Syllabus

Course Overview

As technology continues to rapidly change, we must develop the skills necessary to be successful in our digital future. This course focuses on three of these essential skills: productivity, and self- and social awareness. Through a variety of assignments, you will learn effective online career searches, digital tools to improve time management, and organizational strategies for your electronic devices. You'll reflect on your own digital proficiency and share how you incorporate digital tools in your personal and professional life. Each week, you'll be introduced to real professionals and celebrities who apply these skills in their lives and describe how this has helped them to reach their career goals. At the end of the course, you'll take away multiple tools you can immediately apply to your digital future.

Course Structure

- **Theme 1: Technology**. Technology is the ability to confidently and effectively use technology to be productive, complete goals and tasks, and maintain a competitive advantage. In this course, you will develop how to use technology to reach your personal and professional goals.
- **Theme 2: Productivity**. Productivity is how effective you are in the time you use to accomplish tasks. In this course, you'll develop digital organizational and time management strategies to increase productivity.
- **Theme 3: Self-Awareness and Social Awareness**. Self- and social awareness is the understanding of your personal strengths and limitations; recognizing your thoughts, emotions, and intentions; being open to receiving feedback; and identifying how your behaviors impact others. In this course, you develop your self- and social awareness in using new technology through different interactive digital activities.

Assignments

- **Week 3:** Perform an online job search and report on the skills and requirements necessary for the position. – 20% of grade. *Scoring Guide*.
- **Week 5:** Complete a letter in Microsoft Word reflecting on your experiences in college so far. – 20% of grade. *Scoring Guide*.
- **Week 7:** Identify your priorities and use a digital calendar to organize them. – 20% of grade. *Scoring Guide*.
- **Week 9:** Organize documents within folders and subfolders, and choose two digital tools to increase your productivity and confidence. – 20% of grade. *Scoring Guide*.

Discussions

There will be a discussion that continues through each theme. Participation in discussions will count for 20% of your final grade.

- **Week 1:** Introduce yourself and share your experiences using technology.
- **Week 2:** Share how you use your digital devices in the courseroom and in your personal life.
- **Week 3:** Share the types of problems the Internet has helped you to solve.
- **Week 4:** Explore how communication errors might lead to negative results.
- **Week 5:** Discuss the common reasons why students plagiarize.
- **Week 6:** Identify a distraction in your life and offer a solution to move beyond it.
- **Week 7:** Practice prioritizing your time when everything seems urgent.
- **Week 8:** Discuss how you would use, or would like to use, the cloud and how it can be useful to you.
- **Week 9:** Discuss how digital tools can help you accomplish your tasks at work.
- **Week 10:** Reflect on the three primary skills you have developed throughout the course.

Course Competencies

To successfully complete this course, you will be expected to:

1. Use computers, software, and online tools to effectively complete a task.
2. Use digital tools and organization techniques to effectively create timelines and set priorities.
3. Choose organizational strategies and digital tools to maximize one's productivity.
4. Address assignment purpose in a well-organized text, incorporating appropriate evidence and tone in grammatically sound sentences.

Essential Undergraduate Learning Outcomes

All General Education courses reflect our Essential Undergraduate Learning Outcomes (EULOS). Review the Essential Undergraduate Learning Outcomes interactive media piece to learn more about these learning outcomes and how COM1000 supports these outcomes.

General Education Information Research Skills Library Guide

A Capella University library guide has been created for your use in General Education courses. The General Education Information Research Skills Library Guide contains tips on how to use the Capella University Library to find resources for your General Education courses. You are encouraged to refer to the resources in this library guide to direct your research in this course.

Note: This program guide supports the Essential Undergraduate Learning Outcome of Information Literacy.

Course Competencies   **(Read Only)**

To successfully complete this course, you will be expected to:

1   Use computers, software, and online tools to effectively complete a task.

2   Use digital tools and organization techniques to effectively create timelines and set priorities.

3   Choose organizational strategies and digital tools to maximize one's productivity.

4   Address assignment purpose in a well-organized text, incorporating appropriate evidence and tone in grammatically sound sentences.

Course Prerequisites

There are no prerequisites for this course.

Syllabus ❯❯ Course Materials

Required

The materials listed below are required to complete the learning activities in this course.

Integrated Materials

Many of your required books are available via the VitalSource Bookshelf link in the courseroom, located in your Course Tools. Registered learners in a Resource Kit program can access these materials using the courseroom link on the Friday before the course start date. Some materials are available only in hard-copy format or by using an access code. For these materials, you will receive an email with further instructions for access. Visit the Course Materials page on Campus for more information.

Book

Campbell, J. T., Freund, S. M., Frydenberg, M., Last, M. Z., Pratt, P. J., Sebok, S. L., & Vermaat, M. E. (2017). *Discovering computers and Microsoft Office 365 and Office 2016: A fundamental combined approach.* Boston, MA: Cengage Learning. ISBN: 9781305871809

External Resource

Please note that URLs change frequently. While the URLs were current when this course was designed, some may no longer be valid. If you cannot access a specific link, contact your instructor for an alternative URL. Permissions for the following links have been either granted or deemed appropriate for educational use at the time of course publication.

- CareerOneStop. (n.d.). Retrieved from http://www.careeronestop.org/Videos/CareerandClusterVideos/career-and-cluster-videos.aspx
- Fisher, T. (2019, August 28). 10 best web search tricks everyone should know. Retrieved from https://www.lifewire.com/web-search-tricks-to-know-4046148
- Indeed. (n.d.). Retrieved from http://www.indeed.com/
- MacKay, J. (2018, July 17). The "everything is important" paradox: 7 practical methods for how to prioritize work [Blog post]. Retrieved from https://blog.rescuetime.com/how-to-prioritize/
- MindTools. (n.d.). How self-confident are you? Improving self-confidence by building self-efficacy. Retrieved from https://www.mindtools.com/pages/article/newTCS_84.htm
- National Center for O*NET Development. (n.d.). O*NET OnLine. Retrieved from http://www.onetonline.org/
- Northstar. (n.d.). Northstar Digital Literacy Assessment. Retrieved from https://www.digitalliteracyassessment.org/
- Selk, J. (2016, November 14). Prioritize and maximize: Stop wasting time and start maximizing it. Retrieved from https://www.forbes.com/sites/jasonselk/2016/11/14/prioritize-and-maximize-stop-wasting-time-and-start-maximizing-it/#30badb8068e8

Suggested

Optional

Unit 1 ⟩⟩ It's a Digital World

Introduction

> Maria smiles and waves goodbye as the school bus pulls away from the stop. It's hard to believe that today is her youngest child's first day of kindergarten. The feeling is bittersweet—children grow up quickly, but Maria has looked forward to the day she could transition back into the workforce. Within the six years she has been out of the workforce, the world has dramatically changed. Computers, tablets, and smartphones have changed everything about the modern office. Although excited to get back to work, Maria worries —has the digital world left her behind?

