

University of Arkansas – Fort Smith

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General Syllabus

OMT 1203 Introduction to Office Management

Credit Hours: 3

Lecture Hours: 3

Lab Hours: 0

Effective Semester: Summer I 2015

I. Course Information

A. Catalog Description

Introduces students to the 21st century office and skills needed to manage such an office.

II. Student Learning Outcomes

A. Subject Matter

Upon completion of this course, the student will be able to:

1. Prepare communications such as business letters, memos and reports.
2. Prepare documents using word Processing and desktop publishing.
3. Manage and store records.
4. Demonstrate the use of equipment used in a modern business office.
5. Make international and domestic travel plans.

B. University Learning Outcomes

This course enhances student abilities in the following areas:

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Communication Skills

Students will compose memos, letters, charts and other information pertaining to the modern business office. Students will effectively communicate orally while delivering presentations.

Technological Skills

Students will use Microsoft Office Suite to access information and create databases.

Ethics

Students will understand the UAFS Standards of Conduct and Academic Honesty policies and apply these standards to analyze cases, prepare documents and deliver presentations.

III. Major Course Topics

- A. Ergonomics of the modern office
- B. Telecommunication skills and technology

- C. Business letters, memos, reports, brochures
- D. Electronic mail and local area networks
- E. Electronic storage and imaging systems
- F. Reprographics and photocomposition
- G. Arranging meetings and teleconferences
- H. Travel plans: domestic and international
- I. Equipment and supplies for the electronic office