Course discipline/number/title: AOP 2630: Emerging Technologies

A. **CATALOG DESCRIPTION**
1. **Credits: 3**
2. **Hours/Week: 3**
3. **Prerequisites (Course discipline/number):** None
4. **Other requirements:** None
5. **MnTC Goals (if any):** NA

B. **COURSE DESCRIPTION:** This course will prepare students to research and apply today's most current technologies to solve existing office challenges. Students will master concepts and employ critical thinking skills that are essential for success in today's digital world. Students will be asked to proactively create plans, processes, and procedures to implement today's emerging technology to solve advanced office tasks, including social media, Adobe, and Microsoft productivity tools.

C. **DATE LAST REVISED (Month, year):** February, 2025

D. **OUTLINE OF MAJOR CONTENT AREAS:**
1. Emerging Technologies
2. Cyber security
3. Microsoft productivity applications
4. Integrated expense and travel management tools

E. **LEARNING OUTCOMES (GENERAL):** The student will be able to:
1. Explain how Microsoft productivity tools can assist in advanced office tasks.
2. Create a social media plan for a simulated office environment.
3. Identify cyber security issues and threats.
4. Create a cyber security plan for a simulated office.
5. Compare different expense and travel management tools.
6. Create a process map.

F. **LEARNING OUTCOMES (MNTC):** NA

G. **METHODS FOR EVALUATION OF STUDENT LEARNING:** Methods may include but are not limited to:
1. Examinations
2. Projects
3. Assignments

H. **RCTC CORE OUTCOME(S).** This course contributes to meeting the following RCTC Core Outcome(s):
Critical Thinking. Students will think systematically and explore information thoroughly before accepting or formulating a position or conclusion.

I. **SPECIAL INFORMATION (if any):** None