Today, technology is truly at your fingertips. You can download your favorite song, send an email to your professor, apply for jobs, share pictures of your kids, and even finish this entire course online. As digital technology continues to evolve, it's not just changing the way we interact; it's also changing the way we do business. It's creating a new digital world where anything is possible if you have the skills you need to succeed.

Welcome to COM1100: Navigating a Digital World! Over the next 10 weeks, you'll learn skills you can use to master the digital technology around you so that you can take control of your professional future and manage your identity in a digital world. This course is not about learning the latest app or

mastering the newest device. Technology changes so fast that by the time you master one device there will be something new to take its place. Instead, the course focuses on three essential skills to help you navigate your digital world and workplace successfully:

- Technology to utilize the digital tools around you right now and in the future.
- Productivity to organize, plan, and effectively use those digital tools at school, work, and home.
- Self-awareness and social awareness to embrace new tools and technology so you can stay on top of your game personally and professionally.

To-Do List:

- **Discussion:** Participate in the course discussion board.
- **Interactive Learning Module:** View *Capella Stories*: *Navigating a Digital World*.
- **What You Need to Know:** Review the technology we use daily in our personal and professional lives.

Learning Activities

u01s1 - Activity Overview

Discussion Overview

In this week's discussion, introduce yourself and share your experiences using technology.

u01v1 - Interactive Learning Module: Capella Stories: Navigating a Digital World

In this week's Capella Stories, you'll get a sneak peek into the three skills you'll be learning throughout this course—technology, productivity, and self- and social awareness. You'll also meet experts who are already using these skills to transform their personal and professional lives.

Course Resources

Capella Stories: Navigating a Digital World | Transcript

u01s2 - What You Need to Know

Today's Technology

Although technology is constantly changing, there are fundamental concepts related to technology that are necessary for your digital proficiency. Knowing different types of devices, understanding how to use them in our personal and professional lives, and recognizing the benefits and risks associated with each is the foundation of digital proficiency. Many of these concepts may be familiar to you, but some may not.

Read the chapter below to reacquaint yourself with the basics of today's technology:

- Campbell, J. T., Freund, S. M., Frydenberg, M., Last, M. Z., Pratt, P. J., Sebok, S. L., & Vermaat, M. E. (2017). *Discovering computers and Microsoft Office 365 and Office 2016: A fundamental combined approach.* Boston, MA: Cengage Learning.
  - Chapter 1, "Introducing Today's Technologies: Computers, Devices, and the Web," pages 1–39.

u01d1 - Write Your Discussion Post

You may not feel like a tech guru yet, but you're likely already an expert in navigating your smartphone, tablet, or other device.

Choose one of the options below and discuss how you learned to use it on your smartphone or another electronic device:

- Online shopping.
- Voice controls.
- Social media.
- Your favorite app.

Response Guidelines

Read the Discussion Participation Scoring Guide to learn how your instructor will evaluate your discussion participation throughout this course. Respond to at least one other learner and share how your experiences with technology are similar to or different from their experiences.

Course Resources

Undergraduate Discussion Participation Scoring Guide

Unit 2 ❯❯ Build Your Tech Mindset

Introduction

A quick chat with a friend and mentor has filled Maria with new confidence. Maria is reminded that even though she has taken a career break, she has kept up on many of the digital technologies used in offices every day. Her daily use of her mobile phone, tablet, and laptop—not to mention her Bluetooth accessories—has kept her more connected than she realized.

It is easy to be intimidated by new technology, but we often take for granted the digital skills we already have. For many of us, it is second nature to search the Internet, send an email, or find the newest podcast. Others may still be developing their digital skills, but they likely have the basics down whether they know it or not. No matter what you want to do professionally, the way you think about yourself and your future is just as crucial to your success as the tools you learn. That's why mastering the technology around you begins with adopting the right mindset.

This week, you'll start building your tech mindset by reacquainting yourself with the digital tools you are already familiar with and by learning more about those we use to connect and communicate online.

To-Do List:

- **Discussion:** Participate in the course discussion board.
- **Interactive Learning Module:** View *Capella Stories: Navigating the Internet*.
- **What You Need to Know:** Explore resources about connecting and communicating online and how to build your digital confidence.
- **Prepare:** Prepare for your assignment due in Week 3.

Learning Activities

u02s1 - Activity Overview

Discussion Overview

In this week's discussion, share how you use your digital devices in the courseroom and in your personal life.

u02s2 - What You Need to Know

Connecting and Communicating Online

The majority of professional communication happens online. Knowing how to use the Internet to successfully connect with others—and to do so in a professional and appropriate way—is a requirement in the digital world. Of course, how people communicate depends on the culture of your workplace. While some organizations are comfortable connecting through instant messaging or social media platforms, others remain more traditional with formal emails and face-to-face meetings. In any environment, a level of courteous communication is expected to maintain a professional online environment.

Read more about different modes of online communication and the conduct expected of professionals online:

- Campbell, J. T., Freund, S. M., Frydenberg, M., Last, M. Z., Pratt, P. J., Sebok, S. L., & Vermaat, M. E. (2017). *Discovering computers and Microsoft Office 365 and Office 2016: A fundamental combined approach.* Boston, MA: Cengage Learning.
    - Chapter 2, "Connecting and Communicating Online: The Internet, Websites, and Media," pages 56–71 and 74–93.

Building Your Digital Confidence

Self-awareness is not a static trait. Self-awareness can be cultivated in ways that help us succeed in our professional lives. To further develop your digital proficiency, you must gain self-awareness in your ability to learn about and interact with new technology. Self-efficacy—or the belief in our own ability to succeed—is an essential part of developing self- and social awareness.

Read the article below and take the quiz. How well do you recognize your skills and believe in your abilities?

