

Global Learning Semesters

Course Syllabus

Course: OFAD-246 Office Administration II

Department: Management and MIS

Host Institution: Intercollege, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
OFAD-246	Office Administration II	2
Semester Offered	Contact Hours	Prerequisites
Please contact us	42-45	OFAD-245
Department	Level of Course	Language of Instruction
Management and MIS	Lower Division	English

Course Description

The aim of the course is to expand in the topics covered in OFAD-245 and to show how the executive secretary implements decisions taken by the top management level. It will also help students to acquire the necessary knowledge and skills in minute taking and report writing.

Prerequisites

OFAD-245

Topic Areas

1. Communication in the Office
2. Solving Problems in the Office
3. Administrative Office Systems
4. Minute Taking

Readings and Resources

Required Textbook

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

Recommended Reading

- Graham-Helwig H, How to Take Minutes, Pitman Publishing Co.