Technology in the Workplace

Today's employees are expected to be able to leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals.

Employees must adapt to new and emerging technologies to meet organizational needs.

Taking advantage of technologies designed to enable collaborative workplaces to thrive is a key task in assuring a fluid work environment.

This module develops the learner's knowledge and skills related to the effective, efficient, and ethical use of technology in the workplace.

Learning Outcomes

1. Discuss the depth and breadth of technology in today's workplaces.

2. Apply technology in the workplace in an ethical and acceptable manner.

3. Use workplace communications technology.

4. Identify appropriate uses of enterprise-wide tools, including communication, productivity, accounts payable, knowledge management, and security technology.

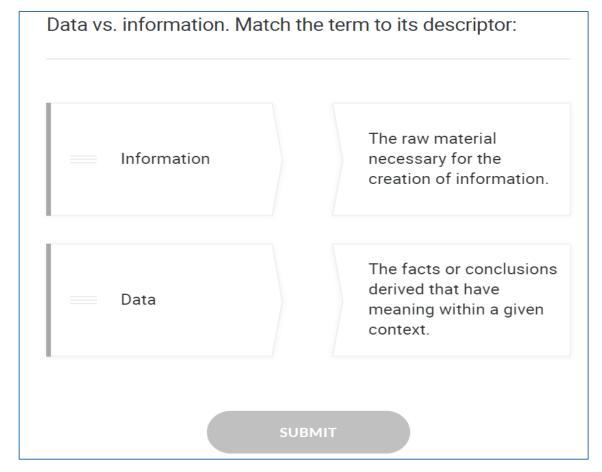5. Compare and contrast the nature of different operating systems and their application in the workplace.

6. Understand accounts payable technology.

7. Understand the nature of different operating systems.

8. Understand and use security technologies.

9. Understand and use browser-based security technologies.

10. Identify ways to leverage technology in the workplace.

11. Apply business automation concepts and principles in a business environment.

Recommended Learners

➢ Undergraduate Students
➢ Graduate Students

➢ IT faculty and learners using technology. employees

Data vs. information. Match the term to its descriptor:

Information		The raw material necessary for the creation of information.

Data		The facts or conclusions derived that have meaning within a given context.

SUBMIT

An example of a learning event in our Leading Edge Learning modules. The types of instructional content within the modules include: readings, videos, transcripts, audios, interactive questions, offline application exercises, flash cards, narrated presentations, matching exercises, relevant articles, downloads, a final exam, and other activities designed to engage learners based on recognized science of learning educational concepts.

Applications and Best Practices

✓ Develop learner's knowledge and skills related to effective, efficient, and ethical use of technology in the workplace.

✓ Integrate into courses that teach information technology or information literacy.

✓ Develop skill sets of working professionals.

✓ Academic leveling for learners who may not have adequate preparation for advanced studies.

Pricing
Module is Approximately 12-15 Learner Hours

1-100 Learners per Year	101-500 Learners per Year	500+ Learners per Year
$150 per Learner	$140 per Learner	$130 per Learner