

Global Learning Semesters

Course Syllabus

Course: OFAD-225 Office Behavior

Department: Management and MIS

Host Institution: Intercollege, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
OFAD-225	Office Behavior	2
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

The aim of the course is to expand on the topics covered in OFAD 224 to help the student become a productive worker, understand the importance of personal conduct and career development.

Prerequisites

None

Topic Areas

1. Motivation
2. Work habits
3. Thinking skills
4. Managing stress
5. Standards of conduct
6. Discrimination
7. Appreciating diversity
8. Getting the job
9. Keeping the job
10. Moving ahead in your career

Readings and Resources

Required Textbook

- Personality Development for Work 7th ed Wallace & Masters South-Western Educational Publishing ISBN 0-538-63665-3.