

COCONINO COMMUNITY COLLEGE
COURSE OUTLINE

Revised by: Dave Bowman
Status: Permanent

Spring 2013

A. Identification:

1. Subject Area: Computer Information Systems (CIS)
2. Course Number: 110
3. Course Title: Windows, The Internet, and Online Learning
4. Credit Hours: 3
5. Catalog Description: Introduces students to the Windows Operating System, the Internet, and online instruction with an emphasis on hands-on learning. Students will gain the skills necessary to work comfortably in the Windows and online learning environments, manage files efficiently, use e-mail effectively, and conduct research on the World Wide Web. Students will become familiar with the skills and mindset necessary to succeed in online courses. It is highly recommended all students take this course EARLY or actually their FIRST CIS class in their course progression. Three lecture.

B. Course Goals: To provide students with knowledge and skills necessary to become comfortable with the basic operations of a microcomputer using the Windows environment. Students will learn to use many of the Windows tools and accessory applications. To provide students with the necessary skills to become competent users of the Internet, including conducting focused research on the Internet and using Electronic Mail. To provide students with the skills needed to be successful when taking online courses.

C. Course Outcomes:

Upon successful completion of the course, students will:

1. use Windows applications to manage files efficiently;
2. access and conduct research on the Internet and World Wide Web and site online references;
3. establish electronic mail accounts and use e-mail features;
4. copy and save graphic images found on Web sites;
5. identify proper etiquette and ethics related to the Internet and World Wide Web;
6. explain copyright issues related to the Internet;
7. describe requirements and options for connecting to the Internet;
8. use tools related to taking online courses with CCC's current LMS.

D. Course Outcomes Assessment will include:

1. pre and post-test assessing with long term data and tracking for 3 years;
2. capstone project including all the course content and outcomes.

E. Course Content will include:

1. Introduction to the Windows environment, accessories, and utilities
2. File Management
3. Managing applications and multitasking
4. E-Mail Activities
5. Ethics and Etiquette related to the Internet and World Wide Web
6. Copy and/or save Web text and images
7. Internet service providers, Web Browsing software, and connections to the Internet;
8. Chat groups and/or Instant Messaging
9. Search tools, techniques, and evaluating the quality of Web site information
10. Downloading and uploading files
11. Hands-on skills relating to CCC's current LMS

12. File compression/decompression
13. Internet protocols