



THE UNIVERSITY OF THE WEST INDIES
OPEN CAMPUS
St. Kitts-Nevis

OFFICE ADMINISTRATION: PRINCIPLES AND PRACTICE

COURSE DESCRIPTION

This course lays the foundation for participants to become a professional office administrator. Learners will be exposed to the structure and function of organisations and the various departments within organisations, the functions of an office, organizing travel and meetings, managing the files within the organisation as well as the requirements of to be an office administrator.

OBJECTIVE

At the end of the course, participants will be able:

- Explain the role of the office administrator
- Summarize the characteristics of different types of organizations
- Develop an organizational structure.
- Describe the office environment
- Develop a filing system for an office
- Demonstrate procedures to be used when handling mail
- Recognize the importance of meetings
- Produce documents which are used in meetings
- Explain the procedures to be followed when making travel arrangements
- Develop a plan for the administration of an office.

COURSE CONTENT

- Introduction to Office Administration
- The Organisation
- The Office Environment
- Office Layout
- File Management
- Managing Mail
- Business Meetings
- Travel Arrangements

HOW MUCH WILL THIS COURSE COST?

Currently, this 10-week course costs EC\$600.00.

The University reviews tuition fees annually and course fees may be subject to change.
Courses are only offered if there is a viable class size.