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Digital Awareness – Resource Guide

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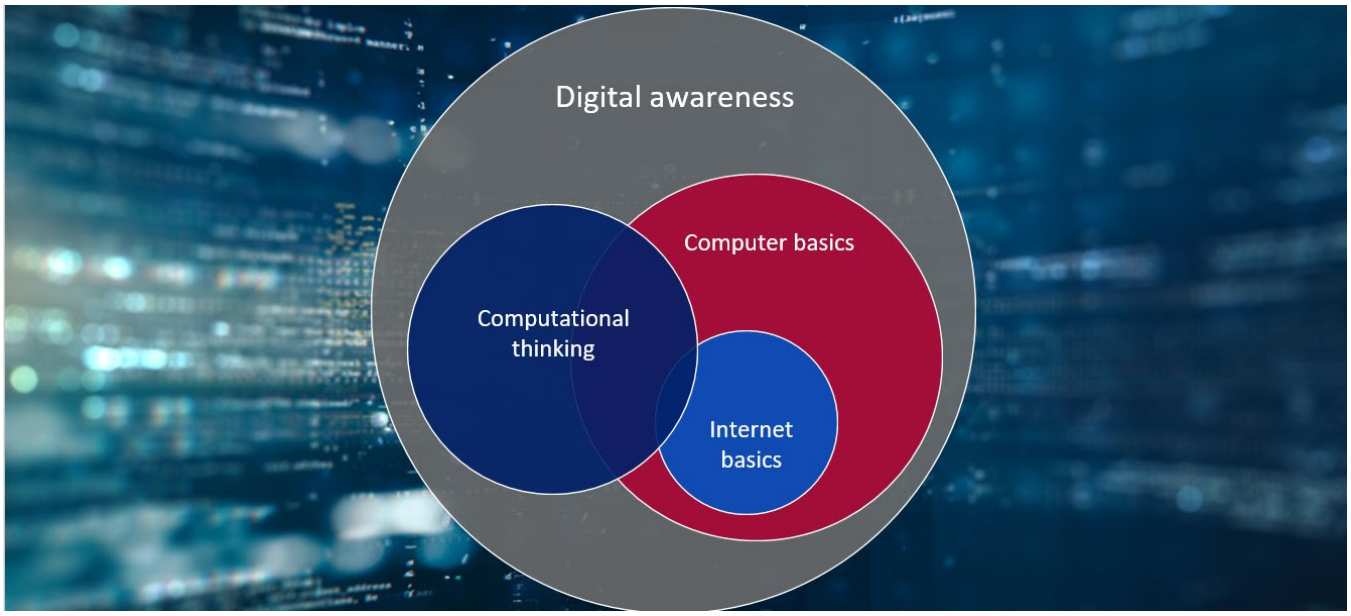
Overview

Description

Digital awareness is understanding the basics of how technology works so you can use various tools and devices in a capable way. It's a critical part of being successful in a technology-dominated world and provides many opportunities for growth.

This **Digital Awareness** guide will provide you with resources for exploring the world of technology, including computer basics, internet basics and computational thinking. There is also a glossary of terms to refresh your memory on the digital definitions we discussed throughout the course.



Introduction

This resource guide includes exercises and resources for the following objectives:

