



STARK STATE COLLEGE

GENERAL SYLLABUS

Course Information

Course Name: Digital Technologies
Course Number: AOT107

Required Materials

Textbook(s): None
Required Readings: None
Additional Materials: None

Course Outline/Calendar

The date of coverage and order of coverage may be modified based on the faculty member and events beyond the control of faculty members that interfere with class times and teaching.

Week	Chapter/Topic/Lab
Week 1	Review Syllabus, Review Learning Management System, Discussion of OneNote <ul style="list-style-type: none"> • Syllabus Quiz • OneNote Notebook • Visio Alternative Research and Paper • Organizational Chart (Visio or Draw.IO)
Week 2	Google Docs, Evernote, and Audio Note <ul style="list-style-type: none"> • Research: Google Docs vs. Google Workspace • Evernote: Office Grand Opening • Audio Note: Career Goals • Notebook build (not submitted this week)
Week 3	Dropbox, SlideShare, When is Good, and Asana <ul style="list-style-type: none"> • Research: Asana vs. MS Project • Dropbox: Account creation/access, folder structure design • SlideShare: Process Presentation • When is Good: Account creation, class meeting
Week 4	Triplt, Followup.cc <ul style="list-style-type: none"> • Research: Expense Tracking Software • Triplt Assignment • Followup.cc Email and Tracking
Week 5	Various AI Engines

Week	Chapter/Topic/Lab
	<ul style="list-style-type: none"> • Research: AI Engines for the Office • AI Labs • AI Peer Review/Discussion
Week 6/7	Elements of a Web page, Web design products <ul style="list-style-type: none"> • Research: Best product for Website building • Canva lab
Week 8	Social Media overview & OneNote Notebook <ul style="list-style-type: none"> • Research: Comparison of social media sites • Final submission of completed notebook