



An Introduction to Office Management and Automation (York Business Handbooks)

Noel Branton, etc., Thomas F. Carberry, George S. Herrick

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(Each title in this series aims to provide a thorough introduction to major areas of study in economics, accounting and other business studies. This text provides an overview of the structure of commercial organizations, outlining the way in which offices work and the challenges they face especially in the area of information technology and its introduction into small offices. It considers the implications of advances in office technology, though no previous knowledge of IT is assumed. It also uses standard vocabulary and not computer jargon. In addition, it looks at personnel management and office structure)



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