

SECRETARIAL PROCEDURES

*OFFICE ADMINISTRATION AND
AUTOMATED SYSTEMS*



Prentice-Hall International Editions

EMMETT N. MCFARLAND

Secretarial Procedures For The Automated Office

LM Reder



Secretarial Procedures For The Automated Office:

Secretarial Procedures Emmett N. McFarland,1995 **Secretarial Procedures in the Electronic Office** Desmond W. Evans,1989 This introductory textbook has been designed to guide secretarial students through the many facets of office procedure and routine including the creation and presentation of office documents such as letters and memos and to provide information on office equipment and secretarial services *Secretarial Procedures for the Automated Office* Lucy Mae Jennings,Lauralee G. (Lauralee Gail) Kilgour,1990-01 Automation of America's Offices, 1985-2000 ,1985 **Automation of America's Offices, 1985-2000** Congress of the U.S., Washington, DC. Office of Technology Assessment,1985 This study assesses the consequences of the continuing and rapid introduction of information and telecommunications technologies in offices The report of the study contains 12 chapters After a brief look at the context of office automation from the perspective of history the first chapter highlights some expectations about the technologies and their development over the next 15 years It also introduces a framework that guides the assessment summarizes the findings and identifies policy issues for the next decade Chapters 2 through 6 discuss the possible effects of office automation in more detail They deal with potential effects on employment levels the kind of training and education needed for office work changes in work content jobs occupations and organizations the quality of work life the office environment and labor management relations and the security and confidentiality of information Chapters 7 and 8 consider two alternatives to conventional offices made feasible by office automation home based work and performance of data entry operations in countries with lower paid workers Chapter 9 and 10 look at office automation in the public sector while Chapter 11 deals with office automation and small businesses The final chapter considers the implications of office automation for two groups working women and minorities Appendix A describes office automation technology as it is now and as it is likely to develop between 1985 and 2000 while Appendix B summarizes case studies of the automation of several offices KC Secretarial Procedures and Administration J. Marshall Hanna,Esther Kihn Beamer,Estelle L. Popham,1968 A New College Course Map and Transcript Files Clifford Adelman,1995

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