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**Tech Essentials**

**Instructor Contact Information**

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| **NAME** | **EMAIL** |
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1. **Course Description:**

The Technology Essentials course will equip you the foundational skills necessary to navigate and efficiently use computer systems and software. This course will cover topics on information technology, operating systems, file management, and cloud computing. You’ll gain knowledge on how data, security, and agile used applied in the workplace. You’ll gain experience with artificial intelligence, using various generative AI tools, and practice with prompt engineering.

1. **Course Objectives:** Learners will be able to:

* Identify key computer system components and define essential IT concepts, including operating systems, programming languages, hardware, software, and cloud computing.
* Navigate the Microsoft O365 cloud portal and utilize its features effectively.
* Distinguish between data and information, identify types of data, storage techniques, and explain big data concepts.
* Describe how to apply cybersecurity strategies to protect data and workplaces from cybercrime.
* Explain agile and waterfall project management methodologies.
* Explain various types of AI, including machine learning, deep learning, natural language processing, and generative AI tools.
* Design, implement, and refine effective prompts for generative AI tools and evaluate AI outputs.

1. **Suggested Texts and Materials:** All required readings will be available via Brightspace (BSP).
2. **Year Up United Grading System:**

This grading schematic is designed to give each student the best opportunity to succeed in this class. **To receive a passing grade of Meeting or above, assignments must be completed, turned in on time, and you must come to class prepared with completed content, motivated and ready to actively participate.** Your instructor and coach are available to help you find learning and studying strategies that will help you achieve a better understanding of professional communications, as well as a better grade. Your success will depend on your level of accountability, commitment, and determination.

Office hours are during weekly Essential Study Hall sessions. Any other needed tutoring is available BY APPT ONLY.

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| **Evaluation** |
| Beginning |
| Approaching |
| Meeting\*\*\* |
| Exceeding |

**\*\*\*Minimum Passing Grade is Meeting\*\*\***

\*\*\*You must pass four of the five classes (CDIR, CITW, PT, TE, UEW) as well as the

Pluralsight or DATA Academy in order to successfully graduate from the program. \*\*\*

1. **Course Policies and Requirements:**

**DUE DATES:**

1. Tech Essentials—**TE**—***Assignments*** due by ***Thursday 11:59PM***
   1. Failure to submit assignments on time results in a “0” and an earned infraction.
2. **TE**—***Content*** is due per the academic calendar at the end of this document. Weekly content is split into day 1 and day 2 (Tuesday /Thursday due dates)
   1. Failure to complete the required content will result in an earned infraction.

**Late assignments are NOT accepted UNLESS you have followed the Extension policy in the Handbook :** Page 47-48 [Handbook](https://yearup.box.com/s/njs842yg2wa8vyrc56uf19w8a7ea85kn)

**All due dates are preset and are due as assigned**, **despite you missing class**.

This means due dates are the same for everyone. You should contact your instructor prior to any absence or late arrival. Late and missing assignments do earn infractions whether notified or not. **Please pay careful attention to due dates for ALL assignments and to the Extension policy. Remember, no late assignments are accepted unless you followed the policy as stated.**

**Academic Policies:** [**Student Handbook**](https://yearup.box.com/s/njs842yg2wa8vyrc56uf19w8a7ea85kn)

**It is your responsibility to be fully aware of these policies. Lack of awareness is not an acceptable reason for failure to follow them.**

Please see the Handbook for the policies below. Pages are identified.

