- ii. How does it work?
- B. Effectiveness and Efficiency
- C. Being the Boss of Your Own Time
 - i. Learning the job
 - ii. Assigning Priorities
 - iii. Adopting a Flexible Plan
- D. Office Organization
- E. Learning to Cope with Stress
- F. Ethics in the Office
- G. Environmental Office
- H. Understanding Time in Different Cultures
- IV. Time Management
 - A. What Is Total Quality Management
 - B. EffecTc 0.003 Tw 2 0 d23 Td6Tt es C-14.587 -1.217 Td[D)-0.6 (.)] J/TT1

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- B. Account Procedures
- C. Ethics in Accounting
- X. Scheduling Appointments and Receiving Visitors
 - A. Making Appointments
 - B. Receiving Visitors
 - C. Managing Diverse Situations
 - D. Office Security
 - E. Ethics and Visitors
- XI. Making Travel Arrangements
 - A. Planning the Trip
 - B. Arranging the Travel
 - C. Ethical Issues in Reporting Travel Expense
 - D. Culture and International Travel

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