

University of Arkansas – Fort Smith

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General Syllabus

OMT 2983 Emerging Office Technologies

Credit Hours: 3

Lecture Hours: 3

Lab Hours: 0

Effective Semester: Summer I 2015

I. Course Information

A. Catalog Description

Designed to provide administrative professionals the opportunity to research and explore the latest technological advances in the offices and businesses. Discussion, directed readings, research and writing on various topics. Course content may change from semester to semester.

II. Student Learning Outcomes

A. Subject Matter

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

1. Select the appropriate technology to perform office tasks and manage information.
2. Competently employ use of digital communication in professional settings.
3. Communicate how the digital world affects our lives (positively and negatively).
4. Explain the impact identity of theft on technology (Internet, security, privacy, etc.)
5. Compare and contrast the legal and ethical aspects of computing.
6. Explain the impact of computers on all facets of business and industry in a wide range of applications from the factory to the paperless office.
7. Communicate real world examples that bring concepts to life by illustrating the numerous places we interact with computers and the integral role they play in our lives.

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 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. Overview of changing computers in business and industry.
- B. Examination of the use of computers in a wide range of industries and disciplines, including business, government, science and medicine, education, transportation, art, entertainment and computer security, privacy, ethics and the law as it relates to technology today.
- C. Computer crime and viruses.