* **Group Work Policy**: All work is individual work unless specified by the instructor.
* **Technology Policy**: Page 54
* **Disability Access**: Page 55
* **Attendance Policy**: Page 15-17. Please be respectful and let instructor know ASAP that you will be late or absent.
* **Professionalism Policy**: Page 35-37, 53-54. Please remember our VIRTUAL NORMS, LC NORMS and CORE values.
* **Academic Conduct Policy**: Page 45
* **Student Grievance Policy**: Page 67
* **Religious Observances:** Page 61

**Academic Honesty: Page 51** [**Handbook**](https://yearup.box.com/s/njs842yg2wa8vyrc56uf19w8a7ea85kn)

Year Up United follows strict guidelines for academic honesty.  You are expected to adhere to these guidelines during your time at Year Up United:

* Maintain integrity in all academic work. *You will not attempt to get grades by any means other than honest academic effort*. All work must be **completed by you** **individually** except for instances where your instructor assigns a group project.
* Plagiarism results in a *Strive to Learn Core Values infraction* (-25 points) as well as a zero on the assignment.

Some examples of what is considered an act of academic dishonesty include:

* Copying or rewriting code or a phrase, paragraph, page, or paper from a book, magazine, or website without saying where the information comes from.
* Giving or receiving assistance on a quiz, assignment, test, or other evaluation on which you are expected to work alone.
* Writing an assignment (or part of an assignment) with a classmate when you are both supposed to create individual assignments.
* Submitting the same work to two different instructors or twice for the same assignment (unless you have received permission from all instructors involved).

**Academic Dishonesty Consequences**: [Handbook](https://yearup.box.com/s/njs842yg2wa8vyrc56uf19w8a7ea85kn) Page 51

**AI Policy : Page 53** [**Handbook**](https://yearup.box.com/s/njs842yg2wa8vyrc56uf19w8a7ea85kn)

**Learning Management System (Brightspace-BSP):**

Brightspace will be the Learning Management System used within your classes to demonstrate your learning and understanding of course concepts. Below are the “best practices” of using BSP to reach its potential in bolstering and supporting your learning.

* Use of professional profile picture and language
* Check BSP at least twice a day (there is also a free app available)
* **Keep track** of your assignments and grades
* Be mindful of time **when assignments are** **due** as all assignments are time stamped when uploaded.
* Be mindful YOU are responsible for completion of ALL Content PRIOR to coming to class each week. Please follow the academic calendar at the end of this document.
* **Follow assignment guidelines**
* **Check twice, upload once**.
* **Read assignment instructions carefully**. Resubmits are not allowed.

