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OFFICE ADMINISTRATION MANUAL

Office Administration Manual

Brian Halford Walley

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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 productividad motivaciones y efectos morales de los trabajadores asi como los factores espaciales y ambientales que ha de reunir todo centro de trabajo *Manual of Office Administration* G. H. Walley,1968 *Office Management* Coleman Lloyd Maze,1947 **Records Management Handbook for United States Senators and Their Archival Repositories** Karen Dawley Paul,1998 **Manual of Office Administration** Brian Halford Walley,1968 **Resources in Education** ,1985

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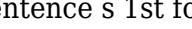
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