Overview/Description of Course:

This course aims to teach students about how technology can be used to make their lives more efficient and to make students comfortable and confident in their use of technology. We will provide students with a plethora of tools and skills they can use and develop that will let them use technology most effectively. For example, students will learn how to build interactive presentations, find apps and services for any problem, organize and store files efficiently, use apps to improve productivity, use advanced features of office tools, collaborate and communicate online, and improve their overall understanding and appreciation of and for technology.

Student Learning Objectives:

- How to navigate their computers most effectively and utilize all of their features
- Learn to use technology to make daily tasks more efficient
- Developing an appreciation for the process of building various apps and services
- Feel more confident in their technological ability
- Take technology skills learned to be more productive in any work environment
- Learn about tools to improve productivity, online security, communication, and presentation skills
- Build an intuition for how technology works and develop an innovative mindset
- Critically think about how technology affects our daily lives

Instruction Methods/Structure:

Lectures will be engaging and dynamic. We will teach through live demonstration and students will get the opportunity to use what they learn during class. For this reason, we require that all students bring a (charged) laptop to class. Every class will be part lecture, part discussion, and part group work. Students will take home skills that they can use in practice immediately.

Course Readings:

All readings will be accessible through bCourses; there are no required textbooks or readers. Readings will go over themes of how technology affects society and plays a role in our culture, how technology can be used efficiently, and the history of technology. Readings will serve as a basis for in-class discussion. Readings are listed on a per-week basis in the Weekly Schedule, below.

Other Materials:

Students must be able to bring a charged Mac or PC (Windows) laptop to class. Group work and in-class practice will often require the use of a laptop.

Grading:

- Attendance: 50%
- Participation: 30%
- Final Presentation (details below): 20%
Dates for Exams/Due Dates for Projects/Papers:

The final project will be an in-class presentation during the 11th week of the course. Groups will be assigned and topics will be chosen by the end of the 8th week of the course.

Descriptions of Assignments/Problem Sets/Reports/Research Papers:

Details about readings are above.

Students will submit a brief form at the end of each week/module that gives them an opportunity to provide feedback on the past module and identify what they’re most interested in learning during the next module.

All assignments will be accessible through bCourses. Assignments will be related to a given week’s course material and will build students’ intuition, confidence, and agility in using technology. All assignments will have details provided on bCourses and will require submission either in class or via bCourses.

Attendance will be based on 24 50-minute classes spread out over 12 weeks. Participation is based on weekly in-class discussions, participation in groups, completing readings and assignments, and interactive lessons throughout the semester. The final presentation will involve each student presenting on one skill, tool, or topic of their choice. Proposals for final presentation topics will be due on week 8.

The final project will be conducted in groups of 2-3. Each group will present on how to use a tool or feature of technology or discuss a critical topic of or implication regarding the use of technology. A bank of potential topics will be available on bCourses. Each presentation will be roughly 10 minutes long, depending on the size of the class. Proposals for these projects are due to bCourses by the end of week 8. Each group must submit either a write-up or PDF of their slides to bCourses before their presentation. Grading will be based on relevance to the course and effectiveness of teaching.

Weekly Schedule: Topics, Readings, and Assignments for Each Week.

- **Week 1 – Introduction**
  - Two Days of Course Information and Topic Overview (Attend One)
  - Course Registration Based on Attendance for Either of Two Introduction Days
  - **Assignment:** Read Syllabus, Submit Intent to Register Form

- **Week 2 – Basics**
  - **Topics:** Operating System Usage and Tricks, Browsers, Extensions, File Types, Desktop Shortcuts, Typing, Fonts, Scanning, Optical Character Recognition, Symbols Typing, Computer Components, Window Management, Program Installation/Uninstallation
  - **In-Class Activities:** Finding Browser Extensions for a Given Purpose, Speed Race to Perform an Operation that Uses Operating System Shortcuts
  - **Assignments:**
    - Install Suggested Browser Extensions on Your Personal Computer
    - Install Suggested Programs on Your Personal Computer
    - Typing Test (We Will Measure Improvement): [https://10fastfingers.com/typing-test/english](https://10fastfingers.com/typing-test/english)

- **Week 3 – Intuition**
Topics: How to Find an App for a Given Problem, Intuition of Using Software to Automate Repetitive Tasks, Effective Online Shopping, Purchasing Hardware, Purchasing and Accessing Software

In-Class Activities: Given a Problem, Find and Test a Software-Based Solution, Decide on Hardware Purchase for a Given Problem

Assignments: Identify Something in Your Life that Could be Automated, and Find and Try Software to Make it More Efficient, Read Article https://www.psychologytoday.com/blog/mr-personality/201305/is-technology-making-us-stupid-and-smarter

