

ARIZONA WESTERN COLLEGE
SYLLABUS

CIS 78 BASIC INTERNET

Credit Hours: 1 Lec 1 Lab 1

PREREQUISITE: CIS 70

COURSE DESCRIPTION

This course is a basic introduction the use of the Internet. It is specifically designed for those individuals who have completed the CIS 70 "Basic Computers" course or has that knowledge level and wishes to expand his/her personal knowledge about computers without taking a traditional college class.

1. COURSE GOAL

This course exposes the student to the Internet environment, which includes: basic Internet terminology, netiquette, mailing lists and Usenet new groups, E-mail, search engines, service providers, and hardware requirements.

2. OUTCOMES

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

- 2.1 explain the history and development of the Internet.
- 2.2 identify the tools (applications) used on the Internet.
- 2.3 describe the World Wide Web (WWW).
- 2.4 describe the role of hyperlinks in the World Wide Web.
- 2.5 understand the Home Page and its use.
- 2.6 cut, copy, and paste text and pictures from web pages into WordPad.
- 2.7 print web pages.
- 2.8 locate and use Internet Directory Services.
- 2.9 create and organize bookmark lists.
- 2.10 use a search engine to gather information.
- 2.11 exchange information over the Internet using E-mail.
- 2.12 explain the URL window and Internet protocol.
- 2.13 download and install FTP software.
- 2.14 read and post Netnews messages.
- 2.15 explain the function of service providers.
- 2.16 understand the minimum hardware requirements for surfing the Internet.
- 2.17 perform common business and commercial tasks using the WWW.
- 2.18 access and use online browser help features.

3. METHODS OF INSTRUCTION

- 3.1 Lecture
- 3.2 Demonstrations
- 3.3 Class discussion of text and related materials
- 3.4 Guided group and individual activities
- 3.5 Study suggestions for quizzes
- 3.6 Individualized instruction
- 3.7 Videos
- 3.8 Objective evaluations

4. LEARNING ACTIVITIES

- 4.1 Reading assignments from the text

- 4.2 Lecture and discussion of text materials & current information
- 4.3 Outside research projects using Internet tools
- 4.4 Hands-on practice using guided textbook activities
- 4.5 Objective evaluations of text materials

5. EVALUATION

- 5.1 Final exam
- 5.2 Homework assignments

6. STUDENT RESPONSIBILITIES

- 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.
- 6.2 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.
- 6.3 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
- 6.4 Academic Integrity: Any student participating in acts of academic dishonesty—including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
- 6.5 Texts and Notebooks: Students are required to obtain the class materials for the course.
- 6.6 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for “No Show” reporting during the first 10 days of each semester.
Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS grade may result in a student losing their federal financial aid.
For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):
 - Submitting an academic assignment
 - Taking an exam, an interactive tutorial or computer-assisted instruction
 - Attending a study group that is assigned by the school
 - Participating in an online discussion about academic matters
 - Initiating contact with a faculty member to ask a question about the academic subject studied in the course