

A text book for
**Office procedures, Office Administration
& Management, Office Organisation
& Secretarial Duties**

About The Book:

This book provides an invaluable source of knowledge to both lecturers and students in Business Management and Secretarial Studies in the areas of Office Procedures, Administration and Management, Organization and Secretarial Duties in tertiary and institutions of higher learning.

In addition to that it is useful to students studying Business Studies in high schools and to those working in the government, private sector and NGO's world.

The topics covered help students in preparing for exams offered by KNEC, KAMU, KIM, ICM, ABE, CAP, IAM, and PPMU.

The Book is For:

1. Trainers in Technical and Vocational Training Institutions (TVET)
2. Lecturers in Universities offering business related courses.
3. Students in Secondary, TVET and Universities.
4. Office Managers, Administrators and Administrative Assistants.
5. Business Leaders.



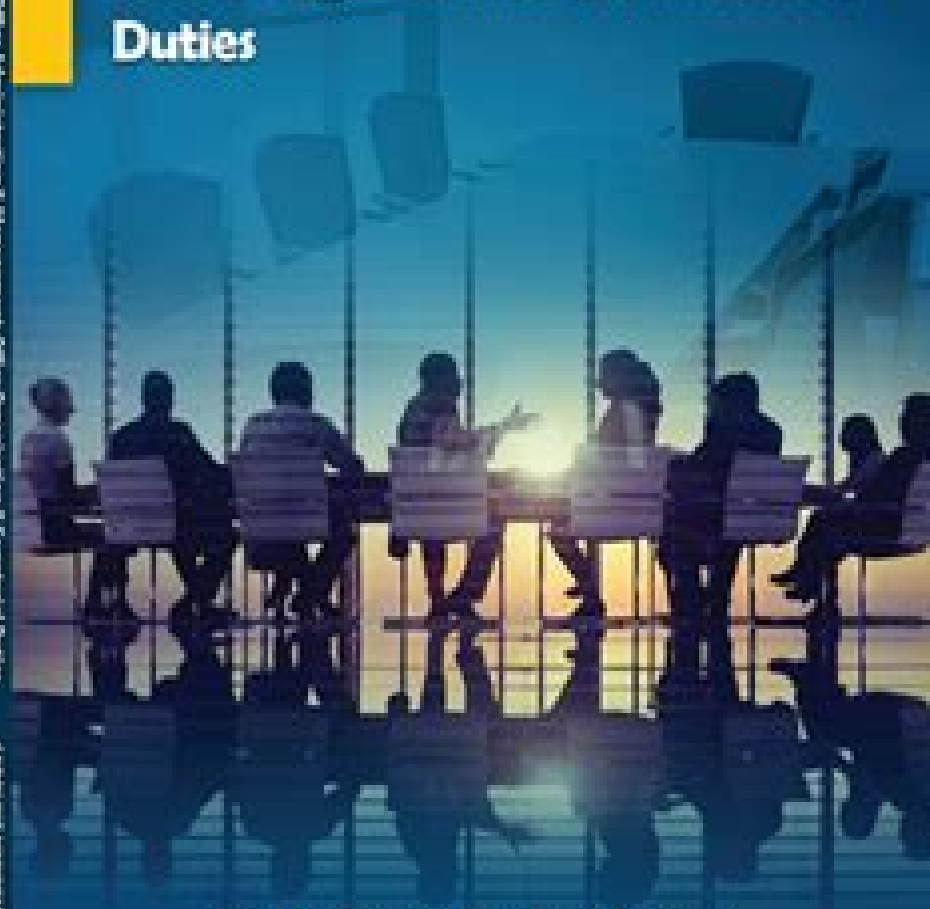
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Caroline Munyua

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