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| Week | **Due Date of Content completion** | Module Name | Lessons due by |
| 3 | Tues  03/18 | Computer Fundamentals | [Lesson 1: Information Technology](https://yearup.brightspace.com/d2l/le/enhancedSequenceViewer/9111?url=https%3A%2F%2Fa8aef0e2-4090-467b-bc7e-c872d64ba733.sequences.api.brightspace.com%2F9111%2Factivity%2F163601%3FfilterOnDatesAndDepth%3D1)  [Lesson 2: Windows Operating System](https://yearup.brightspace.com/d2l/le/enhancedSequenceViewer/9111?url=https%3A%2F%2Fa8aef0e2-4090-467b-bc7e-c872d64ba733.sequences.api.brightspace.com%2F9111%2Factivity%2F163604%3FfilterOnDatesAndDepth%3D1) |
| 3 | Thurs  03/20 | Computer Fundamentals | [Lesson 3: Basics of File Management](https://yearup.brightspace.com/d2l/le/enhancedSequenceViewer/9111?url=https%3A%2F%2Fa8aef0e2-4090-467b-bc7e-c872d64ba733.sequences.api.brightspace.com%2F9111%2Factivity%2F163605%3FfilterOnDatesAndDepth%3D1)  [Lesson 4: Introduction to Cloud Computing with Office 365](https://yearup.brightspace.com/d2l/le/enhancedSequenceViewer/9111?url=https%3A%2F%2Fa8aef0e2-4090-467b-bc7e-c872d64ba733.sequences.api.brightspace.com%2F9111%2Factivity%2F163602%3FfilterOnDatesAndDepth%3D1)  [Lesson 5: Computer Fundamentals: Mini-Capstone](https://yearup.brightspace.com/d2l/le/enhancedSequenceViewer/9111?url=https%3A%2F%2Fa8aef0e2-4090-467b-bc7e-c872d64ba733.sequences.api.brightspace.com%2F9111%2Factivity%2F163603%3FfilterOnDatesAndDepth%3D1)  **Graded Assignment Due 3/20 @11:59pm: Mini-Capstone Quiz: Computer Fundamentals** |
| 4 | Tues  03/25 | Technology Foundations | [Lesson 1: Data and its Use in the Workplace](https://yearup.brightspace.com/d2l/le/enhancedSequenceViewer/9111?url=https%3A%2F%2Fa8aef0e2-4090-467b-bc7e-c872d64ba733.sequences.api.brightspace.com%2F9111%2Factivity%2F163606%3FfilterOnDatesAndDepth%3D1)  [Lesson 2: Security](https://yearup.brightspace.com/d2l/le/enhancedSequenceViewer/9111?url=https%3A%2F%2Fa8aef0e2-4090-467b-bc7e-c872d64ba733.sequences.api.brightspace.com%2F9111%2Factivity%2F163607%3FfilterOnDatesAndDepth%3D1) |
| 4 | Thurs  03/27 | Technology Foundations | [Lesson 3: Agile](https://yearup.brightspace.com/d2l/le/enhancedSequenceViewer/9111?url=https%3A%2F%2Fa8aef0e2-4090-467b-bc7e-c872d64ba733.sequences.api.brightspace.com%2F9111%2Factivity%2F163608%3FfilterOnDatesAndDepth%3D1)  [Lesson 4: Mini-Capstone: Technology Foundations](https://yearup.brightspace.com/d2l/le/enhancedSequenceViewer/9111?url=https%3A%2F%2Fa8aef0e2-4090-467b-bc7e-c872d64ba733.sequences.api.brightspace.com%2F9111%2Factivity%2F163609%3FfilterOnDatesAndDepth%3D1)  **Graded Assignment Due 3/27 @11:59pm: Mini-Capstone Quiz: Technology Foundations** |
| 5 | Tues  04/01 | Artificial Intelligence | [Lesson 1: Basics of Artificial Intelligence (AI)](https://yearup.brightspace.com/d2l/le/enhancedSequenceViewer/9111?url=https%3A%2F%2Fa8aef0e2-4090-467b-bc7e-c872d64ba733.sequences.api.brightspace.com%2F9111%2Factivity%2F163610%3FfilterOnDatesAndDepth%3D1)  [Lesson 2: Generative AI](https://yearup.brightspace.com/d2l/le/enhancedSequenceViewer/9111?url=https%3A%2F%2Fa8aef0e2-4090-467b-bc7e-c872d64ba733.sequences.api.brightspace.com%2F9111%2Factivity%2F163611%3FfilterOnDatesAndDepth%3D1) |
| 5 | Thurs  04/03 | Artificial Intelligence | [Lesson 3: Prompt Engineering and Output Validation](https://yearup.brightspace.com/d2l/le/enhancedSequenceViewer/9111?url=https%3A%2F%2Fa8aef0e2-4090-467b-bc7e-c872d64ba733.sequences.api.brightspace.com%2F9111%2Factivity%2F163612%3FfilterOnDatesAndDepth%3D1)  [Lesson 4: Using AI in the Workplace](https://yearup.brightspace.com/d2l/le/enhancedSequenceViewer/9111?url=https%3A%2F%2Fa8aef0e2-4090-467b-bc7e-c872d64ba733.sequences.api.brightspace.com%2F9111%2Factivity%2F163613%3FfilterOnDatesAndDepth%3D1)  L[esson 5: Mini-Capstone: Artificial Intelligence](https://yearup.brightspace.com/d2l/le/enhancedSequenceViewer/9111?url=https%3A%2F%2Fa8aef0e2-4090-467b-bc7e-c872d64ba733.sequences.api.brightspace.com%2F9111%2Factivity%2F163614%3FfilterOnDatesAndDepth%3D1)  **Graded Assignment Due 4/3 @11:59pm: Mini-Capstone Assignment: Artificial Intelligence** |