- MindTools. (n.d.). How self-confident are you? Improving self-confidence by building self-efficacy. Retrieved from https://www.mindtools.com/pages/article/newTCS_84.htm

u02v1 - Interactive Learning Module: Capella Stories: Navigating the Internet

In this week's Capella Stories, you will hear how one CEO, Jennifer Gefsky, discovered how difficult it was to reenter the workforce after seven years. Realizing that women don't have a lot of resources for reconnecting to the workforce, she came up with a business-minded solution.

Course Resources

Capella Stories: Navigating the Internet | Transcript

u02d1 - Write Your Discussion Post

With so much technology around us, sometimes it's tricky to figure out which devices we should use and when. Consider when and why you would choose to use the following devices to complete tasks for school:

- A smartphone.
- A tablet.
- A laptop or desktop computer.

Choose one of the devices above. Then discuss how you would use the device to accomplish one of the following tasks:

- Completing your coursework.
- Researching a topic (for a paper or for accomplishing a task).
- Accessing media or entertainment.
- Buying items online.

Response Guidelines

Respond to at least one other learner and share how your experiences with technology are similar to or different from their experiences.

Undergraduate Discussion Participation Scoring Guide

u02s3 - Prepare: Start Your Research for Next Week's Assignment

Prepare for your Job/Career Research assignment due next week by reviewing the assignment instructions. Start thinking about a job or career that you are interested in and, following the assignment instructions, use the links below to help you complete your assignment:

- O*NET OnLine.
- Indeed.
- CareerOneStop.

Unit 3 ›› Fine-Tune Your Search

Introduction

> Motivated to get her job hunt started, Maria takes to the Internet. She opens her browser and types in "jobs in my area." But this seemingly simple search yields hundreds—if not thousands—of matches. The list is unending! Maria knows there must be a way to filter her search to get the information she needs. But how?

The Internet is the ultimate resource for information in our digital world. But like trying to drink from a gushing fire hydrant, it can be difficult to control the flow of that information. So, how do you ensure you get exactly what you need, without becoming overwhelmed?

This week, you'll continue to add to your digital proficiency toolbox. You'll learn how to successfully navigate and select the right Internet tools and how to use these tools to accomplish your professional goals.

To-Do List:

- **Discussion:** Participate in the course discussion board.
- **Assignment:** Submit your Job/Career Research assignment.
- **Interactive Learning Module:** View *Capella Talks*: *A Closer Look at Algorithms.*
- **What You Need to Know:** Learn techniques for effective general and career-specific web searches.

Learning Activities

u03s1 - Activity Overviews

Discussion Overview

Share the types of problems the Internet has helped you to solve.

Assignment Overview

Perform an online job search and report on the skills and requirements necessary for the position.

u03v1 - Interactive Learning Module: Capella Talks: A Closer Look at Algorithms

In this talk, you'll learn more about the algorithms around you and how they are transforming the business world. You'll hear how one company is using them to match clients to jobs, and you'll discover how algorithms can help you get the most out of your online searches.

Course Resources

Capella Talks: A Closer Look at Algorithms | Transcript

u03s2 - What You Need to Know

Using Search Engines

New search engines are constantly appearing, but Google, Bing, and Yahoo are certainly the most popular. They exist to help you discover the specific information you need by navigating and organizing information on the billions of web pages on the Internet. While search engines are often successful in delivering highly relevant content, there are certain techniques that can help you improve your search results and develop your digital proficiency.

To learn more about crafting effective searches, read the following section of your textbook:

- Campbell, J. T., Freund, S. M., Frydenberg, M., Last, M. Z., Pratt, P. J., Sebok, S. L., & Vermaat, M. E. (2017). *Discovering computers and Microsoft Office 365 and Office 2016: A fundamental combined approach.* Boston, MA: Cengage Learning.
  - Search Engines, pages 71–72.

To learn about how to effectively search within Google, read the following resource:

- Fisher, T. (2019, August 28). 10 best web search tricks everyone should know. Retrieved from https://www.lifewire.com/web-search-tricks-to-know-4046148

Career Search Skills

Employers use a variety of job websites to post job openings; however, just like search engines, they can be difficult to navigate if you aren't familiar with them. If you find a job you'd like to apply for, you will also need to prepare a résumé and cover letter to upload. Many of the same techniques for effective searching and professional communication can also be used when searching and applying for a job.

How familiar are you with these techniques? What areas do you need to build confidence? Participate in the Career Search Skills activity from Northstar:

1. Go to Northstar Digital Literacy Assessment.
2. Scroll to the middle of the page.
3. On the right side, under **Using Technology in Daily Life**, click **Career Search Skills** to start the activity.

Additionally, for this week's assignment, you are doing your own career research. To see an example of an effective search, watch the video Searching a Website.

u03d1 - Write Your Discussion Post

Want to know what movies are showing? Need to find a new place to eat? Kids need help with a school project? Have to fix that leaky faucet yourself? The Internet—with its unlimited answers—has made it far easier to solve problems of all types, big and small.

For this discussion, choose one of the topics below:

- Personal development and improvement.
- Do-it-yourself.
- Entertainment or travel.
- Workplace or job hunting.

For your chosen topic, identify a problem you faced and explain how you were able to solve it using resources available on the Internet.

Response Guidelines

Respond to at least one other learner and share how your experiences with technology are similar to or different from their experiences.

Course Resources

Undergraduate Discussion Participation Scoring Guide

u03a1 - Job/Career Research

Modern jobs—from medium to more advanced-skilled careers—require the use of digital tools. No matter what job or career path you are on or want to pursue, you will need to know how to use technology to be successful. In this week's assignment, you will explore the technical skills required for the job or career of your choice.

Assignment Instructions

Choose a job or career for yourself that you are currently pursuing or plan to pursue in the future. Then, answer the following:

1. Identify the job or career that you have chosen.
   ◦ Describe why you have picked this job or career.

2. Go to O*NET OnLine, and use the search field to search for your chosen job or career. (Refer to the video Searching a Website for help.)
   ◦ Summarize the technology skills required for the job.
   ◦ Choose five of these skills and describe how your experience and education (including this course) has helped—and will help—you develop these skills.

3. Go to either Indeed or CareerOneStop, and find a relevant job posting for the career you have chosen.
   ◦ Copy and paste the link into your assignment.
   ◦ Provide a brief description of the job and any technical skills it requires.
   ◦ Discuss what skills you already have and those you will need to acquire to be successful at the job.