Week 4 – Presenting & Office Tools

Topics: Presentation Skills, Presentation Software, Interactive Presentation Tools, Office Programs and Advanced Features, Adobe Creative Suite, Resolutions, Underscan, Modern Aesthetics and Design, Text Editors, Surveys and Survey Tools, Form and Form Tools, Spreadsheets, Using ETS Services on Campus, Document Feedback and Annotating, Digital Signing

In-Class Activities: Build Presentation with Features We Teach, Analyze Sample Survey Data, Suggest Cabling for a Given Presentation Scenario

Assignments: Build a Creative & Dynamic Presentation, Read Article Pgs. 22-25 https://www.toastmasters.org/~/media/f560ee07d8cc4a59bf396f772fc85e36.ashx

Week 5 – Organization

Topics: Efficient Folder and File Organization, Cloud Syncing, E-Mail Organization, Photo Management, Bookmarking, PDF Management and Combination, Organizational Tools and Strategies, Calendaring, Receipt Tracking, Trello and Task Management Tools, Source Tracking for Essays

In-Class Activities: Devise Folder Hierarchy Given a Scenario, Build Sample Trello Board for Job Search

Assignments: Organize Your Inbox, Cloud Storage, Photo Library, and/or To-Do List Digitally, Read Article as a Case Study: https://medium.com/building-creative-market/designing-better-file-organization-d0a3c0de9906

Week 6 – Productivity

Topics: Productivity Tools, Productivity Techniques, Efficient Google Searching, Note Taking and Relevant Apps, Time Tracking and Relevant Apps

In-Class Activities: Find Answers to Tricky-to-Search Problems, Create Productive Workflow for a Given Scenario

Assignments: Download and Try Suggested Tools to Improve Productivity, Read Article https://hbr.org/2015/09/technology-should-be-about-more-than-efficiency

Week 7 – Fixing Issues

Topics: Internet Connection and Debugging, Cleaning Hardware, Cleaning Operating Systems Installations, Printing Process and Debugging, Debugging Computer Problems with Error Messages, Force Quitting, Fixing App Problems

In-Class Activities: Problem/Bug Solving Simulation, Debugging Workflow Practice

Assignment: Read Article https://www.technologyreview.com/s/545416/could-ai-solve-the-worlds-biggest-problems/

Week 8 – Security & Safety

Topics: Backups, Passwords, Password Management, Online Security, Privacy, Safety on the Internet, Identifying Scams, Ad Blocking, Intranet, Proxies, VPN

In-Class Activity: Discussion about Themes from Film Assignment

Assignments: Strengthen Your Online Security with Strong Passwords and a Password Safe, Create a Backup Plan, Watch a clip (Time TBD) from The Giver, available on Netflix, Final Project Proposal Due
• **Week 9 – Communication**
  o **Topics:** Sending Files, Link Sharing, Slack and Other Team Communication Tools, QR Codes, Email Tracking, WiFi Calling, Video Chatting, Screen Capturing, Live Video, Screen Sharing, Google Custom Maps
  o **In-Class Activity:** Virtual Meeting Setup with Screen Sharing, File Sharing, and Video Calling
  o **Assignment:** Read Articles [https://www.techchange.org/2014/06/18/ict-global-youth-wellbeing-index-csis-iyf](https://www.techchange.org/2014/06/18/ict-global-youth-wellbeing-index-csis-iyf) / [https://plato.stanford.edu/entries/it-moral-values/#MorValComAccInf](https://plato.stanford.edu/entries/it-moral-values/#MorValComAccInf)
  Section 1.1.2 “Moral Values in Communicating and Accessing Information”

• **Week 10 – Miscellaneous (Tools)**
  o **Topics:** Ergonomics, LinkedIn, Peripherals and Connections, People Lookup and Research, Berkeley Resources, Facebook Features, Internet Advertising-Based Model, Mail Merge, Professional Development (Cover Letters, Resumes), Job Finding Platforms
  o **In-Class Activity:** Ergonomic Posture Identification Handout, Profile Legitimacy Exercise, Send Out a Mail Merge
  o **Assignments:** Create or Strengthen Your LinkedIn Profile, Try Ergonomic Suggestions, Build a ProductHunt ([http://producthunt.com](http://producthunt.com)) Collection with Apps and Services You Would Find Useful, Be Ready to Share in Class

• **Week 11 – Final Project Presentations:** See Assignment Description Above

• **Week 12 – Extras and Advanced Tools**
  o Extra Topics Not Covered by Final Projects Will be Covered Here
  o **In-Class Activity:** Find Apps to Make Your RRR/Dead Week More Efficient, Discussion About Class Content
  o **Assignment:** Course Evaluation