KVCC CPT 126 Introduction to Digital Literacy

Final Exam

Instructor Name

Kennebec valley community college

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# Final Exam

Please note: Instructor is open to alternative methods of learning, please contact the instructor for more information at [insert contact information].

## Question 1

1. You are a part of a team that is creating a startup business that focuses on sales and marketing primarily using social media. As part of this process you are asked to purchase all of the necessary computing equipment that will best support the employees and their purposes.

The employee breakdown is as follows:

* 3 salesmen that travel on the road meeting with clients
* 4 marketers and social media developers that work in the office and at home from time to time
* 2 secretaries that handle the operations and answer phones
* 1 IT guy
* 1 CEO

Each of these employees have different computer needs based on their job and its individual functions.

* Your fellow employees want you to investigate all of the possible solutions being that of desktops, laptops, and tablets.
* You should take each solution and breakdown the benefits and disadvantages of each.
* Once this is done you will compare and contrast the three.
* When your analysis has been made you will then suggest what items should be purchased to support the employee. Each decision should be backed up by an argument as to why that device is the best choice in that situation. You do not have to get into specifics but you should be able to defend your position.

## Question 2

1. We live in a world that is heavily dependent on technology within the environment of business. This growth of technology and software has led many industries to develop or latch on to specific types of software. The first part of this question tasks you with deciding on what career you are planning on pursuing outside of graduation. This could also take the form of your dream job as well however the more specific you get the better off you will be. Once you have decided on this career I want you to go online and do research on what software is used predominantly in that field. Questions to answer:
   * What is the career
     1. Once you select the career do some online research and answer the following questions
        1. What is the job market currently and in the future for this field?
        2. Perform a quick job search for the area or State of Maine, how many jobs are available?
        3. Do the job numbers make you question the pursuit of this as a future option?
   * What software is used in that field
     1. Select the top three and provide a quick review of each
   * What is the cost of these software packages?
   * Are their open source alternatives?
   * Do you currently have experience using these tools?
   * If not what is your plan to develop this experience
   * Are there any certifications that would assist you in this field and learning the applicable software?
   * Where do you go next when it comes to your educational plans and to further yourself in getting a job in this field?

There is no formal requirement for citations but please include at the least the sites you used to find the above information. When your research is done and the questions have been answered then please summarize everything that you have found.

## Question 3

1. The Internet and the growth of the various communication techniques that exist today have caused the world of business to change. Even small businesses have the ability to communicate with foreign companies and collaborating with them in real time on projects. These tools have brought about two overall achieved benefits which are communication and collaboration. There exists a multitude of tools that allow a company to achieve both of these purposes.
   * Your task is to research a tool that will provide your business with the ability to enhance their communication.
   * Once this tool is discovered then look for options in terms of collaboration.

The focus should be on how these tools can be implemented in a business environment to support the goals of the organization. Be specific as to what these benefits are and how you came to the conclusion. You should provide supporting evidence to declare why each was selected. Questions to consider during this exploration:

* What style of organization are you focusing on?
* Summarize the goals of the organization.
  + How do they relate to the areas of collaboration and communication?
* How does the software enhance the business by allowing them to reach their goals?
  + Specifically focus on communication and collaboration
* If you were working in this business how do you think you would feel about the adoption of these tools.
* If you were managing this business how would you sell these tools to get your employees on board and not resistive to their adoption.

## Question 4

1. When we covered much of the material in Chapter 8 there was a discussion on how we live in an age where just about anyone can take modern technology and use it to do something they love but also make a living from it. The book discusses various methods such as digital publishing, video, music, and many other sources.
   * Examine both your personal and professional lives.
     1. How could you integrate these options into your life in such a way that they are beneficial personally?
     2. After your personal life examine your current or past work place for advantages that could be obtained by leveraging these tools.
   * If you could start your own business in any field tomorrow how could you use these methods to enhance your corporation?

This question is obviously highly based in opinion however you should conduct some research to support your views. The other goal is to force you to explore these options for not only your personal gain but that of your career or future business.

## Question 5

1. In Chapter 9 we discussed many different security concerns and areas in which a business network could be compromised. In this question you are tasked with planning a complete security package that addresses the following concerns for a business:
   * Cyber Crime
   * Identity Theft
   * Viruses
   * Hackers
   * Malware
   * Protecting/backing up data
   * Protecting physical assets

The style of business likely does not matter here because each of this will be a concern no matter what the focus is.

* Your goal is to develop a plan that covers all of these items in such a way that could be implemented and protect a business. The focus is more on policy and less on the specifics of the hardware itself.
* Conduct some research as to what methods are recommended in the field and adopt them accordingly.
* Once your research is conducted you are to go through each and explain how you would protect and address them within your business.

Having a policy and a plan are great however it has to ultimately be implemented and in order to do this your workers have to be trained on the policy. The following questions are on this:

* How important do you think training is concerning the protection of your organization?
* How would you address training within your business?
  + What would the training consist of?
  + Who would do the training?
  + How often would it take place?
* How would you as a manager model the policies and procedures within your organization?

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