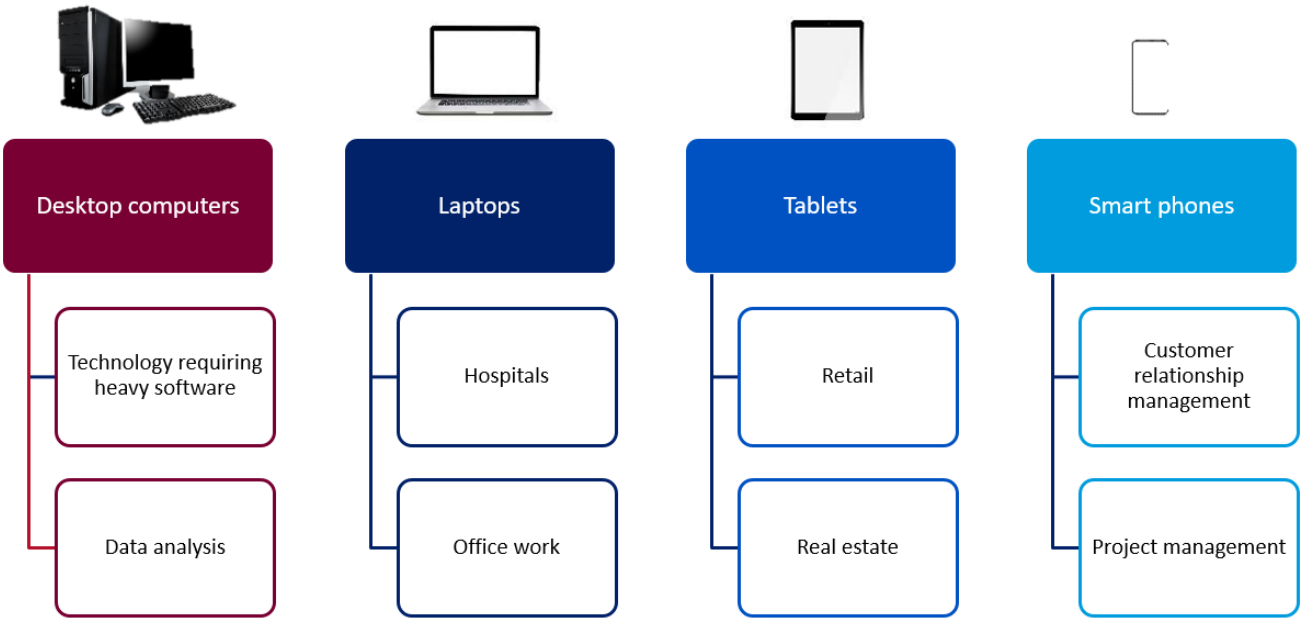
- Explain why digital awareness is important in how we conduct business interactions and impact job performance.
- Differentiate between operating systems and the productivity tools used on them.
- Explain the different ways to use internet applications and the internet of things.
- Describe the concept of computational thinking.
- Discuss how to find, evaluate, create and communicate in the digital age.

Computer basics

Computing devices

Computing devices are machines used to gather, process, organize and share information electronically.

Different computing devices are used in different industries. Here are a few examples.



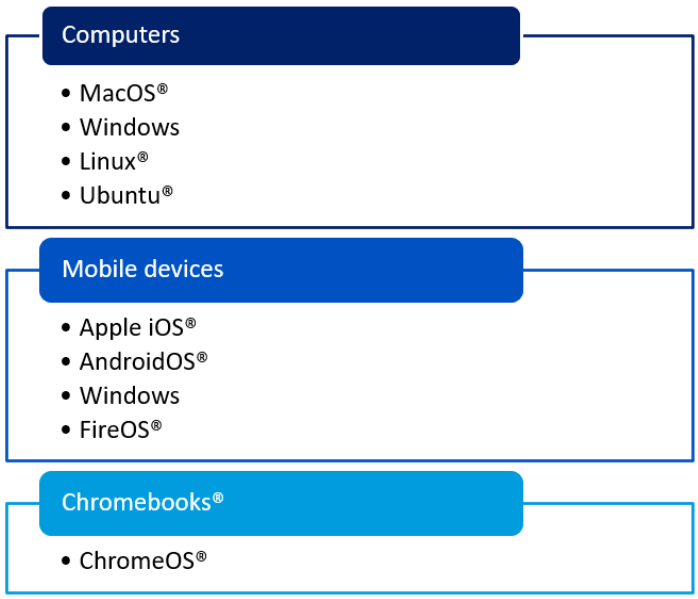
Journaling Activities: Throughout this resource guide, there will be several journaling activities. Keep a document with all of your answers so that you can refer back to it as you continue on your career journey.

Journal prompt: What is most important to you in a computing device?

Operating system software

Operating system software manages the hardware, data and program files and other system resources. This provides a means for the user to control the computer.

