UNIVERSITI TEKNOLOGI MARA

OMT230: OFFICE SIMULATION

Course Name (English)	OFFICE SIMULATION `APPROVED`
Course Code	OMT230

MQF Credit	3

Course Description	This is an in-class work experience program under simulated office conditions. This course provides student with experience in completing activities performed by administrative services. In completing this simulation, the students will have an understanding of the various types of duties of an Administrator or Executive Officer. The students will experience in assigning priorities and organizing work, processing business correspondence and business papers, recording appointments, completing business forms, keeping accurate and complete records, composing business correspondence, using various reference materials, gathering, verifying and updating information, keying materials from rough-draft copy, filing and retrieving information, carrying jobs to completion and using a microcomputer template disk to complete various office tasks.

Transferable Skills	1. Practical skill 2. Thinking and scientific skill 3. Values, ethics and professionalism

Teaching Methodologies	Lectures, Lab Work, Simulation Activity

CLO	CLO1 Identify priorities, time management and micro computer skills application in completing the simulation activities. CLO2 Demonstrate knowledge of the organization and operation of an office. CLO3 Apply analytical skill in completing the simulation activities.

Pre-Requisite Courses	No course recommendations

Topics
1. Course Introduction 1.1) Introduction to Simulation Packet
2. Packet 1 2.1) Introduce Packet 1 to students 2.2) Begin Packet 1 with guidance from lecturer 2.3) Completing ALL Jobs from Packet 1 2.4) Printing ALL Jobs from Packet 1 2.5) Submitting ALL Jobs from Packet 1 2.6) Revise and Return Packet 1 to students
3. Packet 2 3.1) Introduce Packet 2 to students 3.2) Begin Packet 2 3.3) Completing ALL Jobs from Packet 2 3.4) Printing ALL Jobs from Packet 2 3.5) Submitting ALL Jobs from Packet 2 3.6) Revise and Return Packet 2 to students
4. Packet 3 4.1) Introduce Packet 3 to students 4.2) Begin Packet 3 4.3) Completing ALL Jobs from Packet 3 4.4) Printing ALL Jobs from Packet 3 4.5) Submitting ALL Jobs from Packet 3 4.6) Revise and Return Packet 3 to students

5. Revision ALL Packet 1, 2 and 3
5.1) Revise previous Packet 1, 2 and 3 with students
5.2) Reveal the total marks for Packet 1, 2 and 3 with the students

6. Packet 4
6.1) Introduce Packet 4 to students
6.2) Begin Packet 4
6.3) Completing ALL Jobs from Packet 4
6.4) Printing ALL Jobs from Packet 4
6.5) Submitting ALL Jobs from Packet 4

Assessment Breakdown	%
Continuous Assessment	100.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Lab Exercise	Packet 1	20%	CLO1 , CLO2 , CLO3
	Lab Exercise	Packet 2	25%	CLO1 , CLO2 , CLO3
	Lab Exercise	Packet 3	25%	CLO1 , CLO2 , CLO3
	Test	Packet 4	30%	CLO1 , CLO2 , CLO3

Reading List	Reference Book Resources	• Clark, James L. and Clark, Lyn R. 2004, *How 10: A Handbook for Office Professionals*, Thomson South-Western Publishing • Cooperman, S. H. 2011, *Professional Office Procedure*, 5th ed. Ed., Prentice Hall • A. James Lemaster,John Baer 1999, *SuperWrite: Alphabetic Writing System,* 2nd ed. Ed., Lesson 1-20, South-Western Educational Publishing Cincinnati, Ohio [ISBN: 0-538-72160-X] • Rufiah Rafiee & Mornizan Yahya 2014, *Rintas: Satu Kaedah Penulisan Rumi yang Ringkas dan Pantas*, Edisi 4 Ed., Univision Press Sdn. Bhd. Seri Kembangan, Selangor • Shelly, G. B., Thomas, J. & Vermaat, M. E. 2000, *Discovering Computers 2010: Concept for a Connected World*
Article/Paper List	This Course does not have any article/paper resources	
Other References	This Course does not have any other resources	