

University of Arkansas - Fort Smith
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General Syllabus

OMT 1203 Introduction to Office Management

Credit Hours: 3 Lecture Hours: 3 Laboratory Hours: 0

Effective Catalog: 2018-2019

I. Course Information

A. Catalog Description

Introduces students to the twenty-first century office and skills needed to manage such an office.

B. Additional Information - None

II. Student Learning Outcomes

A. Subject Matter

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

1. Demonstrate effective written and oral communication in an office setting.
2. Create documents using word processing and desktop publishing.
3. Use equipment used in a modern business office.
4. Create travel plans, schedules, arrange meetings, and manage records

B. University Learning Outcomes

This course enhances student abilities in the following areas:

Communication Skills (written and oral)

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

Ethical Decision Making

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

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