

CHT A002N: COMPUTER BASICS - NAVIGATING THE INTERNET

Item	Value
Curriculum Committee Approval Date	02/09/2022
Top Code	051400 - Office Technology/Office Computer Applications
Units	0 Total Units
Hours	27 Total Hours (Lecture Hours 27)
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 course is an introduction to navigating the Internet. Topics include terminology, how to access the Internet using different browsers, apply settings, conduct a search using various search engines, using multiple tabs, and bookmarks. Identify Internet security dangers and precautions as well as social media and online communication platforms. Basic introduction of cloud computing and email etiquette. Noncredit. NOT DEGREE APPLICABLE. Not Transferable.

Course Level Student Learning Outcome(s)

1. Identify and define Internet dangers, safety precautions, social media and online communication platforms.
2. Demonstrate how to navigate the Internet to conduct an effective search using web browsers, search engines and bookmarks to manage and organize searches.

Course Objectives

- 1. Describe key points of the History of the Internet and basic terminology
- 2. Compare and use various search engines to conduct an effective search
- 3. Use web browser features, settings and bookmarks to manage searches
- 4. Define purpose and types of social media and online communications tools
- 5. List Internet dangers, viruses, scams, and safety precautions to evaluate a websites credibility
- 6. Create a professional email with an attachment and signature block.
- 7. Demonstrate how to download files and manage emails into folders

2. Desktop versus Internet 3. What can be done on the Internet
- C. Online Communication tools < p style="padding-left: 30px;">1. Cloud computing ie Google Drive 2. Social Media platforms 3. Canvas 4. Typing D. Internet Dangers 1. Viruses, Spam 2. Health concerns 3. Evaluating a website > 4. Safety Tips E. Web Browsers 1. Web browser features 2. Develop and manage bookmarks 3. Multiple tabs to navigate searches F. Search Engines 1. Identify search engines 2. Conduct a basic search 3. Search using keywords G. Email Basics and Etiquette 1. Email elements 2. Email providers 3. Email etiquette Dos and Donts 4. Attaching a file to an email 5. Signature block 6. Spellcheck H. Email Management 1. Saving attachments from an email 2. Create email folders and subfolders 3. Expand condense and rename folders 4. Save a draft of an email 5. Move an email to a folder I. Email Dangers font-family: Calibri; font-size: medium;">1. Dangers in email attachments 2. Identify SPAM email

Method(s) of Instruction

- Enhanced NC Lect (NC1)
- Online Enhanced NC Lect (NC5)
- Live Online Enhanced NC Lect (NC9)

Instructional Techniques

- A. Lecture including handouts, PowerPoint slides, text readings, videos, discussions, skill demonstrations B. Collaborative learning C. Interactive online computer assignments D. Teach backs E. Online tools F. Written assignments

Reading Assignments

Read guides related to specific topics.

Writing Assignments

Write various terms and definitions related to course topics.

Out-of-class Assignments

Watch various videos and complete fill in the blank worksheets related to course topics.

Demonstration of Critical Thinking

Describe dangers from surfing the Internet and how to conduct a 'safe search Compare the difference between Web Browsers and Search Engines. Explain why opening attachments and unnamed links is dangerous. Describe different social media platforms and their purpose.

Required Writing, Problem Solving, Skills Demonstration

Demonstrate how to create a professional email and a folder within email. Show how to navigate the Internet and conduct a basic search. Create bookmarks, bookmark folders and multiple search tabs.

Other Resources

1. Topic related web links and handouts as provided by instructor
2. Current books and periodicals with articles on office suite-related software applications and basic computer concepts

Lecture Content

- A. History of Internet 1. Background Internet 2. Founding fathers of the Internet B. Internet Basics 1. How the Internet works