

Prepared by: A. Agundez  
Reviewed by: K. Bandy  
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Semester effective:

Computer Information Systems (CIS) 1532 Basic Internet Skills and Concepts (1 Unit) CSU  
[formerly Computer Science 32A, Computer Science 1532]

Prerequisite: None

Hours and Units Calculations:

8 hours lecture. 16 Outside of class hours; 24 hours lab (48 Total Student Learning Hours) 1 Unit

Catalog Description: This course provides an introduction to information resources on the Internet. Protocols and services covered include e-mail, news, discussion groups, and the World Wide Web. Navigation, searching, and retrieving techniques will be covered using Windows based web-browsers and search engines. Special focus will be given to the fastest growing resource, the WWW, by creating a personal home page.

Type of Class/Course: Degree Credit

Distance Learning Text:

Campbell, Shelley. *Discovering the Internet: Complete Concepts and Techniques*. 5<sup>th</sup> ed. Cengage, 2015.

Additional Instructional Materials 8 GB Flash drive

Course Objectives:

By the end of the course, a successful student will be able to:

1. understand Internet history, terminology and information spaces,
2. search, navigate, and retrieve information from the World Wide Web,
3. perform basic e-mail functions,
4. analyze the use of Internet in a discussion group,
5. access information from a newsreader, and
6. use basic HTML to create a home page, (graphics, movies, and sound).

Course Scope, Content:

- Unit I Introduction and Defining the Internet
- A. Describe who uses the Internet
  - B. Explain the impact of the Internet
  - C. Discuss Internet basics
  - D. Review how to connect
  - E. Discuss current trends

Unit II            Browsing the Web

- A.     Explain website designs and software
- B.     Describe Domain Name and IP relationship
- C.     Describe search features
- D.     Explain browser options

Unit III           Searching the Web

- A.     Describe how search engines work
- B.     Explain advance search techniques
- C.     Explain address bar and webpage searches
- D.     Explain social media searches

Unit IV            Communicating Online

- A.     Identify different types of email systems
- B.     Recognize the importance of email use
- C.     Describe proper use of email
- D.     Explain social media, messaging and chat functions

Unit V             Getting More Out of the Internet

- A.     Introducing portals both consumer and corporate
- B.     Explain research and reference tools
- C.     Explain educational tools
- D.     Describe shopping websites
- E.     Explain file transfer protocol (FTP)

Unit VI            Understanding Internet Technologies and Security

- A.     Introducing network basics
- B.     Explain and discuss Internet infrastructure
- C.     Describe web conferencing
- D.     Discuss network security issues

Unit VII           Understanding E Business

- A.     Introducing E-Business origins
- B.     Describe unique E-Business factors
- C.     Explain E-Business models
- D.     Explain storefront software
- E.     Explain credit card processing

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 2 hours per week outside of the regular class time doing the following:

1.     Reading required material
2.     Assigned homework

3. Home page project

Methods of Instruction:

1. Lectures (live and website)
2. Online computer demonstrations
3. Hands-on lab work
4. Reading material (text, handouts, and online documentation)
5. E-mail

Methods of Evaluation:

1. Quizzes and comprehensive final exam
  - a. to demonstrate understanding of lecture and reading material
2. Homework
  - a. to demonstrate ability to find and retrieve information
3. Home page course project
  - a. to demonstrate competence with all Internet resources

Supplemental Data:

TOP Code:	0701.00: Information Technology, Genera
SAM Priority Code:	D: Possibly Occupational
Distance Education:	Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	I: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program

Eligible for Credit by Exam:	E: Credit By Exam
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE
Discipline:	Office Technologies