Assignment Requirements

- **Written Communication:** Convey clear meaning with minimal issues in grammar, usage, word choice, and mechanics.
- **Length:** 1–2 double-spaced pages.
- **Sources:** The only sources required for this assignment are the websites associated with your search.

Note: In addition to the scoring guide, your faculty member may also use the Writing Feedback Tool to provide you with feedback related to your writing.

Competencies Measured

By successfully completing this assignment, you will demonstrate your proficiency in the following course competencies:

- Competency 1: Use computers, software, and online tools to effectively complete a task.
  ◦ Identify a career.
  ◦ Navigate to and select a job posting.
  ◦ Identify skills related to a job.

- Competency 4: Address assignment purpose in a well-organized text, incorporating appropriate evidence and tone in grammatically sound sentences.
  ◦ Address assignment purpose in a well-organized text, incorporating appropriate evidence and tone in grammatically sound sentences.

Unit 4 ❯❯ Get the Word Out

Introduction

Having found a few job postings that peak her interest, Maria realizes she needs to update her résumé. She begins to search through old flash drives and finally finds a résumé from six years ago. As she opens the document in Microsoft Word, Maria knows her résumé needs a serious makeover. How can she communicate her talents, skills, and life experience in a way that will catch the eye of a future employer?

To be successful in this digital world, you must understand how to compose and convey your ideas to others. This week, we'll help you get the most out of one of the world's most powerful communication tools—Microsoft Word.

To-Do List:

- **Discussion:** Participate in the course discussion board.
- **Interactive Learning Module:** View *Capella Stories*: *The Wanderlust Wordsmith.*
- **What You Need to Know:** Explore the multiple formatting and editing features of Word.
- **Prepare:** Start next week's assignment.

Learning Activities

u04s1 - Activity Overview

Discussion Overview

In this week's discussion, you'll explore how communication errors might lead to negative results.

u04v1 - Interactive Learning Module: Capella Stories: The Wanderlust Wordsmith

In this week's Capella Stories, writer Naomi Bishop shares how she uses Microsoft Word to fulfill her own career goals.

Course Resources

Capella Stories: The Wanderlust Wordsmith | Transcript

u04s2 - What You Need to Know

Using Microsoft Word

Microsoft Word is the most widely used word processing product for both personal and professional use. You've likely used Word before; however, with such a variety of editing and formatting tools, there are probably additional features you can learn about. The more comfortable you are with using Word, the more confidence you will have in composing professional, error-free documents.

Read the chapter below to learn more about the multiple editing and formatting features of Word:

- Campbell, J. T., Freund, S. M., Frydenberg, M., Last, M. Z., Pratt, P. J., Sebok, S. L., & Vermaat, M. E. (2017). *Discovering computers and Microsoft Office 365 and Office 2016: A fundamental combined approach.* Boston, MA: Cengage Learning.
    - Microsoft Word 2016, Module 1, "Creating, Formatting, and Editing a Word Document With a Picture," pages WD1–WD47.

u04d1 - Write Your Discussion Post

As you're beginning to use and learn Word and as you go forward in your academic and professional life, you'll find that writing and communication are important tools to have in your toolbox. If you are a clear communicator, your audience will have no problem distinguishing your meaning. However, if your writing isn't clear, it could have negative effects on your personal and professional life.

For this discussion, choose one of the scenarios below and explain how the communication errors might lead to negative results:

- U R constantly using text language in your English course.
- You're messaging your significant other, and you mention that they are "defiantly bautiful."
- You choose a topic for your English assignment: "Dogs is better then cats."

Response Guidelines

Respond to at least one other learner and share your thoughts on their ideas.

Course Resources

Undergraduate Discussion Participation Scoring Guide

u04s3 - Prepare: Start Next Week's Assignment

Review next week's assignment and begin to reflect on your college experience so far.

Unit 5 ›› The Truth Is Out There

 Introduction

> While checking Facebook, Maria receives an unexpected message from a friend from the past. Kate—someone who Maria hasn't spoken to in years—has sent her an invitation to join her networking marketing team. Kate claims it's possible to make up to $2,000 a week selling vitamin supplements. And the best part? You can work from home!
>
> Even though Maria is desperate to get back to work, she knows the offer is too good to be true. Offers like this remind her to keep her guard up when searching online. How can she distinguish good information from the bad?

Like Maria, you may have been the victim of a fake news article or viral image on social media. You may have even learned the hard way that just because you read something online, that doesn't make it true. When it comes to your academic and professional career, knowing how to find the truth is the key to your success. When looking for salary information or a job opening, writing a paper for a course, or putting together a proposal for your boss, you must make sure your information is accurate. But how do we know if we can trust that information?

This week, you'll learn how to evaluate sources, avoid accidental plagiarism, and use tools such as Microsoft Word and social media to find and share accurate information with the world.

To-Do List:

- **Discussion:** Participate in the course discussion board.
- **Assignment:** Submit your Letter assignment.
- **Interactive Learning Module:** View *Capella Talks: A Closer Look at Social Media* and *Real Talk with Naomi Bishop: Credibility*.
- **What You Need to Know:** Explore how to protect yourself against digital threats and how to avoid being a threat yourself.

Learning Activities

u05s1 - Activity Overviews

Discussion Overview

Discuss the common reasons why students plagiarize.

Assignment Overview

Complete a letter in Microsoft Word reflecting on your experiences in college so far.

u05v1 - Interactive Learning Module: Capella Talks: A Closer Look at Social Media

In this talk, you will review how different platforms can connect you to the audience you want and how to avoid embarrassing yourself at the same time.

Course Resources

Capella Talks: A Closer Look at Social Media | Transcript

u05s2 - What You Need to Know

Digital Security, Ethics, and Privacy

Taking precautions when online is another essential part of developing your digital proficiency. Digital threats are often related to the misuse of our personal information: email scams, identify theft, and password phishing are just a few in a list of ever-developing risks. But it is important to remember that we are also capable of *being* the threat. Posting information on our social media accounts without carefully checking its validity spreads false information. Not giving credit for the sources that we use in our academic work, whether on purpose or not, can threaten your academic and professional careers. While software and other programs can protect us from hacking of our personal information, it is our responsibility to make sure that the information we share is credible and that the information we use is credited.

