

GRANDE PRAIRIE REGIONAL COLLEGE  
OFFICE ADMINISTRATION  
COURSE OUTLINE

F.92

OA 2120 - ADMINISTRATIVE OFFICE MANAGEMENT

- INSTRUCTOR:** Irene Nicolson (Dr.)  
Office: C411  
Telephone: 539-2005 (Office)
- TEXT:** Administrative Office Management - An Introduction.  
Zane K. Quibble, New Jersey, 1992, Prentice-Hall, Inc.
- PREREQUISITE:** Completed OA Certificate or permission of the Department.
- COURSE DESCRIPTION:** Introduces administrative management principles, concepts, and practices in the office of today with emphasis on:
1. integrating office operations;
  2. selecting, motivating, supervising, and communicating with others,
  3. demonstrating knowledge of technologies, office functions, and procedures,
  4. determining effective productivity,
  5. selecting and applying appropriate decision-making techniques,
  6. obtaining and analyzing data for improving job performance, and
  7. applying methods for instituting changes.
- This course is designed to provide an opportunity for students to understand the management of administrative services as well as career opportunities in supervisory and administrative management positions.
- COURSE OBJECTIVES:** Through a systematic review of the course material; terms, concepts, and applications; the student shall be able to:

## OA 2120 - ADMINISTRATIVE OFFICE MANAGEMENT

Page 2

1. understand and explain the role of administrative management in today's businesses,
2. discuss, analyze, evaluate and develop methods and means for improving office effectiveness and efficiency,
3. read, summarize, and critique case studies and incidents as a means of applying course content and understanding the role of administrative management and supervision,
4. communicate and work with other members of the class to produce projects and class presentations in order to facilitate learning leadership and supervisory skills.

### COURSE EVALUATION:

The following weights will be given to the evaluation process:

CASE STUDIES	20%
PROJECTS	20%
PRESENTATION	10%
MID-TERM EXAM	20%
FINAL EXAM	30%

FALL 1992