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Office Administration is a Business Education subject concerned with the study of administrative principles, policies, procedures and technological competencies governing the modern office environment. The content and teaching strategies used reflect current trends in the modern office. Office Administration Syllabus

RATIONALE Office Administration is a Business Education subject concerned with the study of administrative principles, policies, procedures and technological competencies governing the modern office environment. The content and teaching strategies used should therefore reflect current trends in Office Administration Syllabus

Office Administration Past Paper SECTION I: OFFICE ORIENTATION Describe the role and functions of the office in business activities; Describe how office structure and activity may be organised according to the size and nature of a business; Compare different types of office layouts; Examine the ergonomics of the office as it relates... Read more ?CSEC® Office Administration Past Papers eBook. This eBook contains the official past papers (02 and 03) for CSEC® Office Administration, covering the period 2005–June 2018. This eBook cannot be printed. ... 785998 Registered office: The Campus, 4 Crinan Street, LONDON, N1 9XW, United Kingdom.