Read more about technology supporting digital security:

- Campbell, J. T., Freund, S. M., Frydenberg, M., Last, M. Z., Pratt, P. J., Sebok, S. L., & Vermaat, M. E. (2017). *Discovering computers and Microsoft Office 365 and Office 2016: A fundamental combined approach.* Boston, MA: Cengage Learning.
    - Chapter 5, "Digital Security, Ethics, and Privacy: Threats, Issues, and Defenses," pages 212–249.

Privacy and Social Media

How much do you know about protecting your privacy on your social media accounts? Small acts such as being thoughtful about the people you choose to add as friends and taking the time to review your privacy settings can go a long way in protecting your personal information and maintaining a reputable online presence.

Take the quiz below to get a sense of how much (or how little) you know about protecting your social media accounts:

1. Go to <u>Northstar Digital Literacy Assessment</u>.
2. Scroll to the middle of the page.
3. On the right side, under **Using Technology in Daily Life**, click **Social Media** to start the activity.

Plagiarism

Now that the Internet has become the main source of information, plagiarizing is on the rise. Review the following Campus pages on plagiarism:

- <u>Why Plagiarism Happens</u>.
- <u>Avoiding Plagiarism</u>.

u05v2 - Interactive Learning Module: Real Talk with Naomi Bishop: Credibility

In this talk with Naomi Bishop, you'll learn how to protect your own credibility and how to avoid compromising your image with unintentional plagiarism.

Course Resources

<u>Real Talk with Naomi Bishop: Credibility</u> | Transcript

u05d1 - Write Your Discussion Post

While everyone knows that you can't pass off someone else's work as your own—and that technology has made it easier to spot plagiarism, a growing number of college students still do it. But why?

Of the four options listed below, which one do you think is the most common reason that students continue to plagiarize, and how can students avoid it?

- Students don't manage their time well and run out of time to do their work.
- The Internet makes it easy to find information and use it without anyone knowing or permitting.
- Students struggle with the topic and don't want to fail.
- If it's on the Internet, anyone can use it.

Response Guidelines

Respond to at least one other learner and provide feedback on what they have shared.

Course Resources

Undergraduate Discussion Participation Scoring Guide

u05a1 - Letter

The purpose of this assignment is to use digital tools to share information and reflect on your experiences. Practicing these skills will feed your success and build your confidence, at school and at work.

Assignment Instructions

1. Download the <u>Assignment 2: Letter Template [DOCX]</u>.
2. Edit the document by replacing the text in brackets [ ] with your answers to complete the letter.
3. Search the Internet to find an image or quote that describes how you feel about college so far.
   - Copy and paste the image or quote you found into the document, replacing the text in brackets: [insert image or quote].
   - Copy and paste the link of the website you got the image or quote from, replacing the text in brackets: [copy and paste the link of the website where you found the image or quote].

4. Format your document as follows:
   - Delete all of the directions—the text in brackets [ ]—from the document.
   - Right-align your name and date at the top of the letter.
   - Left-align the text of the letter.

5. Use the tools in Word to find and correct any spelling errors.
6. Save your document (in the folder location that you prefer) as: Lastname_COM1100_A2_letter.
7. Submit your assignment.

Note: In addition to the scoring guide, your faculty member may also use the <u>Writing Feedback Tool</u> to provide you with feedback related to your writing.

Competencies Measured

By successfully completing this assignment, you will demonstrate your proficiency in the following course competencies:

- Competency 1: Use computers, software, and online tools to effectively complete a task.
  - Select an appropriate image or quote.
  - Edit a letter with complete answers.
  - Format a document according to instructions.

- Competency 4: Address assignment purpose in a well-organized text, incorporating appropriate evidence and tone in grammatically sound sentences.
  - Address assignment purpose in a well-organized text, incorporating appropriate evidence and tone in grammatically sound sentences.

Unit 6 ≫ Make Time Work for You

 Introduction

> Working with a résumé coach, Maria realizes that by running all aspects of home and family life for the last six years, she has developed valuable skills—planning and time management. A quick glance at the calendar on her digital watch proves this—every appointment, reminder, and event in her life and her family's life accounted for. Having had help from her coach to convey these in her résumé and cover letter, Maria has successfully landed a job interview for a project management position at a local health care company. Will her interviewers recognize the skills she has to offer?

If you have a full personal and professional life, you can (and may already) organize your time with a digital tool. But have you considered if your organizational strategy is the best? Despite having a calendar, do you still find yourself rushed or delivering work that could benefit from more time and attention?

This week, you'll dive into time management and begin to consider how you organize your personal and professional time. You will also start to focus on your own productivity, or how effective you are at completing your tasks.

To-Do List:

- **Discussion:** Participate in the course discussion board.
- **Interactive Learning Module:** View *Real Talk with Naomi Bishop: Time Management*.
- **What You Need to Know:** Explore resources around increasing your own productivity and time management.
- **Prepare:** Start next week's assignment.

Learning Activities

u06s1 - Activity Overview

Discussion Overview

Identify a distraction in your life and offer a solution to move beyond it.

u06v1 - Interactive Learning Module: Real Talk with Naomi Bishop: Time Management

In this talk with Naomi Bishop, you'll learn how time management is crucial for professional success.

Course Resources

Real Talk with Naomi Bishop: Time Management | Transcript

u06s2 - What You Need to Know

Productivity

Being productive isn't just about getting tasks done, it's also about being efficient in how you do them. Many digital applications and software allow us to be more productive in our personal and professional lives. You may have recently used PowerPoint for a presentation, or perhaps you filed your taxes electronically using an online app.

Read about the most common productivity applications and how they can help in your professional success:

- Campbell, J. T., Freund, S. M., Frydenberg, M., Last, M. Z., Pratt, P. J., Sebok, S. L., & Vermaat, M. E. (2017). *Discovering computers and Microsoft Office 365 and Office 2016: A fundamental combined approach.* Boston, MA: Cengage Learning.
  - Productivity Applications, pages 165–177.

Time Management

One step to becoming more productive is learning how to manage your time. For next week's assignment, you'll review how you spend your time and take steps to organize it by using the Time Management Calculator.

You'll then prioritize your tasks in a calendar of your choice. If you already use a digital calendar, you may use that, or consider a free calendar (such as Google Calendar or the iPhone calendar app). Watch the video Using a Digital Calendar to learn more.

Jump ahead to the assignment due next week to get a better sense of what you'll need to do.

u06d1 - Write Your Discussion Post

In our modern world, it's becoming easier and easier to get distracted and lose sight of your goals. For this discussion, choose one of the possible distractions below and discuss how you would move beyond that distraction to finish your work.

