ACT R017: SKILLS FOR THE INTERNET

Originator
pcowan

College
Oxnard College

Discipline (CB01A)
ACT - Assistive Computer Technology

Course Number (CB01B)
R017

Course Title (CB02)
Skills for the Internet

Banner/Short Title
Skills for the Internet

Credit Type
Credit

Start Term
Fall 2021

Catalog Course Description
This course is designed to teach students the basic internet computer skills, techniques, and assistive computer technology that will enable them to be successful in accessing the Internet and email. Specifically, the course will review software that will accommodate students with disabilities to aid in using the internet. Students will learn the difference between academic and non-academic sources. Students will utilize and practice skills in individualized weekly research, presentations and website review assignments that will focus on developing better overall research skills as well as computing skills.

Taxonomy of Programs (TOP) Code (CB03)
4930.32 - Learning Skills, Learning Disabled

Course Credit Status (CB04)
C (Credit - Not Degree Applicable)

Course Transfer Status (CB05) (select one only)
C (Not transferable)

Course Basic Skills Status (CB08)
N - The Course is Not a Basic Skills Course

SAM Priority Code (CB09)
E - Non-Occupational

Course Cooperative Work Experience Education Status (CB10)
N - Is Not Part of a Cooperative Work Experience Education Program

Course Classification Status (CB11)
Y - Credit Course

Educational Assistance Class Instruction (Approved Special Class) (CB13)
S - The Course is an Approved Special Class

Course Prior to Transfer Level (CB21)
Y - Not Applicable

Course Noncredit Category (CB22)
Y - Credit Course

Funding Agency Category (CB23)
Y - Not Applicable (Funding Not Used)

Course Program Status (CB24)
2 - Not Program Applicable

General Education Status (CB25)
Y - Not Applicable

Support Course Status (CB26)
N - Course is not a support course

Field trips
Will not be required

Grading method
Pass/No Pass Grading

Does this course require an instructional materials fee?
No

Repeatable for Credit
No

Is this course part of a family?
No

Units and Hours

Carnegie Unit Override
No

In-Class

Lecture
Minimum Contact/In-Class Lecture Hours
8.75
Maximum Contact/In-Class Lecture Hours
8.75

Activity

Laboratory
Minimum Contact/In-Class Laboratory Hours
26.5
Maximum Contact/In-Class Laboratory Hours
26.5

Total in-Class

Total in-Class
Total Minimum Contact/In-Class Hours
35
Total Maximum Contact/In-Class Hours
35

Outside-of-Class

Internship/Cooperative Work Experience

Paid

Unpaid

Total Outside-of-Class

Total Outside-of-Class
Minimum Outside-of-Class Hours
17.5
Maximum Outside-of-Class Hours
17.5

Total Student Learning

Total Student Learning
Total Minimum Student Learning Hours
52.5
Total Maximum Student Learning Hours
52.5

Minimum Units (CB07)
1
Maximum Units (CB06)
1

Student Learning Outcomes (CSLOs)

	Upon satisfactory completion of the course, students will be able to:
1	Students will develop increased competency in internet skills.
2	Students will familiarize themselves with assistive technology which will enhance their learning.
3	Students will learn the difference between academic and non-academic sources.

Course Objectives

	Upon satisfactory completion of the course, students will be able to:
1	Use assistive computer technology to access the Internet independently and improve the following: email, Internet search techniques, organizing in the writing process, and developing better presentation skills.
2	Apply research skills through regular Internet search assignments using collegiate level sources.
3	Demonstrate Internet skills and overall online resource comprehension.

Course Content

Lecture/Course Content

1. Overview of E-mail:
   a. My.Vcccd.Edu
   b. LMS
2. Safety and Computer Basics for the Internet:
   a. Dealing with virus and legal issues pertaining to the Internet
   b. Ergonomics
   c. Online and computer safety and basic operation
3. Graphic Organizer.
   a. Organizing thoughts prior to presentation of research assignments
   b. Outline structure of project or documents using Inspiration

   c. Plan and Organize Ideas
   d. Using MLA to cite sources
4. Reading Internet Comprehension tools:
   a. Word Prediction
   b. Spell Check
5. Microsoft Word and PowerPoint accessibility features:
   a. MS Windows accessibility control panel wizard
   b. Thesaurus
   c. Spell Check
   d. Auto Correct
6. Web browsing and email via activation software:
   a. Practicing pronunciation of vocabulary words
   b. Hearing phonic breakdown with speech synthesizer software

Laboratory or Activity Content

1. Students will practice basic Internet computer skills, techniques, and assistive computer technology in a supervised lab setting.

