

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

General Syllabus

OMT 290V Special Topics

Credit Hours: 1-3 Variable

Lecture Hours: 1-3 Variable

Prerequisite: Consent of Instructor

Effective Catalog: 2018-2019

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.

B. Additional Information - None

II. Student Learning Outcomes

A. Subject Matter

Upon successful 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.

Topics will vary to the subject matter.

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 (written and oral)

Students will compose coherent documents appropriate to the intended audience. Students will effectively communicate orally in a public setting.

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

Individualized for each course.