

Syllabus for CNSNR 065 I've Turned The Computer On – Now What?

INSTRUCTOR Joyce Poole

CREDITS N/A

CLASS MEETS Check online for room location

COURSE DESCRIPTION:

The student will learn basic computer terminology, basic hardware and mouse use.

COURSE OBJECTIVES: At the end of the course the student will be able to:

- Identify the main parts of a computer
- Understand when to click, double-click, or right-click the mouse
- Click, double-click, or right-click the mouse
- Understand basic computer terminology
- Understand how to recover from a “frozen” computer

TEXT N/A

COURSE REQUIREMENTS

Completion of:

1. Attendance
2. Class Participation

GRADE N/A

POLICIES

Please treat the class as a professional workplace.

You are responsible for all exercises. If you are getting behind through not understanding or other reasons, please raise your hand and let me know right away so we may find a solution.

Syllabus for CNSNR 070

World Wide What?

INSTRUCTOR Joyce Poole

CREDITS N/A

CLASS MEETS Check schedule for room location

COURSE DESCRIPTION:

The student will learn what the “web” is, how to select an internet service provider, and basic use of Internet Explorer, including searching.

COURSE OBJECTIVES: At the end of the course the student will be able to:

- Explain what the web is
- Understand copyright protection on the web
- Understand the different types of ISPs (Internet Service Providers)
- Use Internet Explorer to browse the internet
- Bookmark their favorite websites
- Print internet pages
- Understand what viruses, spyware, adware, and pop-ups are
- Basic internet searching

TEXT N/A

COURSE REQUIREMENTS

Completion of:

3. Attendance
4. Class Participation

GRADE N/A

POLICIES

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Syllabus for CNSNR 072

Did You Get My Message? Basic E-mail

INSTRUCTOR Joyce Poole

CREDITS N/A

CLASS MEETS Check schedule for room location

COURSE DESCRIPTION:

The student will learn basic e-mail etiquette, how to send and receive e-mails, and how to send pictures and/or videos. How to avoid “phishing scams” and viruses will also be discussed.

COURSE OBJECTIVES: At the end of the course the student will be able to:

- Understand how/where to get a free e-mail account
- Send and receive e-mails
- Attach photos, videos, and/or audio files to an e-mail
- Understand the “do’s and don’ts” of e-mail etiquette
- Understand viruses and phishing scams

TEXT N/A

COURSE REQUIREMENTS

Completion of:

5. Attendance
6. Class Participation

GRADE N/A

POLICIES

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Syllabus for CNSNR 078 To Google Or Not – Effective Web Search

INSTRUCTOR Joyce Poole

CREDITS N/A

CLASS MEETS Check online for room location

COURSE DESCRIPTION:

The student will learn more advanced internet searching techniques.

COURSE OBJECTIVES: At the end of the course the student will be able to:

- Understand the different search engines
- Know what search engines to use for search types
- How to search specific domains
- Search for specific answers or general searches
- Get help in narrowing or broadening searches

TEXT N/A

COURSE REQUIREMENTS

Completion of:

7. Attendance
8. Class Participation

GRADE N/A

POLICIES

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