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SECRETARIAL PROCEDURES: THEORY AND APPLICATIONS | Van Schaik
Though administrative staff members rely heavily on these established procedures, other employees also benefit from understanding how things work. General office procedures consist of basic operational tasks, including answering phones, sorting mail, responding to customers and ordering supplies.

This revised and updated edition looks at secretarial skills and procedures within the office. Topics covered include how to understand financial and control systems, how to research and present information, and how to communicate effectively.

Based on the principle of learning by doing. The book concentrates on developing the knowledge, skills and competencies required within the NVQ schemes for business administration levels I and II, as well as covering elementary/intermediate clerical duties and office skills courses.

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