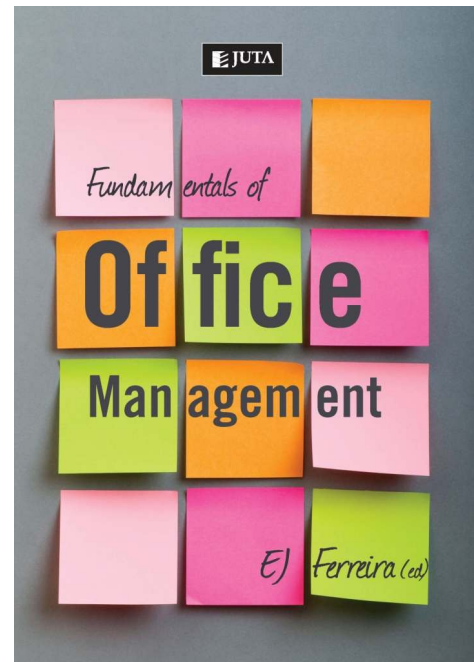


Fundamentals of Office Management

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About this Publication:

Fundamentals of Office Management is aimed specifically at students studying office management and business administration at higher education institutions, as well as employees in an office environment. The topics covered have been identified by researching the tasks and responsibilities of office professionals in different organisations in South Africa.

Contents Include:

PART ONE

Chapter 1: Business management principles

Chapter 2: Classification of the business and its environment

Chapter 3: The different forms of a business

Chapter 4: Buying and selling

Chapter 5: Wages and salaries

Chapter 6: Petty cash

Chapter 7: Banking

Chapter 8: Insurance

PART TWO

Chapter 9: The office environment

Chapter 10: Customer services

Chapter 11: The management of information and related issues

Chapter 12: The budget

Chapter 13 : Time management

Chapter 14: How to conduct effective meetings

Of Interest and Benefit to:

- Employees working in an office environment, as well as for candidates studying office management
- Business administration at higher education institutions