

COURSE OUTLINE
ORANGEBURG-CALHOUN TECHNICAL COLLEGE
ORANGEBURG, SOUTH CAROLINA

SEMESTER
IST 225
INTERNET COMMUNICATIONS

Developed by:

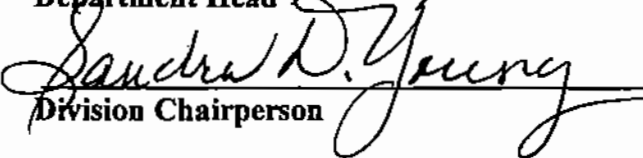
June Sloop

Date: April 10, 2000

Approved by:



Department Head



Division Chairperson

Date: 4-10-00

Date: 4/10/2000

IST 225

Internet Communications

INSTRUCTOR:
OFFICE LOCATION:
OFFICE PHONE:
E-MAIL ADDRESS:
OFFICE HOURS:

COURSE DESCRIPTION:

This course covers introductory topics and techniques associated with the Internet and Internet communications. Techniques on how to use and access various types of information as well as how to find resources and navigate the Internet are included.

PREREQUISITES: CPT 101 or CPT 170

WHY TAKE THIS COURSE?

In ever-increasing numbers, businesses are using the Internet to advertise their company, their products, and employment opportunities. A new category of computer specialist, the Internet Webmaster, is in demand by companies desiring to market themselves on the Internet. The primary purpose of this course is to introduce the Internet to a computer user.

COURSE OBJECTIVES:

Topics include Internet history, use of various search engines, use of the World Wide Web, and the basic techniques of Web page development. Upon completion of this course, the student will have the basic understanding and skills to use the Internet in both personal and business environments and will be able to use the Information Superhighway.

MATERIALS REQUIRED:

Text: The Internet, New Perspectives Series
by Perry and Schneider, Course Technology, Inc.; 1999

Disks: Two 3.5" high-density diskettes

GRADING SYSTEM:

The final grade will be determined as follows:

Project (1)	20%
Tests	50%
Quizzes, assignments	30%

GRADING POLICY:

93 - 100	=	A
85 - 92	=	B
75 - 84	=	C
70 - 74	=	D
69 or below	=	F

For graduation credit, the course must be repeated if "D" is the final grade.

ATTENDANCE:

Students are expected to attend all class sessions. Record keeping for attendance purpose will begin with the first day of class. If a student must be absent, it is the student's responsibility to notify the instructor as soon as possible of the absence. Students are responsible for making up all work missed as a result of the absence.

Students must not accumulate more absences than double the number of times the class meets per week. For example, if the class meets three times a week, the student must not be absent more than six(6) times during the semester. If excessive absences are taken, the students will be administratively withdrawn. The instructor may take extenuating circumstances into consideration.

Three tardies shall be considered an absence. If a student is more than ten(10) minutes tardy, he or she shall be considered absent. If a student leaves more than ten(10) minutes prior to class dismissal, he or she shall be considered absent. Students who feel that they have been treated improperly regarding this policy may exercise the right to appeal through The Student Code and Grievance Procedure for South Carolina Technical Colleges.

CLASS PROCEDURES:

ACADEMIC HONESTY: The use of another student's material in completing tests, the final project, or other assignments is considered cheating. Students found to be cheating can be dismissed permanently from the class. Honesty, in all work, is important.

CLASSWORK: Completion of homework assignments, quizzes, and tests is expected of all successful students. All assignments should be turned in when due. No assignment will be accepted and graded if turned in more than one class day late. Any assignment turned in a maximum of one day late will automatically have its grade reduced by one letter grade. All assignments and tests will be counted toward your final grade. No test grades will be dropped.

QUIZZES: Quizzes will be unannounced. One quiz grade may be dropped. Quizzes cannot be made up.

EXAMS: Exams will be announced at least one, preferably two class days before the scheduled exam. If a student is absent on a scheduled exam day, a make-up exam may be given **IF THE STUDENT CALLS THE INSTRUCTOR ON OR BEFORE THE DAY OF THE EXAM.** The student should expect any make-up exam to be more sophisticated, since the student has had more time to prepare. Failure to take more than one exam on its scheduled date will subject the student to not being allowed to make up any missed exams.

CLASSROOM CONDUCT: Learning is a 50-50 proposition. The instructor will contribute 50 percent by assisting each student in the learning process. The student must contribute the remaining 50 percent by being prepared and doing his or her best. The student will also need to spend time in lab working on assignments and projects.

E-Mail: Most of your assignments will be given via electronic mail. It is important that you check your e-mail **EVERY** day.

