



# Management Guide to Office Automation

*Joseph St. John Bate*

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## **Management Guide to Office Automation** Joseph St. John Bate

This book sets out, in detail, how to ensure the successful implementation of office automation, with all the benefits it can bring to an organisation. Case histories of successes and failures are explained so that readers can profit from the costly experience of others. Detailed analyses of successful strategies are contrasted with failures, readers are shown how to choose hardware wisely, and the organisational impact of office automation is discussed. This book is aimed at senior and middle management in commercial, administrative and financial organisations who wish to survive and thrive in the latter part of this century. It will be of immense value to the growing number of information technologists who work for large organisations, helping them to direct their IT policy. It is also aimed at students of computing, information technology, business studies and office automation.

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