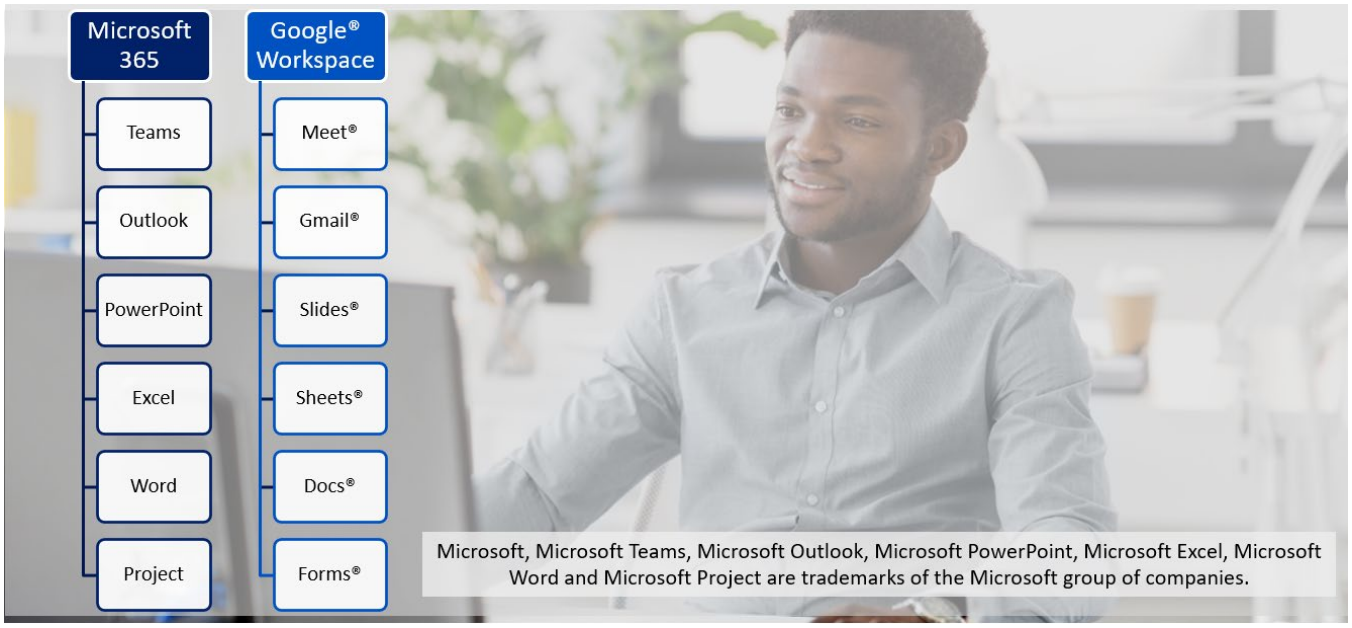
Here are some of the most common types of operating systems:



Journal prompt: Are you interested in trying out a device with a different operating system than what you have now? Why or why not?

Productivity products

Productivity products are programs and tools that help us to work more efficiently. Many companies use Microsoft products while Google® products are more common for personal use.



Outside of productivity products, some other commonly used business applications are:

- Customer relationship management software
- Project management applications
- Enterprise resource planning
- Databases

Some collaboration tools used in the workplace include:

- Microsoft Teams
- WebEx®
- Zoom®
- Skype®

Resources

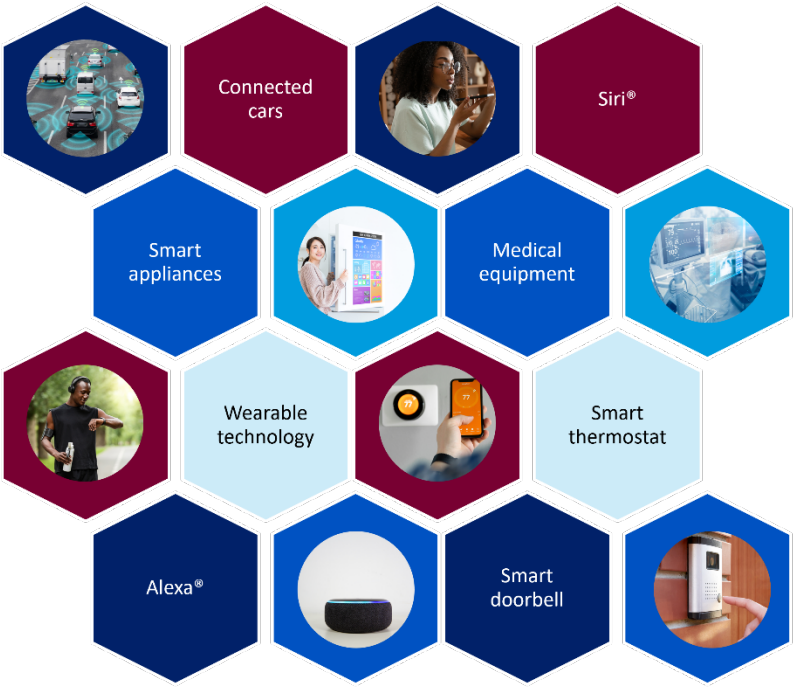
- Search for **Microsoft Support** to find Microsoft's help page.
- Search for **Google Products and Services** to browse through what Google has to offer.

