Course outline for Tech101

Tech 101

*For staff/faculty. No prerequisite. Target length of in-person discussion: 90 min*

* The Technology Department
  + Department Org Chart
  + Contact information
    - Help Desk policies/procedures
  + Mission Statement
* Technology Use Agreement
  + Review salient points including expectations for hardware use (e.g. are laptops allowed to go home), and online presence (social media posting, interactions with students on social media).
* Cyber Security
  + Company policy on training (Vector, KnowB4)
  + How to protect yourself with strong passwords
  + What to look out for in suspicious emails
  + Data protection
  + Data integrity and security
* How to set up your user accounts
  + LMS/SIS
  + Email
  + Space /Vehicle Reservation System
  + Online meeting platforms (zoom, google meet)
* Shared Drives and Cloud Storage
  + Shared drive organization framework
    - Tips and tricks for your cloud space