Course Outcome – SolBridge Mission Matrix

Course outcomes	Learning level	Course Outcome Statement	SolBridge Mission Goals[1]					Assessments
			Global Perspective	Asian Expertise	Creative Management Foundation	Cross Cultural Competence	Social Responsibility	
CO 1	L6	Create, revise, and share documents, slide decks, and spreadsheets using core office productivity software such as the Microsoft 365 and Google Workspace software suites	0	2	3	1	1	Reflection Assignment Test
CO 2	L3	Use asynchronous, formal communication software such as email services to communicate while following all necessary etiquette, and to effectively manage large volumes of email messages	3	2	3	1	1	Reflection Assignment Test
CO 3	L3	Use synchronous and near-synchronous informal communication software such as chat and video conferencing to communicate while following all necessary etiquette	3	2	3	1	1	Reflection Assignment Test
CO 4	L3	Share files and collaboratively work on projects simultaneously using cloud services	0	2	3	1	0	Reflection Assignment Test
CO 5	L3	Manage file permissions and secure accounts using strong passwords and multi-factor authentication	0	2	3	1	0	Reflection Assignment Test
CO 6	L3	Create and performs simple edits on image, audio, and video multimedia files	3	1	3	1	1	Reflection Assignment Test
CO 7	L5	Discover self-directed learning materials and develop a learning plan	0	0	1	0	3	Reflection Assignment
CO 8	L4	Explore AI tools to conduct research and develop novel uses and business applications	1	1	3	1	2	Reflection Assignment

[1] *Key: 3 - Imparts Knowledge/Skills, Provides Practice, and Provides Reflection/Experimentation opportunities; 2 – Imparts Knowledge/Skills, and Provides Practice; 1 – Imparts Knowledge/Skills; 0- Does not address*

Teaching Methodology

For the most part, each week of the course will cover a different topic. Each class session will include a direct teaching component, which includes a lecture, group discussions, and class discussions. Each session will also include a practical component, where students are asked to complete a particular task related to the lecture material. In class tasks are provided for to help students practice skills introduced in the lecture.

Course Materials and Readings

As this course must stay current with software and technology changes and trends, no textbook is required. Learning materials will be provided directly by the instructor, with any additional required readings or reference material supplied as links to publicly available information.

Assessment Method & Grading

These are the components of the evaluation scheme for this course:

Component	Weight
Attendance	20%
Written reflections	20%
Assignments	30%
Final test	10%
Final project	20%
Total	**100%**

Attendance and Class participation
It is compulsory to attend all classes. Students are evaluated on their preparedness to the class, contributions to the class discussions by bringing out relevant examples and applications in the class, constructive contributions to case / problem discussion and analysis, and answering questions during class discussions. It is important to maintain an environment conducive to learning in the classroom and so it is important to respect all classmates and inculcate a healthy cohesive approach to learning. You are encouraged to think from multiple perspectives and viewpoints to enhance the understanding of business scenarios and problems. Having different perspectives and disagreements are welcome, but disrespect for others, disruptions and arrogance is not welcome.

Written reflections
Written reflections are done individually, based on the topic of the week and provided prompts. These are short writing tasks that should be completed within one day of the lecture.

Assignment and Simulation Assignment
Assessed work includes weekly written reflections and weekly assignments. Reflections and assignments will be directly related to their respective week's topic.

Quiz

In-class exercise
This course has no midterm evaluation. The final evaluation consists of a project and a paper test. The project requires students to find a useful software tool that isn't well known and produce a report to introduce it to their classmates. The test consists of multiple-choice questions related to technology themes introduced in the course.

Final test

The final test consists of multiple-choice questions related to technology themes introduced in the course.

Final exam
The final project requires students to find a useful software tool that isn't well known, produce something using to the tool to demonstrate its usefulness, and produce a report to introduce it to their classmates.

Other notes about grading

The minimum grade necessary to pass the course is 60%. As well, the standard SolBridge grade curve system applies to this course.

Session Plan

	Tools	Skills
Week 1 Course introduction & computer fundamentals	Operating systems	Recognizing computer hardware Finding / Comparing computer specs Common tasks using Windows / macOS Touch typing Health & ergonomics
Week 2 Cloud & security	Secure passwords Private browsing Encrypted communication Two-factor authentication Zero knowledge proof	Verifying webpage URLs Creating secure passwords, using password managers Encrypted messaging (Signal) Encrypted emails (Protonmail)
Week 3 Digital communication (1): Email	Gmail Outlook - Office 365	Email etiquette CC, BCC Conversation threads Auto-forwarding, filters, POP3/IMAP Security Verifying addresses

	Tools	Skills
Week 4 Documents	Word - Office 365 Google Docs (Hancom Office) (Libreoffice)	Formatting (using styles) Tables Reviewing / suggesting changes Ethics Plagiarism
Week 5 Presentations	Powerpoint - Office 365 Google Slides (Canva) (Keynote)	Finding templates Slides master / theme builder Design principles Animations Cloud sharing permissions Ethics: Copyright and CCL
Week 6 Final project (part 1)		
Week 7 Spreadsheets (day 1 & 2)	Excel - Office 365 Google Sheets (Looker studio?) (MS Access?)	Nice looking tables Charts Formulas Cell references (relative vs. absolute)
Week 8 Digital communication (2): Chat & video	Discord, slack, teams Meet, Zoom	Chat channels Communication theory Digital Communication literacy
Week 9 Spreadsheets (day 3)	Excel - Office 365 Google Sheets (Looker studio?) (MS Access?)	Data cleanup
Week 10 Spreadsheets (day 4)	Excel - Office 365 Google Sheets (Looker studio?) (MS Access?)	Data analysis
Week 11 Project: Work day		Upcoming technologies of the 4th industrial revolution
Week 12 Creative design tools (photo, audio, video)	Photopea (images) Audacity (audio) Clip Champ (video)	Image editing and hosting Audio editing and hosting Video editing and hosting Format conversion tools

	Tools	Skills
Week 13 Emerging technology + Project: Peer evaluation		Upcoming technologies of the 4th industrial revolution
Week 14 AI	Text (ChatGPT), Voice, Art (Dall-E), Video (Runway)	Use AI tools to augment / enhance own work
Week 15 VR, AR, MR Metaverse	ZEP Gather.town Metaverse gallery MetaCampus	
Week 16 Final test + Project: Presentations		