulation of human resources financial resources technological resources and natural resources or effort for the purpose of accomplishing a goal This present modest work has been prepared to provide students a comprehensive coverage of this subject and certain characterstics specific to office management Every important topic has been covered in a simple and pragmatic language so that students can understand the subject well      *Handbook of Modern Office Management and Administrative Services* Carl Heyel,1972 Se analizan en distintos trabajos la planificacion del trabajo de oficina entrenamiento y medida de niveles de trabajo tecnicas de supervision productivadaad motivaciones y efectos morales de los trabajadores asi como los factores espaciales y ambientales que ha de reunir todo centro de trabajo      **Office Management Series** American Management Association,1928      *Office Management* Lee Galloway,1923      *Fundamentals of Office Management* E. J. Ferreira,Annattjie Erasmus,A. de Beer,Darelle Groenewald,2011-09-13 Aimed specifically at students studying office management and business administration at higher education institutions as well as employees in an office environment this book covers topics that have been identified by researching the tasks and responsibilities of office professionals in different organizations in South Africa The book provides indispensable knowledge on such subjects as business classification insurance the office environment budgeting and petty cash and conducting effective meetings      Office Management Balachandran,2009

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