

LINC 405: BEGINNING TECHNOLOGY SKILLS

Foothill College Course Outline of Record

Heading	Value
Effective Term:	Summer 2023
Units:	0
Hours:	3-360 hours laboratory total per quarter.
Degree & Credit Status:	Non-Degree-Applicable Non-Credit Course
Foothill GE:	Non-GE
Transferable:	None
Grade Type:	Non-Credit Course (Receives no Grade)
Repeatability:	Unlimited Repeatability

Student Learning Outcomes

- Create, manage, delete, and save files in word processing, spreadsheets, and email applications.
- Demonstrate the ability to use basic computer skills in an educational setting.

Description

This noncredit course introduces students and other individuals to basic technology skills. These skills include, but are not limited to: basic word processing skills; basic spreadsheet skills; basic management and organization of files; saving, downloading, and uploading files; basic email use; mouse/navigation skills; internet search skills. Students learn independently or in small groups to enhance their personal skills in using a computer for basic digital tasks needed to begin Foothill College coursework.

Course Objectives

The student will be able to:

1. Demonstrate the ability to use basic computer skills in an educational setting
2. Create, edit, delete, save, and manage files in word processing, spreadsheets, and email

Course Content

1. Basic email
 - a. Create, save, respond to, and send email
 - b. Add attachments to email
 - c. Identify when to use carbon copy or blind copy
2. Basic word processing
 - a. Create, edit, save, share, and delete files in a word processing tool
 - b. Format a basic document
3. Basic spreadsheets
 - a. Create, edit, save, share, and delete files in a spreadsheet tool
 - b. Use basic formulas
 - c. Format a basic spreadsheet
4. File management
 - a. Delete, save, move, rename, and organize files
 - b. Download and upload files

5. Basic navigation on a device
 - a. Mouse skills
 - b. Trackpad skills
6. Internet search
 - a. Use a browser to do basic searches

Lab Content

1. Practice using beginning technology skills to communicate and respond on computers
2. Practice using beginning technology skills to collaborate on cloud-based documents and applications
3. Practice applying technology skills and concepts to meet varying project requirements

Special Facilities and/or Equipment

1. Computers, including but not limited to: desktops, laptops, or other mobile devices.
2. When taught via the internet: students must have current email accounts and ongoing access to computers with web browsing capability and internet access.

Method(s) of Evaluation

Methods of Evaluation may include but are not limited to the following:

Completing assignments through badging system
Class performance with demonstrations

Method(s) of Instruction

Methods of Instruction may include but are not limited to the following:

Lecture
Discussion
Demonstration

Representative Text(s) and Other Materials

Instructor-assigned notes, materials, and resources, including instructional materials, open education resources, multimedia, and websites.

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

1. Example reading assignment: Students will read, both in print and online, instructions relating to the basic use of a device. Additionally, there will be written material which will accompany either video or direct instruction
2. Example writing assignments: Students will write responses to questions regarding the demonstration of using a computer application, such as email, word processing document, or spreadsheet

Discipline(s)

Instructional Design/Technology or Computer Information Systems