Journal prompt: Which productivity products do you think you would benefit from the most? Why?

Internet basics

The internet of things

The internet of things is made up of objects and appliances that connect to the internet to receive information.



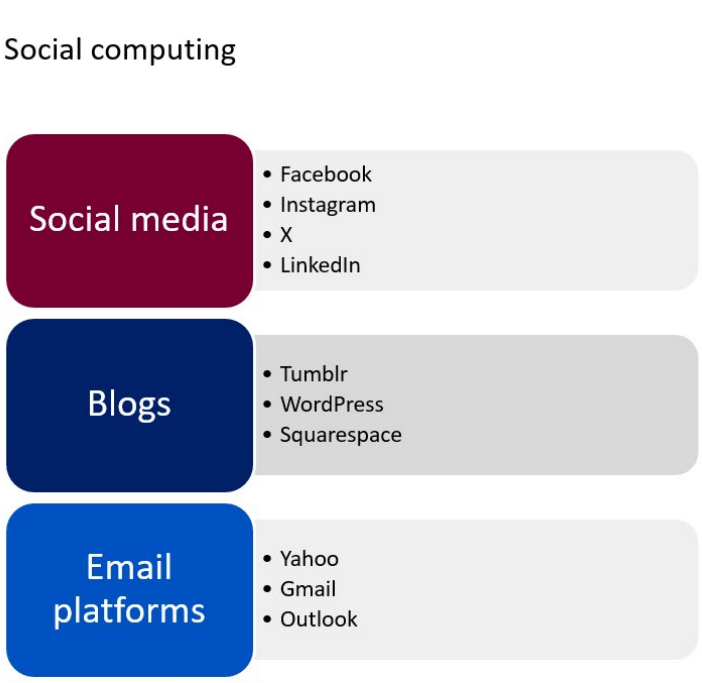
Further reading

IBM website | What is the Internet of Things?

Journal prompt: Which products from the internet of things are you already using? Which are you interested in trying?

Social computing

Social computing happens when social interactions and online computing overlap, and this has become essential in the business world.

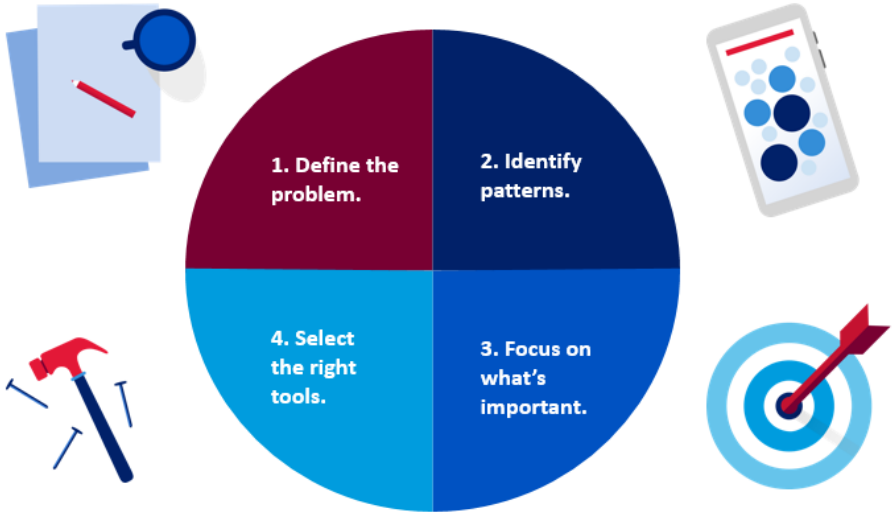


Journal prompt: Which social computing platforms do you usually use? Are you interested in trying others? Why or why not?

