



## MASTER COURSE OUTLINE

A. BUSO 1651 Current Office Technologies

B. COURSE DESCRIPTION:

This course introduces the student to current technologies and tasks that increase work quality and productivity in changing office environments. Topics include voice recognition, digital transcription, cloud computing (including securing information), editing pdf files, and accessing information through the Internet. Co-requisite: BUSO 1620, or BUSA 1065, or instructor's approval. Although BUSO 1651 and BUSO 1620 may be taken concurrently, it is recommended that students complete BUSO 1620 prior to taking BUSO 1651.

**(3 Cr – 2 lect, 1 lab)**

C. \*Core Theme: Critical Thinking

D. RIVERLAND INSTITUTIONAL LEARNING OUTCOMES:

This course addresses the following Riverland Institutional Learning Outcome(s):

- ILO 1: critical thinking (*Core Theme Goal 2*)
- ILO 2: awareness of the larger global community (*Core Theme Goal 7 or 8*)
- ILO 3: ethical, engaged citizenship (*Core Theme Goal 9 or Goal 10*)
- ILO 4: communication and collaboration (*Discipline Goal 1 and by any learning outcome(s) involving communication or collaboration*)

E. MAJOR CONTENT AREAS:

- Voice recognition software
- Digital transcription production
- Cloud computing
- Information security
- Emerging technology trends and products
- Digital communication tools
- Digital literacy
- Communication meeting platforms (Zoom, Teams)
- Artificial Intelligence

F. GOAL TYPES, OBJECTIVES, AND OUTCOMES:

<u>GOAL</u>	<u>OBJECTIVES</u> Students will be able to	<u>OUTCOMES</u> The student will successfully
* <u>Critical Thinking</u>	imagine and seek out a variety of possible goals, assumptions, interpretations, or	1. process voice to text and make a conscious choice as to the

	perspectives which can give alternative meanings or solutions to given situations or problems.	grammar and formatting to be used at 98% accuracy.
<u>CS</u>	identify types of voice recognition software that is used in the business world.	1. train the computer to recognize their individual voice to create, edit, and prepare mail-able documents.
<u>CS</u>	create documents using business writing standards.	1. prepare business documents using current technology and templates.
<u>CS</u>	identify current technology trends.	1. utilize appropriate technology, application, and skill to create business documents.
<u>CS</u>	demonstrate a level of comprehension of current communication meeting platform tools available.	1. use and manage communication meeting platform software.
<u>CS</u>	model effective digital literacy learning techniques and strategies	1. apply effective use of online resources for research and data analysis. 2. use AI as a tool to increase productivity.

#### G. SPECIAL INFORMATION:

This course may require use of the Internet, the submission of electronically prepared documents and the use of a course management software program. Students who have a disability and need accommodations should contact Accessibility Services at the beginning of the semester. This information will be made available in alternative format, such as Braille, large print, or current media, upon request.

#### H. COURSE CODING INFORMATION:

Course Code D/Class Maximum 30; Letter Grade

Revision date: 03/20/16; 03/05/24

AASC Approval date: 04/20/16; 04/16/24

\*These five MnTC Goals have been identified as Riverland Community College Core Themes. Every course in the Riverland Community College curriculum shall meet outcomes from one of these themes.

\*\*These five MnTC Goals have been identified as Riverland Community College Disciplines. Riverland's MnTC courses also shall meet outcomes from a Discipline Area.

NOTE: The Minnesota Transfer Curriculum "10 Goal Areas of Emphasis" are reflected in the five required discipline areas and five core themes noted in the Riverland Community College program of study guide and/or college catalog.

<b>*Riverland Community College Core Themes</b>	<b>MnTC Goal Number</b>
Critical Thinking (CT)	2
Human Diversity (HD)	7
Global Perspective (GP)	8
Ethical and Civic Responsibility (EC)	9
People and the Environment (PE)	10

<b>**Riverland Community College Discipline Areas</b>	<b>MnTC Goal Number</b>
Communication (CM)	1
Natural Sciences (NS)	3
Mathematics/Logical Reasoning (MA)	4
History and the Social & Behavioral Sciences (SS)	5
Humanities and Fine Arts (HU)	6

Riverland