CBA G014N: INTERNET BASICS

Item	Value
Curriculum Committee Approval Date	02/21/2023
Top Code	051410 - Legal Office Technology
Units	0 Total Units
Hours	18 Total Hours (Lecture Hours 10; Lab Hours 8)
Total Outside of Class Hours	0
Course Credit Status	Noncredit (N)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	Yes; Repeat Limit 99
Grading Policy	P/NP/SP Non-Credit (D)

Course Description

This noncredit course introduces students to internet basics using a computer or a smartphone. Topics include history, internet terms, connections, search engines, searches, viruses and malware, online communication tools, and basic cloud services. NOT DEGREE APPLICABLE. Not transferable.

Course Level Student Learning Outcome(s)

1. Course Outcomes
2. Identify ways to browse the internet safely.
3. Define terms and icons related to the internet and web browsers.
4. List tasks that can be peformed on the internet.
5. Demonstrate a basic internet search using different search engines.

Course Objectives

- 1. Define internet and web browser terms.
- 2. Identify different web browsers and specific features.
- 3. Use internet to conduct a basic search list.
- 4. Locate content on websites by using the search feature.
- 5. Practice safety techniques to browse the internet.
- 6. List at least three search engines.
- 7. Describe computer viruses and malware.
- 8. Use a cloud service to upload, download, and share a file.
- 9. Create accounts and fill out online forms.
- 10. List online communication tools.
- 11. Connect and disconnect from the internet.
- 12. Assess a website for authority, accuracy, scope, timeliness, and relevancy.

Lecture Content

Internet introduction History Current impact on society Definition of internet and terms How the internet works Tasks to do online Search and find information Email Social networking Chat and instant messaging Video conferencing Watch movies and listen to music Cloud tools Getting started with the internet Connecting to the internet Browsing the internet Navigating websites Web browsers and features Types of web browsers URLs and the address bar Navigation buttons Tabbed browsing Bookmarks and history Search and search engines Conduct a basic search Compare search engines Review search suggestions and a search list Advertisements Internet safety Create strong passwords Browser security features Avoid spam, phishing, and malware Online privacy

Lab Content

Conduct a basic internet search Identify at least two web browsers and search engines Demonstrate at least three web browser features Describe a safe website List tasks that can be done on the internet Load and share a document in a cloud tool such as Google drive

Method(s) of Instruction

- Enhanced NC Lect (NC1)
- Enhanced NC Lab (NC2)
- Online Enhanced NC Lect (NC5)
- Online Enhanced NC Lab (NC6)
- Live Online Enhanced NC Lect (NC9)
- Live Online Enhanced NC Lab (NCA)

Reading Assignments

Assigned readings from websites and PowerPoints.

Writing Assignments

Describe and compare concepts and applications of the internet.

Out-of-class Assignments

Practice hands on computer activities and review terms.

Demonstration of Critical Thinking

Analyze historical and social issues related to the internet.

Required Writing, Problem Solving, Skills Demonstration

Evaluate online information for authority, relevance, scope, timeliness, and accuracy.

Eligible Disciplines

Computer science: Masters degree in computer science or computer engineering OR bachelors degree in either of the above AND masters degree in mathematics, cybernetics, business administration, accounting or engineering OR bachelors degree in engineering AND masters degree in cybernetics, engineering mathematics, or business administration OR bachelors degree in mathematics AND masters degree in cybernetics, engineering mathematics, or business administration OR bachelors degree in any of the above AND a masters degree in information science, computer information systems, or information systems OR the equivalent. Note: Courses in the use of computer programs for application to a particular discipline may be classified, for the minimum qualification purposes, under the discipline of the application. Masters degree required. Office technologies (secretarial skills, office systems, word processing, ...: Any bachelors degree and two years of professional experience, or any associate degree and six years of professional experience.

Other Resources

1. GCFGlobal website 2. Digital Literacy Assessment by Northstar