Computational thinking

Computational thinking is a skillset that allows us to solve intricate problems by following a set of steps. This type of thinking can be used to enhance our experiences with technology or in other areas of our lives.

Computational thinking steps



Computational thinking for managing information

Computational thinking can be used to select the right tools for finding, evaluating, creating and sharing information, as well as for keeping information secure. Here are some tools with free options you might use:

Use	Tool
Finding and evaluating information	• Search engines such as **Google** or **Bing**
Creating information	• **Google Workspace** (Google Drive®, Google Docs, Google Slides, and so on) • **Apache Open Office** • **Jobscan.com** for resumes
Sharing information / using cloud computing	• **Google Drive** • **Dropbox**
Keeping information secure	• **Google Password Manager** (this is automatically enabled with the Google Chrome browser) • Search **best password managers** for other options.

Best practices for staying safe online

Use these tips for a safer online experience:

- ❒ Use a different password for every site/app.
- ❒ Use a password manager so you can use complex passwords and not forget them.
- ❒ Stay vigilant against scam emails and calls.
- ❒ Limit what you share online and over the phone.
- ❒ Make all recommended updates to your devices and software.

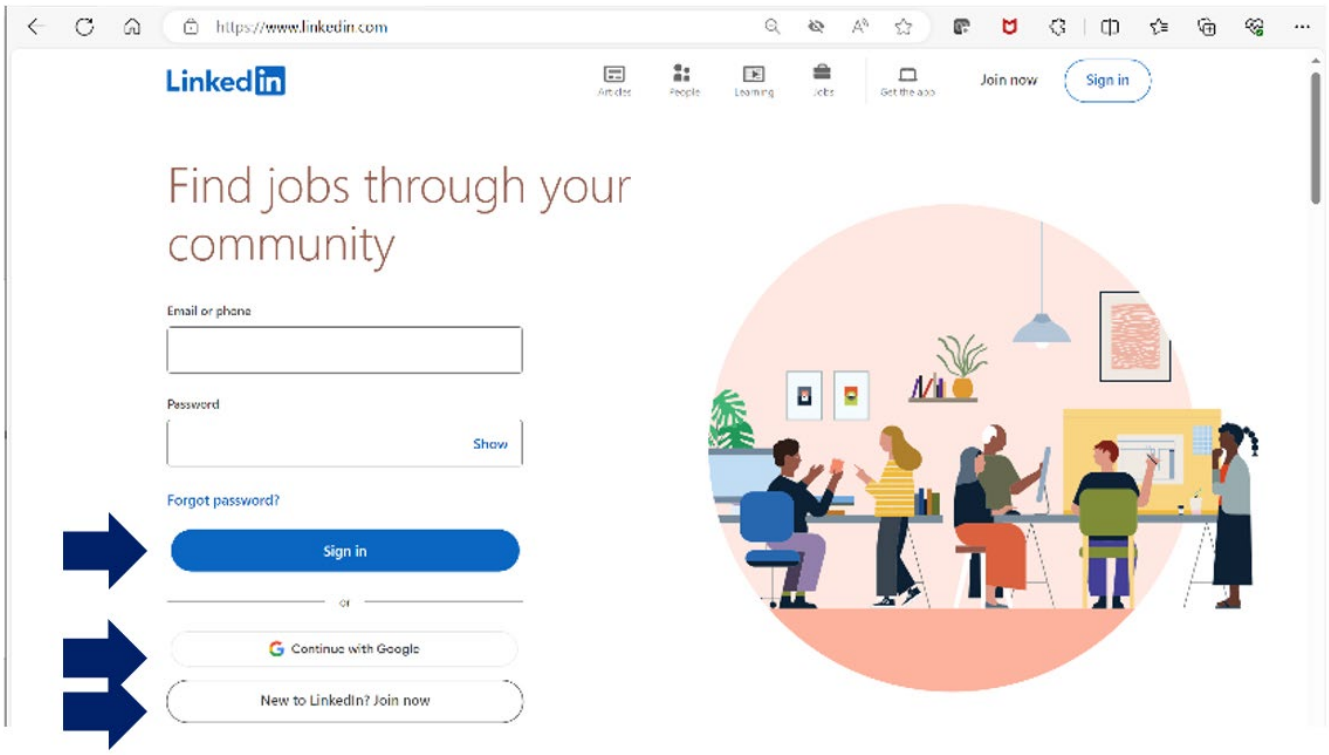
Journal prompt: Do you currently use a password manager? What are some other ways you can keep your information safe?

