

CHT A030N: COMPUTER SKILLS FOR THE 21ST CENTURY

Item	Value
Curriculum Committee Approval Date	12/06/2023
Top Code	051400 - Office Technology/Office Computer Applications
Units	0 Total Units
Hours	36 Total Hours (Lecture Hours 9; Lab 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 will prepare students to function in today's digital era. Online tools have become an integral part of our personal and professional lives. This course will provide students with an in-depth understanding of various online tools and their applications in different fields. The course will cover a range of topics including computer hardware and software, operating systems, internet and email, and cloud computing. Through hands-on learning activities, students will develop the skills necessary to navigate and effectively use these tools. ADVISORY: CHT A001N. Noncredit. NOT DEGREE APPLICABLE. Not Transferable.

Course Level Student Learning Outcome(s)

1. Students will be able to classify and identify personal computer technology and ways to connect to the Internet safely.
2. Students will differentiate and determine the appropriate use of online communication.
3. Students will compare various online available financing and purchasing options.

Course Objectives

- 1. Classify and select appropriate computer systems.
- 2. Evaluate and categorize different computer and Internet safety protocols.
- 3. Classify and select the best method of online communication.
- 4. Examine and determine various ways of conducting online finances.
- 5. Survey different online purchasing empowerment including shopping and travel arrangements.
- 6. Examine and classify different online research tools, including search tools and artificial intelligence.
- 7. Discover and assess different online digital entertainment services.

Lecture Content

Basics of Computers and Internet Differentiate kinds of computers Basic computer accessories Explain different operating systems Internet service providers Compare Wi-Fi and Hotspot Types of viruses, trojans and phishing Identify computer threats and what to do Online Communication Compose and send an email Read and respond to an email Delete and archive an email Pros and cons of texting How to text Differentiate Apple Facetime, Google Chat and Zoom Connecting to video chat Online Finance Basics of online banking Pros and cons of online banking Online banking safety strategies Shopping Online Basics of online shopping Pros and cons of online shopping Differentiate online shopping options: delivery, pickup, or curbside pickup Use online travel companies or agencies Make a hotel or airline reservation online Read disclaimers, refund policies and changes Use discounts online Shop safely online Online Tools Use Search tools like Google and Yahoo Compare Search tools Understand QR Codes Digital Entertainment Basics of online music services Basics of online streaming services Differentiate cable, satellite and streaming apps Understand free and paid online subscriptions Understand Artificial Intelligence (Ai) Overview of Ai Differentiate ChatGPT and Bard Other forms of Ai

Lab Content

Write and send an email using appropriate elements. List signs of a virus and steps to address it Scan a QR code to obtain information Use a search engine to conduct various searches and comparisons Create an online account

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

Assign readings from websites, PowerPoints and content pages.

Writing Assignments

Provide written feedback from peer reviews, reflections on skills learned, and how they relate to business documents in the workplace.

Out-of-class Assignments

Practice activities, projects, quizzes, watch videos, and discussions on peer critiques.

Demonstration of Critical Thinking

Written assignments require reflection and analysis in the decision-making process of different online tools and technologies.

Required Writing, Problem Solving, Skills Demonstration

Students participate in group discussions focusing on technology, online tools, problems and solutions. Students will give multiple oral presentations to share knowledge with critical thinking follow up questions.

Eligible Disciplines

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. Google Workplace Learning Center 2. Digital Literacy Assessment by
Northstar