

University of Arkansas – Fort Smith

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General Syllabus

OMT 290V Special Topics

Credit Hours: Variable 1-3

Prerequisite: Consent of instructor

Effective Semester: Summer I 2015

I. Course Information

A. Catalog Description

Provides specialized instruction related to new and emerging topics in the office management or medical office that are not otherwise covered in the curriculum. May be repeated for a total of six hours.

II. Student Learning Outcomes

A. Subject Matter

Upon completion of this course, the student will be able to demonstrate knowledge of cutting-edge topics and equipment related to the office environment of any corporation, public or private, general or medical.

B. University Learning Outcomes

This course enhances student abilities in the following areas:

Global and Cultural Perspectives

Students will reflect upon cultural differences and their implications for interacting with people from cultures other than their own.

Communication Skills

Students will compose coherent documents appropriate to the intended audience.

Students will effectively communicate orally in a public setting.

Technological Skills

Students will be able to use technology to access information. Students will be able to use technology to 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. Individualized for each course.