Using LinkedIn

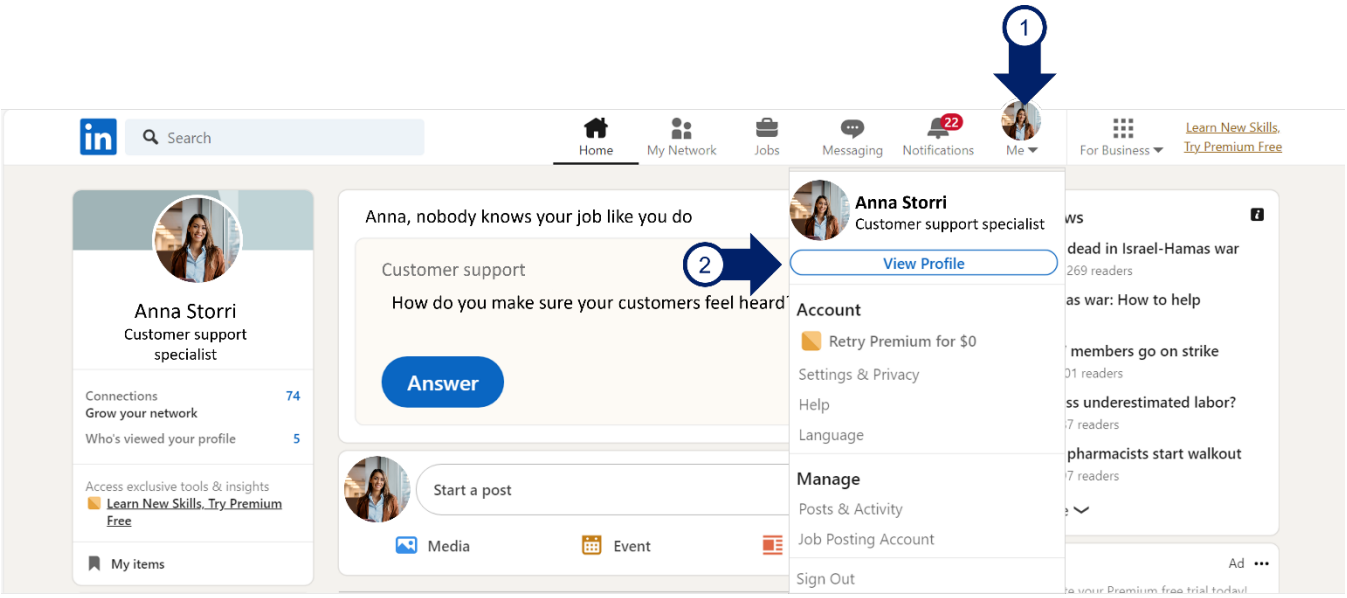
LinkedIn connects people and fosters professional relationships. A **LinkedIn** account can help launch your professional reputation by allowing you to display your credentials, post academic updates and interact with industry experts and potential employers. Cultivate an attractive **LinkedIn** presence by engaging with other users in the spirit of respect and cooperation.

Create your account and build a strong LinkedIn profile

The first step is to create your profile. You may also choose **Continue with Google**. If you already have an account, select **Sign in.**



LinkedIn will walk you through a series of prompts to set up your profile. If you'd like to make changes to your profile later on, follow the steps below to access your profile.



These are the items you should add to your profile:

Headline
Describe yourself and indicate if you are actively job hunting. Make it fit the job you want.

Photo
Use a professional photo, preferably in a field-appropriate context.

Experience
Be thorough and include accomplishments that do not fit in your resume.