- Your phone has been blowing up all day with drama, and you have an assignment due!
- You're managing a large group of people, and you're finding it hard to solve their problems and tackle your own work too.

- There has been a major storm in your area, and you're stuck working from home—along with the rest of the family.
- You have a huge amount of work sitting in your inbox, but it's the first good weather day of spring.

Response Guidelines

Respond to at least one other learner and provide feedback on what they have shared.

Course Resources

Undergraduate Discussion Participation Scoring Guide

u06s3 - Prepare: Start Next Week's Assignment

Review next week's assignment. Find a digital calendar if you do not have one already. Consider Google Calendar, the iPhone calendar app, or Microsoft Outlook as options.

Unit 7 ❯❯ Set Your Priorities

Introduction

> Confident in her skills in time management, Maria arrives for her interview (5 minutes early, of course!). Her interviewer explains that, in this position, different colleagues may come to her at once with urgent requests. She is curious how Maria prioritizes her time when multiple things are needed from her and everything on her to-do list feels urgent.

Every day, we make decisions to prioritize in our personal and professional lives. Whether it's paying your cell phone bill before the electric, helping the longest-waiting customer first, or checking your emails before making coffee, there are multiple times in the day when we determine which project or tasks should receive attention first. This same process can be used in the business world to increase your productivity and reach your career goals.

This week, you'll explore how digital tools like calendars make the process of prioritizing more efficient and effective so that you know what tasks to accomplish and when.

To-Do List:

- **Discussion:** Participate in the course discussion board.
- **Assignment:** Submit your Making Time to Achieve Your Goals assignment.
- **Interactive Learning Module:** View *Real Talk with Jennifer Gefsky: Life Experience*.
- **What You Need to Know:** Discover resources on prioritizing and maximizing your time.

Learning Activities

u07s1 - Activity Overviews

Discussion Overview

Practice prioritizing your time when everything seems urgent.

Assignment Overview

Identify your priorities and use a digital calendar to organize them.

u07v1 - Interactive Learning Module: Real Talk with Jennifer Gefsky: Life Experience

In this talk with Jennifer Gefsky, you'll learn how improving your productivity and setting priorities can help you achieve your professional goals. You'll also learn how life experiences—such as caring for loved ones and parenthood—can help you develop essential time management skills.

Course Resources

Real Talk with Jennifer Gefsky: Life Experience | Transcript

u07s2 - What You Need to Know

Prioritizing and Maximizing Your Time

For this week's assignment, you will choose the most important tasks you need to accomplish and then prioritize them. You will need to choose and explain the strategy behind your prioritizing.

To learn about the different methods of prioritizing you may use for your assignment, read this resource:

- MacKay, J. (2018, July 17). The "everything is important" paradox: 7 practical methods for how to prioritize work [Blog post]. Retrieved from https://blog.rescuetime.com/how-to-prioritize/

To learn more about how prioritizing helps you maximize your time and increases your professional success, read this resource:

- Selk, J. (2016, November 14). Prioritize and maximize: Stop wasting time and start maximizing it. Retrieved from https://www.forbes.com/sites/jasonselk/2016/11/14/prioritize-and-maximize-stop-wasting-time-and-start-maximizing-it/#30badb8068e8

Taking Screenshots

For this week's assignment, you will need to take screenshots of your digital calendar. Watch Taking Screenshots to learn how.

u07d1 - Write Your Discussion Post

When work, school, and home requirements start piling up, how do you choose what to prioritize first? For this discussion, choose one of the following scenarios below where you are being pulled in two different directions. For that scenario, explain how you would prioritize your time.

- Your company has just relocated you, and you have two weeks until the end of the term. How do you get established in your new location and finish the term?
- You have a large exam coming up, and your best friend decides to throw the party to end all parties! You know that you can go, but you need to manage time well through the week. What can you use to help?
- You have a mid-term assignment in your course coming up, and your young child wants their science fair entry to win at school next week. How do you proceed?

Response Guidelines

Respond to at least one other learner and provide feedback on what they have shared.

Undergraduate Discussion Participation Scoring Guide

u07a1 - Making Time to Achieve Your Goals

Students often have busy lives, with many goals to accomplish, responsibilities to juggle, and tasks to complete each day. Organizing and planning your time makes a big difference in being productive and meeting deadlines. Using organization strategies and digital tools, such as online calendars, allows you to access your schedule and make changes easily—no matter where you are. The purpose of this assignment is to think about how you use your time and apply strategies to prioritize so that you can find time to get those things done.

Assignment Instructions

Part 1: Organize Your Time

1. Use the Time Management Calculator to identify the time you spend (in hours) on each category.
2. Identify five tasks you'd like to accomplish in the next week.
3. Estimate the amount of time it will take to complete each task in minutes or hours.

Part 2: Plan Your Time

1. Prioritize your tasks:
    ◦ Using MacKay's blog post "The 'Everything Is Important' Paradox: 7 Practical Methods for How to Prioritize Work," choose a strategy to prioritize the tasks you identified in Part 1.
    ◦ Prioritize tasks based on the strategy. Rank them with 1 being the most important and 5 being the least.
    ◦ Explain why you chose the strategy.

2. Organize and upload your calendar:
    ◦ Choose a digital calendar. Consider Google Calendar, the iPhone calendar app, or Microsoft Outlook.
    ◦ Make sure the calendar is displaying the weekly view.
    ◦ For each task identified above, add an appointment. Use the appointment's start and end times to block time for the task. Watch the video tutorial Using a Digital Calendar for help.
    ◦ Take a screenshot of the weekly view of your calendar—make sure all five tasks are visible. Add the screenshot to your assignment document. Watch the video tutorial Taking Screenshots for help.

Assignment Requirements

- **Formatting:** Clearly organize and display the information. Make sure screenshots are clear and added to your document.
- **Written Communication:** Convey clear meaning with minimal issues in grammar, usage, word choice, and mechanics.

Note: In addition to the scoring guide, your faculty member may also use the Writing Feedback Tool to provide you with feedback related to your writing.

Competencies Measured

By successfully completing this assignment, you will demonstrate your proficiency in the following course competencies:

- Competency 2: Use digital tools and organization techniques to effectively create timelines and set priorities.
    ◦ Estimate using a time management calculator.
    ◦ Identify five tasks to accomplish in a week.
    ◦ Determine realistic time estimates.

