

**University of Arkansas – Fort Smith**

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**General Syllabus**

**OMT 2923 Integrated Office Procedures Project**

**Credit Hours:** 3

**Lecture Hours:** 3

**Lab Hours:** 0

**Prerequisite:** OMT 2344 Office Communication Essentials, in last semester of OMT program or consent of instructor

**Effective Semester:** Summer I 2015

**I. Course Information**

**A. Catalog Description**

Provides students with unique opportunities to go beyond the basics and apply creativity in problem solving and decision making in essential application skills. Special emphasis on current technology used in the offices. Capstone course.

**II. Student Learning Outcomes**

**A. Subject Matter**

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

1. Use the Internet to research specific information and make the appropriate decisions.
2. Prepare financial documents and reports integrating appropriate charts and graphs needed to present information effectively.
3. Apply time management techniques using electronic calendaring and databases to manage routine tasks and distribute information in a timely, cost effective manner.
4. Be creative in determining ways to increase productivity by being both more efficient and more effective.

**B. University Learning Outcomes**

This course enhances student abilities in the following areas:

**Communication Skills**

Students will read and comprehend information and express the information effectively in written form.

**Global and Cultural Perspectives**

Students will identify and organize information, evaluate and draw the appropriate conclusions.

**Technological Skills**

Students will use the computer as a tool for researching, organizing, publishing, presenting and communicating information.

**Ethics**

Students will apply ethical concepts and rules to determine viable alternative in any given situation.

**III. Major Course Topics**

- A. Organizing
- B. Researching
- C. Reporting
- D. Managing routine tasks
- E. Communicating electronically
- F. Designing information using creativity and resourcefulness