CIS 1001

Division: Career and Technical Education
Department: Computer Information Systems
Course: CIS 1001
Title: Introduction to Computers - Ethics and Operating Systems
Catalog Description:

This mini-course will help students understand the impact of the computer-oriented society on the individual, including security, privacy, and the social and ethical issues of the computer age. It will also help students understand the basics of an operating system, and be able to use fundamental operating system commands. While this mini-course covers the material needed to pass the computer and information literacy (CIL) areas for Ethics and Operating Systems, it goes beyond these requirements.

General Education Requirements: N/A
Semesters Offered: TBA
Credit/Time Requirement: Credit: 0; Lecture: 0; Lab: 0
Clock/Hour Requirements: 15
Offered for Non-Credit: No
Prerequisites: None

Corequisites: None

Justification:

This course is a subset of the CIS 1010 course which has similar courses taught at all colleges in the state [see CIS 1010]. This has been broken down to allow a student who did not pass the Ethics and/or Operating systems areas of the CIL (Computer and Information Literacy) requirement to cover the information required without being required to take the entire CIS 1010 course.

Student Learning Outcomes:

- Students will be able to understand "rights of privacy" and be familiar with other ethics of access and use.
- Students will be able to understand the basics of an operating system; and be able to use fundamental operating system commands to create, look at, and remove directories, delete files, copy files, format a floppy disk, and rename a file. A student will also know how to handle the asterisk "wild card" in certain Windows and DOS commands.
- Students will be able to develop skills in the actual use of Windows and DOS.

Content:

Course objectives will be accomplished by providing students with learning experiences in the following subject areas:

- Operating Systems and Environments (Windows and DOS):
    - types of operating systems
    - functions and operations of operating systems, including: resources and resource management (files, peripherals, as well as examining and modifying these resources). Coverage also will include other topics: environment, logon or other initiatory processes, application execution, maintenance, security, network access, compatibility issues, help resources, and logout/exit processes
    - virus types, virus protection, detection, and removal
    - the impact of the computer-oriented society on the individual, including security, privacy, as well as social and ethical issues of the computer age
    - elementary Disk Operating System (DOS) commands including DIR, COPY, FORMAT, and DISKCOPY. Formatting a floppy disk to put DOS, table-of-contents, and volume name on the floppy. Booting-up DOS and calling applications programs from DOS
    - basics of Windows: opening and saving files, mouse operations, Windows basic structural elements, navigating through Windows, and activating applications
- Computers, Information, and Software: Ethics of Access and Use:
    - concepts including computer right to use; licensed, shareware, and public domain software; access modes; rights and responsibilities in the use, sale, transfer, and copy of software; information attributes; and virus transmission
    - ethical issues including reading, writing, and modifying software, as well as utilizing, selling, and transferring software
    - legal issues, including both laws and penalties supplemented by case studies
    - supplements to the above concept provided by case studies.

General Education Outcomes:

Key Performance Indicators:

In class:

- Student grades will be based on a combination of lab exercises (5-25%), quizzes (5-25%), tests (10-50%), and a final exam or project (20-50%).

Representative Text and/or Supplies:

- *Course Technology Illustrated Brief Edition Series,* current edition, Cambridge, MA: Course Technology.
- Separate booklet for Windows/DOS, current edition.
- Supplementary materials: A diskette is provided to students for storing their computer files.

Optimum Class Size: 20
Maximum Class Size: 48

Signatures:

I hereby submit this course syllabus:

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I hereby find this course consistent with the goals and resources of the Computer Information Systems Department:

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Michael P. Medley, MBA, Assistant Professor, Chair

I hereby find this course consistent with the goals and resources of the Career and Technical Education Division:

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Michael P. Medley, MBA, Assistant Professor, Dean

I have discussed the need for library resources related to this class with the person submitting the syllabus:

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Lynn Anderson, MLIS, Technical Services Librarian (Main Campus)

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Michelle Olsen, MLS, Campus Librarian (Richfield Campus)