- Competency 3: Choose organizational strategies and digital tools to maximize one's productivity.
    ◦ Prioritize tasks that need to be accomplished.
    ◦ Use a calendar to organize tasks by priority.

- Competency 4: Address assignment purpose in a well-organized text, incorporating appropriate evidence and tone in grammatically sound sentences.
    ◦ Address assignment purpose in a well-organized text, incorporating appropriate evidence and tone in grammatically sound sentences.

Unit 8 >> What's in a Name?

Introduction

> Maria is thrilled to learn that she got the job! They ask her to start in two weeks, and Maria knows she needs to get organized. She opens her laptop and is slightly embarrassed to see a variety of files randomly placed on her desktop. She has been so busy applying for jobs that she hasn't kept her files sorted. With it so disorganized, it's a miracle she could find and send her updated résumé!

You've probably experienced the terror of trying to find an important file on your computer, but you can't remember where you saved it. Or perhaps your boss has asked you for a document immediately, and you find yourself panicking to find it quickly. Luckily, there are organizational strategies that can help you avoid such situations in the future.

This week, you'll learn strategies to organize your files into folders and subfolders and learn about the value of organization in the cloud.

To-Do List:

- **Discussion:** Participate in the course discussion board.
- **Interactive Learning Module:** View *Capella Stories: Tuning Into Tech*.
- **What You Need to Know:** Learn strategies to organize your digital files and folders.
- **Prepare:** Start next week's assignment.

Learning Activities

u08s1 - Activity Overview

Discussion Overview

Discuss how you would use, or would like to use, the cloud and how it can be useful to you.

u08v1 - Interactive Learning Module: Capella Stories: Tuning Into Tech

In this week's Capella Stories, you'll hear how world-famous DJ and rapper Mannie Fresh has learned—and not always easily!—to work with new technology to develop his music and further his career.

Course Resources

Capella Stories: Tuning Into Tech | Transcript

u08s2 - What You Need to Know

Organizing Digital Files and Folders

Maximizing your productivity means finding what you need when you need it. Spending time sifting through disorganized files and folders wastes valuable time. It also can cause anxiety and take away from your confidence in yourself and in your digital proficiency.

In your upcoming assignment, you'll practice creating folders and saving files. For information on how to do this, including organizational strategies, read the following section of your textbook:

- Campbell, J. T., Freund, S. M., Frydenberg, M., Last, M. Z., Pratt, P. J., Sebok, S. L., & Vermaat, M. E. (2017). Discovering computers and Microsoft Office 365 and Office 2016: A fundamental combined approach. Boston, MA: Cengage Learning.
  - Printing, Saving, and Organizing Files, pages OFF23–OFF28 and OFF31–OFF34.

For a visual illustration of creating folders and subfolders, view the video Organizing Files and Subfolders.

u08d1 - Write Your Discussion Post

Musician, producer, and record label owner Mannie Fresh uses the cloud to store his music tracks and other important files to help his business stay organized and get things done quickly and effectively. For this discussion, choose one of the ways below that you use, or would like to use, the cloud and explain why it's useful to you:

- Reducing the need for one specific home base—making your files are available anywhere.
- Being able to share very large files quickly.
- Sharing videos and pictures with your family members with ease.
- Collaborating with someone else on a special project.

Response Guidelines

Respond to at least one other learner and comment on the similarities or differences in your responses.

Course Resources

Undergraduate Discussion Participation Scoring Guide

u08s3 - Prepare: Start Next Week's Assignment

Read next week's assignment. Start reviewing two digital tools that you'd like to learn more about to increase your productivity and confidence.

Unit 9 ≫ Choose the Right Tools

 Introduction

Whether coming back from a vacation or a career break, Maria is learning that returning to work is never easy. Getting out the door on time, battling traffic, and meeting tight deadlines has added a new element of stress to her life. A colleague recommends a mindfulness app to listen to during her commute. He claims it helps him calm his anxiety and focus on the present. Based on his recommendation, Maria decides to give the app a try.

Our personal and professional lives can be stressful. Luckily, there's no shortage of digital tools to help you achieve your personal and career goals. But how do you choose the right tools for the job? You become more productive when you know how to identify and use the right tools for the goal you want to achieve.

Throughout this course, you've been building your confidence in your ability to learn new technology now and in the future. You've also discovered new tools to help you improve your digital proficiency. This week, you'll practice choosing a digital tool and determining if it's the right tool for the job.

To-Do List:

- **Discussion:** Participate in the course discussion board.
- **Assignment:** Submit your Digital Organization and Tools for Success assignment.
- **Interactive Learning Module:** View *Capella Talks: A Closer Look at the Cloud* and *Real Talk with Brittney Jackson Moseley: Digital Presence*.
- **What You Need to Know:** Learn about the different types of digital tools available to you and how to use them in your personal and professional life.

Learning Activities

u09s1 - Activity Overviews

Discussion Overview

Discuss how digital tools can help you accomplish your tasks at work.

Assignment Overview

Organize documents within folders and subfolders, and choose two digital tools to increase your productivity and self-awareness.

u09v1 - Interactive Learning Module: Capella Talks: A Closer Look at the Cloud

In this talk, you'll discover how the cloud helps DJ Mannie Fresh increase his productivity in a digital world.

Course Resources

Capella Talks: A Closer Look at the Cloud | Transcript

u09s2 - What You Need to Know

Choosing the Right Tools

Have you ever realized after drafting a lengthy and complicated email that it would have been easier to just pick up the phone and call the other person? In that moment, you realized the phone—not the computer—was the right tool.

Our daily routines include our digital devices. You may rely mostly on your phone, a tablet, or your laptop, and you likely have a go-to device; however, these devices may not always be the best for the job.

Read the chapter below to identify the different types of digital tools available to be more productive in your professional life:

- Campbell, J. T., Freund, S. M., Frydenberg, M., Last, M. Z., Pratt, P. J., Sebok, S. L., & Vermaat, M. E. (2017). *Discovering computers and Microsoft Office 365 and Office 2016: A fundamental combined approach*. Boston, MA: Cengage Learning.
    - Chapter 3, "Computers and Mobile Devices: Evaluation Options for Home and Work," pages 108–145.

u09v2 - Interactive Learning Module: Real Talk with Brittney Jackson Moseley: Digital Presence

In this talk with Brittney Jackson Moseley, you'll learn how to utilize social media to enhance yourself professionally and remain agile in a digital workplace.

