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Modern Office Technology and Administration

Joan Gallagher, Siobhan Coghlan

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Modern Office Technology and Administration Joan Gallagher, Siobhan Coghlan
* Written from both a practical and educational point of view, it explains in detail the business environment, the workings of an office and the impact of technology on routine office activities and efficiencies * Essential administration & reception skills are clearly explained in a step-by-step approach * The impact of technology on the office is presented in a style suitable for the beginner, and yet comprehensive enough to enable a student to make informed decisions about technology * Divided into 5 units, each unit begins with an introduction/preview and ends with chapter summaries and short questions based on the FETAC examination format * Assignments aimed at promoting self-study, group discussion & project work are also provided at the end of each unit * Written for FETAC Level 5 Information Systems & Administration syllabus, it is also suitable for : - HETAC Office Information Systems (Higher Certificate) - FETAC Level 5 Business Administration - Institutes of Technology - Office Information and Systems Syllabi - City & Guilds - Information Technology and Business Administration courses - RSA - Secretarial Procedures Level II - Pitman - Office Practice Level II

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