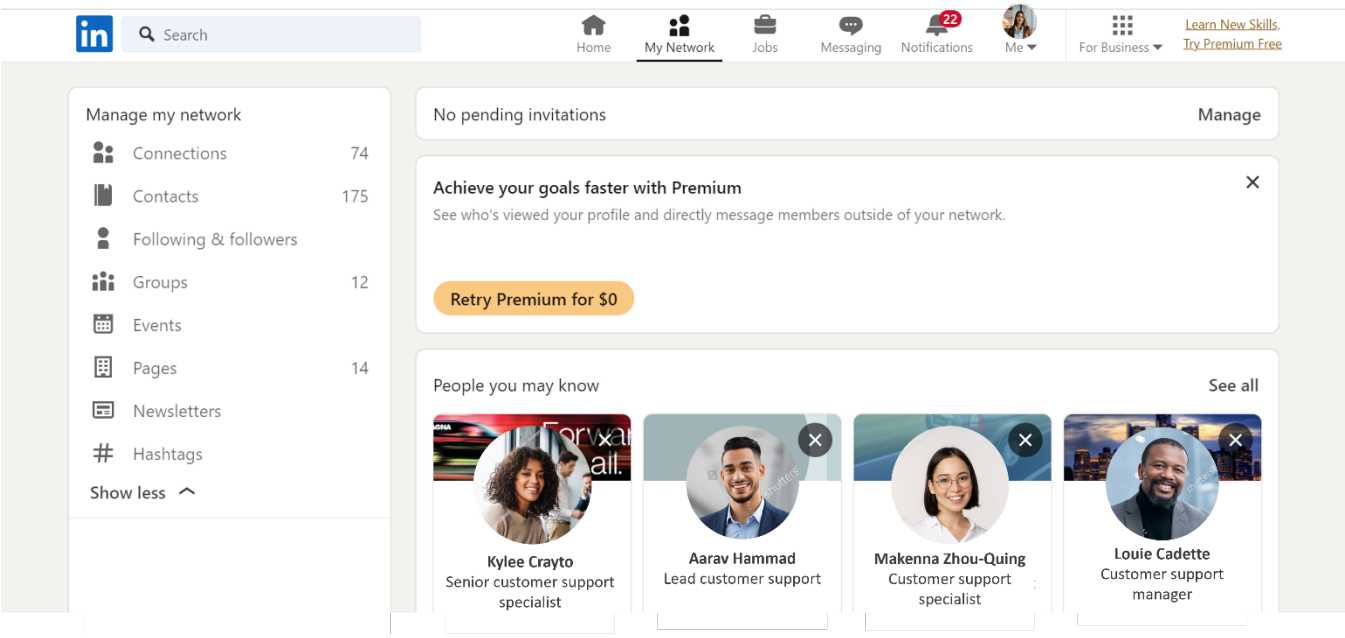
Education
List your college, including website(s), portfolio, organizations, projects and courses.

Groups
Join groups that match your brand. Participate in and post your discussions to engage with others.

Recommendations, Skills & Endorsements
Add any relevant skills you have to your profile. Request strong recommendations from your contacts.

Build your network

After the initial setup, **LinkedIn** will recommend connections whenever you login.



Use these practices for connecting on **LinkedIn**:

Connect with family, friends, professors, counselors, employer contacts and so on. Write personalized connection requests indicating why you want to connect with someone.

Search for “warm” contacts like alumni and industry contacts. Join alumni and college/university groups.

