

Global Learning Semesters

Course Syllabus

Course: OFAD-245 Office Administration I

Department: Management and MIS

Host Institution: Intercollege, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
OFAD-245	Office Administration I	2
Semester Offered	Contact Hours	Prerequisites
Please contact us	42-45	Sophomore Standing
Department	Level of Course	Language of Instruction
Management and MIS	Lower Division	English

Course Description

To explain in a detailed form the basic systems for administering the office function in an effective, efficient manner.

Prerequisites

Sophomore Standing

Topic Areas

1. Administrative Office Management in the Information Age.
2. Principles of Administrative Office Management.
3. Recruiting and Orienting the Office Staff.
4. Training, Appraising, and Promoting Office Personnel.
5. Office Job Analysis.
6. Office Salary Administration.

Readings and Resources

Required Textbooks

- Kallaus N and Keeling B, Administrative Office Management, 1992, Abridged Tenth Edition, South-Western Publishing Co. ISBN 0-538-70433-0.

Recommended Reading

- J C Denyer, Office Management, 5th Edition, Pitman, ISBN 0-7121-1525-0.