

## **SYLLABUS**

**SUBJECT: ORGANIZATION AND TECHNIQUES OF OFFICE WORK**

**TEACHER: AGNIESZKA HUZARSKA**

### **COURSE DESCRIPTION**

This course focuses on the principles of office work and applications of office techniques. The course also investigates issues of operations within organizational and operational systems at work.

**ECTS: 2**

### **LEARNING OUTCOMES**

The students will be provided with:

- understanding of the terms referring to office work
- understanding legal procedure at work
- applying organizational principles at work
- preparing and managing correspondence, documents and reports
- demonstrating knowledge of computer use at work
- practicing communicative skills
- identification and use of documentations at work .
- understanding of the importance of following instructions, safety rules and safe procedures at work

### **GRADING POLICY**

Grades will be based on a total number of points earned:

- topic assignments.
- project work
- test (at the end of the course)
- class participation.

### **TIMETABLE**

Two hours a week (seven meetings)

### **TEXTBOOK AND REQUIRED MATERIALS**

J. Greenbaum, Windows on the Workplace: Technology, Jobs, and the Organization of Office Work, Monthly Review Press, New York 2004

G. Tonfoni, The Art and Science of documentation management, Elm Bank, Bristol 2003

M. A. Guffey, Essentials of business communication, Cengage Learning, Mason 2010

### **PREREQUISITES:**

Basic knowledge of documents relating to office work

Basic knowledge of ergonomics and safety at work