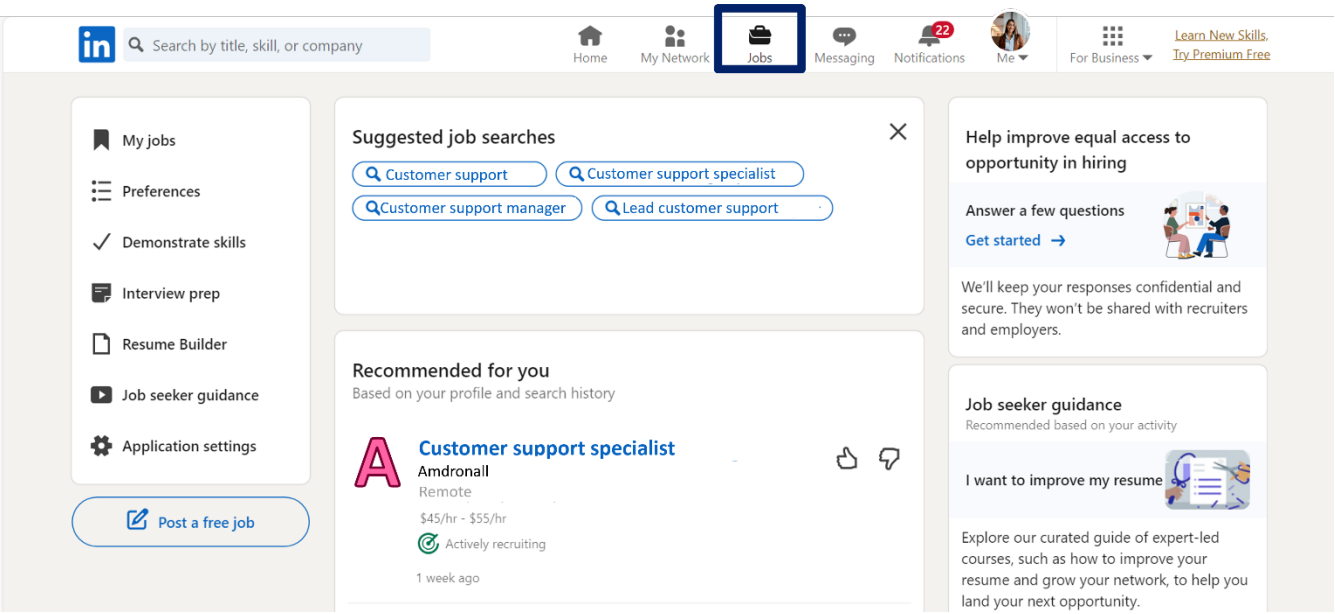
Look up people you meet in person and connect with them.

Request introductions to people that others in your network are connected to but that you may not know personally.

Maintain your network. Thank people for their help and keep them up to date. Think quality over quantity.

Use LinkedIn for your job search

You can also browse through jobs related to your field and get in touch with recruiters.



Determine the kind of position you want by viewing LinkedIn profiles.

Search your network for people who have worked in positions you are interested in.

Search for and follow companies of interest.

Use the **Jobs** tab to search for jobs. **LinkedIn** will also suggest jobs that match your skills and interests. Use the **Advanced Search** option to refine your job search.

Apply for jobs through **LinkedIn.**
Note: Your profile is attached to your application.

Invent an app activity

The activity below may or not be included in your session depending on timing. If it is not included, use this an enrichment activity to extend your learning.

Step 1: Spend five minutes researching the types of apps that people need. Come up with a problem that could be solved with an app.

Step 2: Write down the answers to these questions (10 minutes):

1. What problem would your app solve?
2. How would the app work?
3. What would the user interface look like?
4. What feature does the app need to have to get the intended result?

Step 3: Present your findings (15 minutes).

Example: An app to find your phone when the ringtone is turned off

What problem would your app solve?
Many people turn their ringtones during the workday. If they lose their phones, they are unable to call to find them.

How would the app work?
The app would allow the user to dial a special phone number that would override the ringtone and cause the phone to ring.

What would the user interface look like?
Very simple and easy to use. The user can open the app and toggle a switch to turn the find feature on or off.

What feature does the app need to have to get the intended result?
The app would have to access the ringtone feature of the phone and switch it on when the special number is dialed.

Journal prompt: View the example above and come up with an idea for your own app. Use the questions to help you determine what the app would look like and how it would work.

Glossary

Term	Definition
Computational thinking	Solving intricate problems by following a set of steps
Computing devices	Machines used to gather, process, organize and share information electronically
Digital awareness	Understanding the basics of how technology works to use tools and devices in a capable way
Email	Way of sending and receiving messages using electronic devices
Internet of things	Devices that connect and exchange data with other devices and systems over the Internet
Operating system software	Manages the hardware, data and program files, and other system resources and provides a means for the user to control the computer
Productivity products	Programs and tools that help individuals to work more efficiently
Search engines	Software that finds web pages that match specific search criteria
Social computing	Happens when social interactions and online computing overlap, which has become essential in the business world
Web browsers	Application for accessing websites and the Internet