

University of Arkansas – Fort Smith

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General Syllabus

OMT 1703 Advanced Computer Applications

Credit Hours: 3

Lecture Hours: 3

Lab Hours: 0

Effective Semester: Summer I 2015

I. Course Information

A. Catalog Description

Covers advanced Microsoft Office applications. Course includes applying skills in a wide variety of progressively challenging projects that require problem solving and critical thinking.

II. Student Learning Outcomes

A. Subject Matter

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

1. Use advanced applications to produce office communications and reports.
2. Demonstrate advanced communication skills related to office procedures.
3. Apply advanced graphics for presentations.
4. Produce advanced team projects.

B. University Learning Outcomes

This course enhances student abilities in the following areas:

Technological Skills

Students will be able to use technology to access information. Students will be able to use technology to effectively communicate. Students will use appropriate technology to analyze and evaluate data.

Analytical Skills

Students will access and evaluate appropriate information through written and electronic means. Students will think critically to reach viable solutions to a problem and to justify those solutions.

Ethics

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

III. Major Course Topics

- A. Advanced Word Applications
- B. Advanced Excel Applications

- C. Advanced Access Applications
- D. Advanced Power Point Applications