Assignment 4  
"General Administrative Services"

Learning Objectives:

1. To identify some of the various administrative and ancillary functions that may be associated with Facilities Management
2. To understand how those functions interact with "productive" functions of Facilities Management and Industrial Management.

Task:

1. Click here to read the lesson "General Administrative Services"
2. Research a Journal article* on one of the services presented in the "General Administrative Services". In the Forum topic named Assignment 4 - General Administrative Services (strangely enough), post a message discussing what you found. Your discussion should include: Journal name and article name; names of any companies and industries discussed; and arguments that support or dispute the information provided in the Lesson "General Administrative Services." Information should reference where in that organization this particular function resides (i.e. department or operation), what other functions that same group or individual has responsibility for, and any other pertinent information. Don't worry if you think your entry is too long, there is plenty of room. Remember, this is a homework assignment, not a text message or an informal e-mail, so proper writing properties should be used.

I am having you put this in Forum rather than DropBox so you can see what each has uncovered. I know I don't need to mention this, but feel free to reply (to as long a thread as you want) to each other's messages.

Deadline:

Monday, 13 July, 7:59 a.m. CDT

Grading:
10 pts. for Originality
10 pts. for Content
10 pts. for Application of Material
10 pts. for Professionalism (spelling, appearance, etc.)

* Note: You can click here to access Journals from Kent Library or you can go to http://library.semo.edu and click on "articles: journals, magazines, newspapers". You will be able to access these journals without paying a fee as you would by just searching online. EbscoHost and Proquest seem to be the best. If you have problems accessing this, let me know.

Click here to return to Calendar

Back to Top