



FUNDAMENTALS OF ADMINISTRATIVE MANAGEMENT

INSTITUTE FOR PROFESSIONAL AND EXECUTIVE DEVELOPMENT

United Kingdom

UNIT SPECIFICATION

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Unit Title

Fundamentals of Administrative Management

Credit value

The credit value for this unit is 30

30 credits equivalent to 300 hours of teaching and learning
(10 hours is equivalent to 1 credit)

Guided learning hours (GLH) = 50 hours

GLH includes lectures, tutorials and supervised study. This may vary to suit the needs and requirements of the learner and/or the approved centre of study.

Directed learning = 50 hours: This includes advance reading and preparation, group study, and undertaking research tasks.

Self-managed learning = 200 hours: This includes completing assignments and working through the core and additional reading texts. It also includes personal research reading via other physical and/or electronic resources.

Learning outcome Learner will:	Assessment criteria Learner can:
<p>1.0 Understand key issues in office management</p> <p>2.0 Understand key issues in office planning and organization</p> <p>3.0 Understand key considerations that must be made prior to the selection of an office site</p> <p>4.0 Understand the nature and relevance of Organization and Methods (O and M) within an organization</p>	<p>1.1 Explain what is meant by office management and examine the functions of an office</p> <p>1.2 Analyse the schedule of responsibilities for an office manager</p> <p>2.1 Differentiate between centralization and decentralization of office work</p> <p>2.2 Examine the characteristics of centralization and analyse the reasons for desirability of centralization</p> <p>2.3 Examine the characteristics of decentralization and analyse the reasons for desirability of decentralization</p> <p>2.4 Analyse the advantages and disadvantages of both centralization and decentralization</p> <p>3.1 Examine the main issues that must be considered when selecting an office site</p> <p>3.2 Examine the important factors that must be considered in the layout of an office</p> <p>3.3 Evaluate the advantages and disadvantages of open offices</p> <p>4.1 Examine the characteristics of O and M</p> <p>4.2 Evaluate the advantages of O and M in an organization</p> <p>4.3 Evaluate the qualities required in an O and M specialist</p> <p>4.4 Analyse the method of investigation by an O and M team</p>

<p>5.0 Understand the principles in forms design</p>	<p>5.1 Analyse the main methods used in ascertaining present procedures in the design of new forms 5.2 Give an account on the principles in forms design 5.3 Give an account on the principles in forms control</p>
<p>6.0 Understand how work can be measured at the workplace</p>	<p>6.1 Evaluate the various methods of work measurement and give an account on their advantages and disadvantages</p> <ul style="list-style-type: none"> - Simple timing - Recording devices - Activity sampling - Predetermined notion time systems - Variable Factor Programming (VFP) - Group Capacity Assessment (GCA)
<p>7.0 Understand key issues relating to various office services</p>	<p>7.1 Examine the factors to consider when determining a filing system 7.2 Examine the characteristics of a good filing system 7.3 Examine the various types of filing systems 7.4 Analyse the main considerations that must be made in the retention of records at the office 7.5 Analyse the key considerations that must be made by an office manager in handling and processing data 7.6 Explain what databases are and examine their importance in office management 7.7 Analyse the reasons for the development of office information systems 7.8 Examine the advantages of office automation 7.9 Analyse the problems associated with the electronic office</p>

<p>8.0 Understand key issues that must be considered in an organization's information security system</p>	<p>7.10 Examine ways of overcoming problems of the electronic office</p> <p>8.1 Explain what is meant by a secure system</p> <p>8.2 Evaluate how the security of an information technology system can be maintained</p>
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Recommended learning resources

Indicative reading	<p>Robert Appleby 1994. Modern Business Administration 6th Edition: Pitman Publishing London ISBN 0-273-60282-9</p> <p>Ferreira et al 2009. Administrative Management: Juta Legal and Academic Publishers ISBN: 978-0702177521</p> <p><u>Further reading</u> Mike Smith 2006. Fundamentals of Management: McGraw Hill ISBN: 978-0077115159</p>
Learning Aid	<ul style="list-style-type: none">• A comprehensive IPED study material is available to aid in learning and research of this unit.• We supply IPED course materials free of charge. Our study materials, which offer quick learning start, are comprehensive, use simple English, and are easy to read and understand. The contents are so sufficient and self-explanatory; that in majority of cases readers do not require further support; although support is always available when you need it.