

# OAD 233: Trends in Office Technology

This course is designed to research current trends in office technology. Emphasis is on advances in technology relevant to the office environment such as electronic mail, multimedia interaction, presentation hardware and software, and Internet use. Upon completion, the student should be able to demonstrate an awareness of current technological applications for the modern office.

**Credits:** 3

**Lab Hours:** 0

**Lecture Hours:** 3

**Program:** Office Administration