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A Program on "Education and Office Management"

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to Doc Fisher, Brainard Platt, K-O, Radio & TV

John B. Steinbruegge, associate director of the University of Dayton's division of specialized educational services, will moderate a program on "Education and Office Management" at the monthly meeting of the Dayton chapter, National Office Management Association, Jan. 14 in the Gibbons Hotel.

The program will include presentations on "An Manager's View of Commercial Education" by Walter Emmerling, manager of the general office service department of Proctor and Gamble in Cincinnati and NOMA vice president; "An Educator Looks at Office Management" by Harold Boda, assistant superintendent of the Dayton Board of Education, and "Services Available to Educators through the Dayton Chapter, NOMA" and the results of a recent survey by Charles H. Loomis, assistant cashier of the Third National Bank and Trust Co. and chairman of the chapter's education committee.

The dinner meeting will begin with a social hour at 5:30 p.m.