

## Global Learning Semesters

### Course Syllabus

Course: OFAD-109A Office Practice I

Department: Management and MIS

Host Institution: Intercollege, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
OFAD-109A	Office Practice I	3
Semester Offered	Contact Hours	Prerequisites
Please contact us	42-45	None
Department	Level of Course	Language of Instruction
Management and MIS	Lower Division	English

### Course Description

To provide the student with coverage of the varied duties of secretarial and clerical staff. To discuss new technology and how this affects office-staff. To provide up-to-date information on office services.

### Prerequisites

None

### Topic Areas

1. The office scene
2. Reception
3. The mail and post office services
4. Office machines
5. Sources of reference
6. Telecommunications
7. Indexing, filing and microfilming
8. Receipts and payments

### Readings and Resources

#### Required Textbook

- John Harrison, Secretarial Duties, 9th Edition, Pitman ISBN 0-273-03828-1
- John Harrison, Secretarial Duties, ISBN 0-273-03828-1
- Helen Harding, Secretarial Procedures, Theory and Applications, 2nd Edition, ISBN 0-273-03086-8