

INSTITUTIONAL

Date:

JUNE 1996

Division:

COMMERCE AND BUSINESS

New Courses

Yes

Program:

ADMINISTRATION

OFFICE ADMINISTRATION

Revision of Course  
Information form:

Program:

ADM 345

D. ADMINISTRATIVE PROCEDURES

Semester: Credit:

Subject & Course No.

Descriptive Title

Calendar Description: This course addresses the role and

Summary of Revision

responsibilities of the Administrative Assistant.

Topics include: use and creation of policy manuals,

Instruction

records management, meeting and conference organization,

ergonomics, health and safety,

issues and entrepreneurship

will be covered.

Building

confidence in taking initiative in problem-solving and decision

making will be a major component in all topics.

**N: TEXTBOOKS AND MATERIALS TO BE PURCHASED BY STUDENTS**

Mae Jennings, Administrative Procedures for the Clerical Office, 1964, McGraw-Hill, 1964, ISBN 0-07-011111-1  
Kilgour, Laurelee and Lucy M. Kilgour, Administrative Procedures for the Clerical Office, 1964, McGraw-Hill, 1964, ISBN 0-07-011111-1

**O: LEARNING OUTCOMES**

1. The trainee has reliably demonstrated the ability to

1.1 clearly understand the role of the

team,

managing office supplies and organizing an effective workstation;

6. take initiative in m

1.3 Team and group participation.

1.4 Attitudes and traits:

1.4.1 Adaptability

Self-confidence/composure

1.4.2

Strength of character/self-reliance

1.4.3

work habits

1.4.4 Efficient

behaviour

1.4.5 Ethical b

~~Module: The Office, Space and Equipment~~

~~2.1 Control and organization of office supplies:~~

~~2.1.1 Storage, shelving, organization, labeling~~

~~2.1.2 Inventory control~~

~~2.1.3 Price comparisons~~

~~2.1.4 Supplier selection~~

~~2.1.5 Systems and processes for internal distribution~~

2.2 Organization for an effective workstation:

~~2.2.1 Destruction/recycling of out-dated/redundant services~~

~~2.2.2 Desktop neatness, arrangement~~

2.2.3 Follow-up systems

3.3 Conventional and electronic records management systems:

3.3.1 Supplies and equipment

Procedures

3.3.2

Retention and Transfer/Transfer of Information & Disposal

3.3.3

