

## **COURSE OUTLINE** **Digital Office Technology**

### **Course Description**

BE 112. Digital Office Technology. 3 hours credit. This course will enable the student to utilize various digital technologies used in the business office. The student will use digital technology to produce professional office communications.

### **Course Relevance**

The theories and applications learned in this course prepare the student for basic understanding of computerized devices and software programs that help people communicate with each other. These theories and applications are relevant to any career or academic field.

### **Required Materials**

Developed by instructor with supplemental learning materials.

### **Learning Outcomes**

The intention is for the student to be able to:

1. Develop skills in utilizing current digital office technologies.
2. Integrate digital technology to produce effective office communication.

### **Learning PACT Skills that will be DEVELOPED and documented in this course**

Through involvement in this course, the student will develop ability in the following PACT skill area(s):

#### **Technology Skills**

1. General computer use
  - Through a variety of activities, the student will utilize current digital technology to produce and disseminate various types of visual, audio, wireless, and hand-written digital communications.

### **Major Summative Assessment Task(s)**

These learning outcome(s) and the Learning PACT skill(s) will be demonstrated by:

1. Completing a project that uses the digital technology and software programs to demonstrate the student's ability to produce professional office communications.

### **Course Content**

- I. Skills/Competencies – Actions that are essential to achieve the course outcomes:
  - A. Understanding the digital world
  - B. Communicating digitally
  - C. Writing digitally
  - D. Utilizing digital tools in an office environment

## **Learning Units**

- I. The digital world
  - A. Historical overview of digital technologies
  - B. Introduction to current digital technologies
  
- II. The Webcam
  - A. Webcam features
  - B. Videoconferencing with the Webcam
  
- III. The iPod
  - A. iPod features
  - B. Using the iPod for communication
  - C. Using the iPod for document storage
  
- IV. The Writing Tablet
  - A. The Bamboo writing tablet features
  - B. Communicate digitally with the tablet
  
- V. The PDA
  - A. PDA features
  - B. Using the PDA to communicate
  
- VI. Web 2.0
  - A. The Web 2.0 environment
  - B. Utilizing Web 2.0 in business applications

## **Learning Activities**

Independent and collaborative learning activities will engage the student in examining the various aspects of written and oral communication in the digital environment. Lectures, demonstrations, group and individual projects, quizzes and exams contribute to the learning process and assist students in achieving the desired learning outcomes.

## **Grade Determination**

The student will be graded on completion of the assessment task, assignments inside and outside the classroom, tests, and class participation.