



BUSINESS SYSTEMS HANDBOOK: STRATEGIES FOR ADMINISTRATIVE CONTROL

By J.W. Haslett

McGraw-Hill, NY, 1979. Hardcover. Book Condition: New. Dust Jacket Condition: Near Fine. 1st Edition. The number line on the copyright page begins with 1. Each chapter, etc., has its own page count so it would be impractical to give you a total. But the page block is about 3/4" thick so it's at least 200 pages, maybe 300. Hardcover in an attractive/durable full-cloth binding, includes a lot of "Exhibits" and "Modules" (I think those would correspond to Figures and Tables), also includes an Index. "This Handbook gives you crucial strategies and techniques that will help you achieve administrative excellence in setting up and controlling your company's most problem-prone business systems. Here you'll find a comprehensive treatment of each of the important systems currently in use: manufacturing systems, marketing and distribution systems, procurement and storage systems, personnel and payroll systems, and financial, statistical, and tax reporting systems. In addition to describing the main elements of a business system, this definitive Handbook shows you how to control the administration of a system through the development of control manuals and through computerized operations. You are also shown how to make a structured study of your present practices in order to develop the right systems for your..."



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