Methods of Evaluation

Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):

Skills demonstrations

Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):

Other (specify)
Projects
Skills demonstrations

Other

Research Assignments
Skills Practice

Instructional Methodology

Specify the methods of instruction that may be employed in this course

Collaborative group work
Distance Education
Instructor-guided use of technology
Internet research
Lecture
Other (specify)

Specify other method of instruction

One-on-one Conferencing

Describe specific examples of the methods the instructor will use:

1. Instructor will lecture on topics such as using the internet safely and appropriately, accessing research sites, presentation skills, the Writing Process and how to best organize work by following the process.
2. Instructor will facilitate group work on problem solving; students will work in small groups to assist one another in accessing information, research materials, e-mail, and the LMS.
3. Instructor will meet one on one with students to solve connectivity issues, to further explain and demonstrate the use of internet and assistive technology to support learning.

Representative Course Assignments

Writing Assignments

1. Students will write up their research using Microsoft Word.
2. Students will write in a journal about such topics as "how to connect to LMS" and "How to access assistance for various academic issues."

Reading Assignments

1. Students will use the internet to conduct research.
2. Students will read assignments thoroughly to be certain no elements are missing from completed work.

Skills Demonstrations

1. Students will demonstrate an ability to send and receive email.
2. Students will demonstrate the ability to access the LMS and to find and complete assignments.
3. Students will demonstrate the ability to utilize the internet to conduct research.
4. Students will demonstrate the ability to cite sources using MLA specifications.

Outside Assignments

Representative Outside Assignments

1. Students will conduct internet research and read articles and information on topics
2. Students will write up their research using MS Word or Google Docs
3. Students will use all tools available to edit and revise their work

Articulation

Comparable Courses within the VCCCD

ACT V05 - Assistive Computer Technology: Skills for the Internet

Distance Education Addendum

Definitions

Distance Education Modalities

Hybrid (51%–99% online)
Hybrid (1%–50% online)
100% online

Faculty Certifications

Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.

Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.

Yes

Regular Effective/Substantive Contact

Hybrid (1%–50% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Students will communicate with one another using a classroom discussion board for topics such as: Why is it important to know how to send and receive email? What are the 3 most important steps in conducting online research? How can you make sure that your writing is as correct as possible? Name 3 strategies you can use to correct your errors
Synchronous Dialog (e.g., online chat)	Students will participate in synchronous online class and chat, can break into small groups to work on projects and to discuss topics relevant to course

Other DE (e.g., recorded lectures)	Students will watch recorded lectures on the LMS that will instruct on new material on topics such as: Citing Sources the MLA Way, How to Access and Send Email, Using the LMS to Complete Work

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E-mail	Students will email instructor and classmates regarding class, instructor will email general announcements and reminders, instructor will answer questions from students using email

100% online Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
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E-mail	Students will email instructor and classmates regarding class, instructor will email general announcements and reminders, instructor will answer questions from students using email
Video Conferencing	Instructor will set up small group conferences for students as needed, students may set up conferences to work with one another on group projects

Examinations

Hybrid (1%–50% online) Modality

Online
On campus

Hybrid (51%–99% online) Modality

Online
On campus

Primary Minimum Qualification

COMPUTER TECHNOLOGY (ADAPTED), DSPS

Review and Approval Dates

Department Chair
09/16/2020

Dean
09/18/2020

Technical Review
10/28/2020

Curriculum Committee
10/28/2020

DTRW-I
MM/DD/YYYY

Curriculum Committee
12/09/2020

Board
MM/DD/YYYY

CCCCO
MM/DD/YYYY

Control Number
CCC000563459

DOE/accreditation approval date
MM/DD/YYYY