University of Arkansas - Fort Smith
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General Syllabus

OMT 2983 Emerging Office Technologies

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

Effective Catalog: 2018-2019

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.

B.   Additional Information - None

II.   Student Learning Outcomes

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

1. Select the appropriate technology to perform office tasks and manage information.
2. Use digital communication in professional settings.
3. Assess 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. Illustrating the numerous places individuals interact with computers and the integral role they play in daily life.

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**

    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.