University of Arkansas - Fort Smith
5210 Grand Avenue
P. O. Box 3649
Fort Smith, AR 72913-3649
479-788-7000

General Syllabus

OMT 1703 Advanced Computer Applications

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

Prerequisite: ITA 1003 Computer Applications for the Knowledge Worker

Effective Catalog: 2018-2019

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.

    B. Additional Information - None

II.   **Student Learning Outcomes**

    A. Subject Matter
    Upon successful completion of this course, the student will be able to:

    1. Use advanced applications to produce office communications and reports.
    2. Apply advanced graphics for presentations.
    3. Produce advanced team projects.

    B. University Learning Outcomes
    This course enhances student abilities in the following areas:

    Analytical Skills
    Critical Thinking 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.

    Ethical Decision Making
    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 Power Point Applications