Wake Technical Community College
Computer Technologies Division Syllabus

Course Number:  OST-284
Course Title:  Emerging Technologies

Textbook Information
(Opens in Barnes & Noble Search window)
http://waketech.bncollege.com/webapp/wcs/stores/servlet/TBWizardView?catalogId=10001&langId=-1&storeId=65227

Online and Hybrid Course Information

Students in Curriculum Education Online and Hybrid courses must complete the Course Entry Quiz during the first 10% of the course. The quiz can be found on the course’s Blackboard site on the first day of class. Students who fail to complete the quiz within the required time frame will be immediately marked as “NA” (Never Attending) and dropped from the class.

This class may include at least one proctored assignment and/or test that will require attendance at a testing center or an approved proctored location.

Course Description:
This course provides opportunities to explore emerging technologies. Emphasis is placed on identifying, researching, and presenting current technological topics for class consideration and discussion. Upon completion, students should be able to understand the importance of keeping abreast of technological changes that affect the office professional.

Software Used to Complete Coursework:
This course requires the use of various online software utilities and applications such as Facebook, LinkedIn, Blogger, Debut, etc. You may be asked to download freeware on occasion. It is highly recommended students have an up-to-date anti-virus program installed on their computer. Please see instructor if confidentiality and privacy is a concern.

Other Required Equipment:
WebCam

Special Instructions:
Windows 7 or higher operating system (no MACS), Word 2016, and OneNote 2016 software is required to be downloaded on the hard drive of your computer.

Credit Hours:  Two (2) Semester Hours
Pre-requisites:  OST-137 or OST-140
Co-requisites:  None
Course Goals:
See Student Learning Outcomes

Student Learning Outcomes:
Upon successful completion, students will be able to demonstrate (through completion of class work and assignments):

- Students will demonstrate a basic knowledge of emerging office technology including terms, concepts, and trends
- Students will identify the role of emerging office technology in the business world
- Students will utilize research techniques necessary to discover emerging office technology concepts and equipment
- Students will cultivate an awareness of ethical and security issues involved with emerging technology
- Students will create multimedia products using emerging technology, such as blogs and online resumes

Grading:
• 50% Assignments
• 30% Discussion Board
• 20% Final Project

Subject Areas:
Note: The order in which these subject areas are presented may be changed/modified by your instructor. This list is offered only as a guide. The pace of each class differs according to the instructional needs of the students in the class. Always consult with your instructor.

- WebCams
- Emerging Technologies
- Speech Recognition
- OneNote 2016
- Social Networking
- Videoconferencing
- Web-based Presentation Clients

Employability Skills:
Each student will be evaluated based on whether he or she demonstrates the skills that make them employable in their field. These skills may include, but are not limited to: promptness, presence, verbal articulation of subject matter concepts, quality of written communications, respect for their instructor, respect for their classmates, honorable presentation of original work, gracious acceptance of constructive criticism, attention to detail, and a dedication to excellence in their academic goals. These employability skills are direct reflections of the Wake Tech's Core Values. Ask your individual instructor about how employability skills will affect your grade, and your ability to work in your chosen field once you have completed your academic goals.
Classroom Policies

- Students are responsible for all of the information presented in the Wake Technical Community College Student Handbook.
- Please note that computers are to be used at all times for official course purposes.
- Use of computers for general web surfing, e-mailing, chat room discussions, social networking, and any other non-course related task is forbidden. Violation of this rule will result in a grade deduction and possible loss of computer privileges.
- The college forbids the use of all audible electronic equipment during instructional time.
- Forbidden devices include but are not limited to: cell phones, smart phones, MP3 players, tablets, and PDAs.
- If you miss a lecture or arrive late, you are responsible for the material presented, handouts distributed, and any announcements made that day. The instructor will not provide notes for missed classes.

**The Core Values of Wake Technical Community College**
(Opens in a new window)
https://www.waketech.edu/catalog/history-statement-values-and-accreditation

**Student Code of Conduct, Rights, and Responsibilities**
(Opens in a new window)
https://www.waketech.edu/catalog/student-code-conduct-rights-and-responsibilities

**Disability Support Services (DSS)**
Disability Support Services (DSS) is available for students who require academic accommodations due to any physical, psychological, or learning disability. To determine eligibility, contact the office at 919-866-5670. Wake Technical Community College strives to make its websites accessible and usable for people of all abilities. We continue to make improvements and enhancements to our website accessibility features. If you find a feature that is not accessible, or if you have an immediate need, please contact accessibility@waketech.edu.

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