

## Global Learning Semesters

### Course Syllabus

Course: OFAD-110A Office Practice II

Department: Management and MIS

Host Institution: Intercollege, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
OFAD-110A	Office Practice II	3
Semester Offered	Contact Hours	Prerequisites
Please contact us	42-45	OFAD-109 or by Placement Test
Department	Level of Course	Language of Instruction
Management and MIS	Lower Division	English

### Course Description

To provide the student with a comprehensive and in-depth coverage of the varied duties of secretarial and clerical staff; to expand on information on new technology and its effects on secretarial staff; to review up-to-date information on office services.

### Prerequisites

OFAD-109 or by Placement Test

### Topic Areas

- Interpersonal skills responsibilities and qualifications
- Security and confidentiality
- Arranging travel
- Meetings
- Speeches by visiting lecturers (concerning speciality areas)
- Visual material related to course

### Readings and Resources

#### Required Textbook

- John Harrison, Secretarial Duties, 9th Edition, Pitman ISBN 0-273-03828-1