

ALTW 219: USING THE INTERNET

Foothill College Course Outline of Record

| Heading | Value |
|-------------------------|---|
| Effective Term: | Summer 2021 |
| Units: | 2 |
| Hours: | 2 lecture per week (24 total per quarter) |
| Degree & Credit Status: | Non-Degree-Applicable Credit Course Basic Skills |
| Foothill GE: | Non-GE |
| Transferable: | None |
| Grade Type: | Letter Grade (Request for Pass/No Pass) |
| Repeatability: | Not Repeatable |

Student Learning Outcomes

- A successful student will be able to understand the Internet and the World Wide Web and how it evolved.
- A successful student will be able to define Internet vocabulary, terminology and etiquette.
- A successful student will be able to describe Internet hardware and software.
- A successful student will be able to demonstrate how to access specific information.
- A successful student will be able to understand and practice Internet etiquette.

Description

This is a hands-on introduction to the use of internet tools, such as Google Docs, cloud applications, apps, internet research, and social media applications.

Course Objectives

The student will be able to:

- Create a Google account
- Use Google Calendar
- Use Gmail
- Use Google Docs
- Use My Portal
- Store documents on the cloud server
- Make use of Google Hangout to share documents and collaborate

Course Content

- Create a Google account
 - Create a professional username and ID to access Google Apps
- Use Google Calendar
 - Demonstrate organization and time management skills
 - Keep a school calendar for homework, tests, study sessions and due dates
 - Collaborate during group projects by creating and sharing a calendar with everyone in the group
- Subscribe to teacher, class or school calendars

C. Use Gmail

- Send emails to communicate with students and faculty
- Submit assignments electronically
- Connect with other Google Applications

D. Use Google Docs

- Documents
- Presentations
- Spreadsheets

E. Social media

- Various sites for employment endeavors
- Employer communication for job search strategies
- Online communication for employment opportunities and follow-up

Lab Content

Not applicable.

Special Facilities and/or Equipment

- Accessible classroom with networked computers or wireless internet
- Computers should be installed with Google Chrome

Method(s) of Evaluation

Class participation
In-class projects
Team assignments
Homework
Quiz and/or final exam or project

Method(s) of Instruction

Lecture
Demonstration

Representative Text(s) and Other Materials

Lamont, Ian. *Google Drive and Docs in 30 Minutes, 2nd ed.*. 2015.

Although this text is older than the suggested "5 years or newer" standard, it remains a seminal text in this area of study.

Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments

Written Assignments: Reflections on new learning concepts, and give concrete examples of how internet uses have improved academic, household and social settings.

Discipline(s)

Developmental Disabilities: Disabled Students Programs & Services