Course Resources

Real Talk with Brittney Jackson Moseley: Digital Presence | Transcript

u09d1 - Write Your Discussion Post

We've all been in a situation where we feel overwhelmed by our responsibilities—where we have so much to do we feel like we're sinking. Luckily, you are learning tools you can use to remain confident in the most difficult situations.

For this discussion, imagine you have started a new job and you have a to-do list that's a mile long! You're feeling overwhelmed, so how do you cope? Choose one of the possible tools below and explain how you will use it to accomplish your work:

- Organize (triage) the situation and try to pick the most important item to tackle first.
- Use a list-making app to generate a checklist to organize your tasks.
- Use a calendar app to block off time to work.
- Ask for help.

Response Guidelines

Respond to at least one other learner and share your thoughts on their ideas.

Course Resources

Undergraduate Discussion Participation Scoring Guide

u09a1 - Digital Organization and Tools for Success

The purpose of this assignment is to continue to develop your digital proficiency skills, so you can use technology to maximize your productivity. First, you will use technology to help you stay organized. Next, you will search for resources that will help you learn about the digital tools you chose to accomplish your goals. These skills will help you to be more productive in school, at work, and in your personal life.

Assignment Instructions

Part 1: File Organization

Note: For support for this part of the assignment, refer to the tutorials on folder creation and screenshots uploaded by your instructor as well as your *Discovering Computers* text. Review the videos Organizing Files and Subfolders and Taking Screenshots for help.

1. In the Documents folder on your computer, create a new folder named **Student_Life_YourLastName**.
2. Open your new folder and create three subfolders named (1) **Tutorials**, (2) **Writing Resources**, and (3) **Policies**.
3. Download the six documents provided below:
   ◦ University Policy 3.01.01: Academic Integrity and Honesty [PDF].
   ◦ Getting Started with Pathbrite ePortfolio [PDF].
   ◦ Paper Formatting Example [PDF].
   ◦ Purpose Lit Review Example [PDF].
   ◦ Navigate the Courseroom [PDF].

◦ University Policy 4.01.01: FERPA and Learner Directory Information [PDF].

4. Move the downloaded files into the appropriate subfolders.
5. Take screenshots of your folder and subfolders:
    ◦ Take a screenshot of your main folder, named **Student_Life_YourLastName**, along with the three subfolders. (Be sure to open your main folder in order to make the subfolders visible.)
    ◦ Take a screenshot of the open **Tutorials** folder, showing its contents.
    ◦ Take a screenshot of the open **Writing Resources** folder, showing its contents.
    ◦ Take a screenshot of the open **Policies** folder, showing its contents.
6. Locate your screenshots on your computer. Refer to pages WD 31–32 in your *Discovering Computers* text for instructions on how to insert the images in a Word document.

Part 2: Digital Tools Selection

1. Select two digital tools that you want to learn more about:
    ◦ Choose one of the apps from Office 365 (OneNote, Planner, PowerPoint, or Excel). If you do not have Office 365, choose an app from a free alternative such as OpenOffice (including Writer, Calc, or Impress).
    ◦ Find an app to help with mindfulness, stress management, coping skills, or meditation (for example, Calm, Headspace, Ten Percent Happier).
2. Explain why you chose each of the apps above in a short paragraph.
3. Find an online training or help resource for each tool. For example, you may find a video tutorial, infographic, or manual. Link to the tool if possible.
4. Explain how you will use each tool to increase your productivity and your digital confidence in a short paragraph.

Note: In addition to the scoring guide, your faculty member may also use the Writing Feedback Tool to provide you with feedback related to your writing.

Competencies Measured

By successfully completing this assignment, you will demonstrate your proficiency in the following course competencies:

- Competency 1: Use computers, software, and online tools to effectively complete a task.
  ◦ Create screenshots that accurately show a folder and subfolders.
  ◦ Provide links to resources that support a digital tool and behavioral app.

- Competency 3: Choose organizational strategies and digital tools to maximize one's productivity.
  ◦ Create an accurate file structure with subfolders.
  ◦ Explain the choice of a digital tool and behavioral app.
  ◦ Explain the use of a digital tool and a behavioral app to increase productivity and boost digital confidence.

- Competency 4: Address assignment purpose in a well-organized text, incorporating appropriate evidence and tone in grammatically sound sentences.
  ◦ Address assignment purpose in a well-organized text, incorporating appropriate evidence and tone in grammatically sound sentences.

Unit 10 ≫ You're a Tech Guru!

Introduction

Weeks later, Maria is settled into her new position and is growing in confidence each day. There have been bumps along the way, of course. Just last week, Maria, thinking she was answering an audio call, ended up on an early morning video call in her pajamas. And while she is sure technology will surprise her again, she's excited to be back working as a professional in a new and changing digital world.

Over the past ten weeks, you've honed the skills you can use to navigate the digital world: digital proficiency, productivity, and confidence. You'll need to keep practicing the skills you've learned to help you perform your best. Later, you will be able to use these same skills to strengthen your résumé, land the right job, and reach your career goals.

This week, you'll reflect on your new skills and learn how others have applied them to reach their own success.

To-Do List:

- **Discussion:** Participate in the course discussion board.
- **Interactive Learning Module:** View *Real Talk with Mannie Fresh: Success*.

Learning Activities

u10s1 - Activity Overview

Discussion Overview

Reflect on the three primary skills you have developed throughout the course.

u10v1 - Interactive Learning Module: Real Talk with Mannie Fresh: Success

In this talk with Mannie Fresh, you'll be reminded to reflect on the knowledge you have gained and to consider how you can it apply it to your professional success.

Course Resources

[Real Talk with Mannie Fresh: Success](#) | Transcript

u10d1 - Write Your Discussion Post

Throughout this course, you've met experts who use digital tools every day to solve their problems and achieve business success. Additionally, you've already started mastering the skills and techniques you need to reach success on your own.

For this discussion, reflect on the past 10 weeks and the three skills covered:

- Technology.
- Productivity (time management, organization).
- Self-awareness and social awareness.

Then answer the following:

1. How has your mindset changed throughout this course in relation to all three of the skills listed above?
2. How have you already started implementing the tools you have learned?

Response Guidelines

Respond to at least one of other learner, using their first name, and share your thoughts and feedback on the way their mindset has changed for each skill and the tools they have learned in the course.

Course Resources

Undergraduate Discussion Participation Scoring Guide