



CIS 1003

Division: Career and Technical Education

Department: Computer Information Systems

Course: CIS 1003

Title: Introduction to Computers - E-Mail, Internet, and Internet Resources

Catalog Description:

This mini-course will help students understand the basics of public and private Internet networks as information resources and the use of electronic communication such as e-mail. While this mini-course covers the material needed to pass the computer and information literacy (CIL) areas for the use of electronic communication and Internet network resources, 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 students who did not pass the electronic communication and network resources areas of the CIL requirement to cover the information required without being required to take the entire CIS 1010 course.

Student Learning Outcomes:

Upon successful completion of this course, students will be able to:

- understand the basics of public and private networks as information resources and the use of electronic communication such as e-mail
- use the computer for improving the quality of their course work in other classes, especially for research

Content:

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

- Information Networks and Resources
 - information validity and quality
 - various types of networks - with emphasis on the internet, the world-wide web, and local and regional library networks. An introduction will be given to bulletin

- boards and newsgroups
- an introduction to various key library facilities, including the local library, Merrill Library, SciTech Library, the Library of Congress, and various other remote libraries
- functions and operations of information acquisition over networks including: address structures, network access, downloading/extracting information, and searching and browsing (by author, title, and boolean relationships)
- introduction to some of the major tools of acquiring information over networks including: Netscape, FTP, Telnet, Archie, Gopher, etc. The use of CD-ROMs in supplying information also will be discussed
- Public Access Networks and Electronic Mail:
 - elements of hardware and software in networked systems, including both systems and application software
 - campus networks using a campus mainframe, the public access network, and other tools
 - electronic mail functions and environments including: addresses and message formats, logging on, executing e-mail software, logging off and exiting e-mail software, reading or examining e-mail messages, sending e-mail messages (including creating, editing, forwarding, replying, and attaching files), saving, deleting, and printing e-mail.

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%).

Following class:

- Post evaluation will be measured by passing the CIL tests for electronic communication and network resources.

Representative Text and/or Supplies:

- Required text: None.
- Supplementary materials: A diskette is provided 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:

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:

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:

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

Michelle Olsen, MLS, Campus Librarian (Richfield Campus)