



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.

Outcomes

1. Understand and appreciate the depth and breadth of technology in today's workplaces.
2. Apply technology in the workplace in an ethical and acceptable manner.
3. Understand and use workplace communications technology.
4. Understand and use business productivity technology.
5. Understand and use business hardware.
6. Understand and use enterprise technology and tools.
7. Understand and use knowledge management technology.
8. Understand accounts payable technology.
9. Understand the nature of different operating systems.
10. Understand and use security technologies.
11. Understand and use browser-based security technologies.
12. Appreciate how to leverage technology in the workplace.
13. Understand business automation concepts and principles.

Recommended Learners

Higher Education

- Undergraduate Students
- Graduate Students

Business, Industry, Nonprofits, & Agencies

- IT employees
- All employees using technology

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

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| <p style="text-align: center;">Higher Education</p> <ul style="list-style-type: none"> ✓ Develop learner’s knowledge and skills related to effective, efficient, and ethical use of technology in the workplace. | <p style="text-align: center;">Business, Industry, Nonprofits, & Agencies</p> <ul style="list-style-type: none"> ✓ Build upon and refresh current knowledge and practical application of information management technologies. |
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Pricing

Module is Approximately 12-15 Learner Hours

<p>1-100 Learners per Year</p> <p>\$150 per Learner</p>	<p>101-500 Learners per Year</p> <p>\$140 per Learner</p>	<p>500+ Learners per Year</p> <p>\$130 per Learner</p>
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