CLASS SCHEDULE:

Week 1	1/10	Tutorial 1--Introduction to the Internet
Week 2	1/17	Tutorial 2--E-mail
Week 3	1/24	Tutorial 3--Browser Basics
Week 4	1/31	Tutorial 3--Browser Basics
Week 5	2/7	Tutorial 4--Searching the Web
Week 6	2/14	Tutorial 4--Searching the Web
Week 7	2/21	Tutorial 5--Information Resources on the Web
Week 8	2/28	Tutorial 6--FTP and Downloading
Week 9	3/13	Tutorial 6--FTP and Downloading
Week 10	3/20	Tutorial 7--Advanced e-mail topics
Week 11	3/27	Tutorial 8--Advanced Communication Tools
Week 12	4/5	HTML Tutorial 1--Creating a Web Page
Week 13	4/12	HTML Tutorial 1--Creating a Web Page
Week 14	4/19	HTML Tutorial 2 Adding Hypertext links to a Web Page Project
Week 15	4/26	HTML Tutorial 2 Adding Hypertext links to a Web Page Project
Week 16	5/3	Project

Competency Area A: Basic Use of the Internet

Specific Competency 1: Become familiar with the Internet and the World Wide Web.

Learning Objectives

1. Explain what computer networks are and how they work.
2. Discuss how the Internet and World Wide Web began grew.
3. Describe the tools and information that are available on the Internet.
4. Compare and evaluate different methods for connecting to the Internet.

Specific Competency 2: Use E-mail.

Learning Objectives

1. Define e-mail and explain how it works.
2. Set up a Web-based e-mail account.
3. Send and receive e-mail messages.
4. Print an e-mail message.
5. Forward and reply to e-mail messages.
6. Create folders to save your e-mail messages.
7. File and delete e-mail messages and folders.
8. Create and maintain an electronic address book.
9. Create a signature file.
10. Send and receive attachments.

Specific Competency 3: Use Web Browser software to navigate the Web.

Learning Objectives

1. Name the two most popular Web browser software packages.
2. Discuss how browser read Web pages.
3. Explain web addresses and list the parts of a URL.
4. Save and organize Web addresses.
5. Navigate the Web.
6. Use the Web to find information.
7. Configure and use the Netscape Navigator Web browser.
8. Configure and use the Microsoft Internet Explorer Web browser.

Specific Competency 4: Effectively search the World Wide Web.

Learning Objectives

1. Determine whether a research question is specific or exploratory.
2. Develop an effective Web search strategy to answer research questions.
3. Discuss the various Web search tools and how they work.
4. Create different kinds of search expressions.
5. Find information using search engines, directories, and other Web research tools.
6. Find current news and weather information on the Web.
7. Obtain maps and city guides.
8. Find graphics, sounds, and video resources.
9. Use online library resources.
10. Use and evaluate other research resources.

Competency Area B: Advanced Use of the Internet

Specific Competency 5: Use FTP to download files.

Learning Objectives

1. Discuss what FTP is and how it works.
2. Access an FTP server and download a program using a Web browser.
3. Download an FTP client.
4. Use FTP client software to download other files.
5. Explain the difference between freeware, shareware, and limited-use software.
6. Locate and download freeware and shareware programs.
7. Identify several important sources of both programs and data.
8. Decompress a downloaded file.
9. Check your disk for computer viruses.

Specific Competency 6: Use Mailing Lists.

Learning Objectives

1. Discuss the different types of mailing lists.
2. Join and leave a mailing list.
3. Post messages to a mailing list.
4. Locate mailing lists.
5. List the LITSERV commands to subscribe to and unsubscribe from a list, to suspend mail, and to review the members of the mailing list.
6. Retrieve and read a mailing list's archived files.
7. Use an Internet search service to locate an e-mail address.

Specific Competency 7: Use Internet Chat and Usenet.

Learning Objectives

1. Discuss and use Internet chat.
2. Explore virtual worlds that offer entertainment and learning opportunities.
3. Use the Web to find useful information in Usenet newsgroups.
4. Subscribe to several Usenet newsgroups.
5. Reply to and post original articles to Usenet newsgroups.

Competency Area D: Use HTML to create web pages.

Specific Competency 8: Create simple Web pages using HTML.

Learning Objectives

1. Explore the structure of the World Wide Web.
2. Learn the basic principles of Web documents.
3. Become familiar with the HTML language.

4. Create an HTML document.
5. View an HTML file in a Web browser.
6. Tag text elements, including headings, paragraphs, and lists.
7. Insert character tags.
8. Add special characters.
9. Insert horizontal lines.
10. Insert an inline graphic image.

Specific Competency 8: Add Hypertext Links To A Web Page.

Learning Objectives

1. Create hypertext links between elements within a document.
2. Create hypertext links between one document and another.
3. Review some basic Web page structures.
4. Create hypertext links to pages on the Internet.
5. Use and understand the difference between absolute and relative pathnames.
6. Create hypertext links to various Internet resources, including FTP servers and newsgroups.

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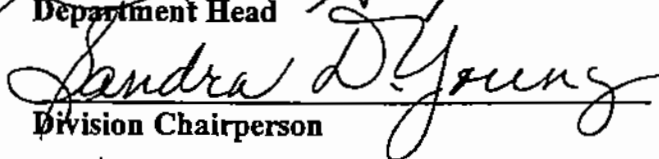
Developed by:

Barbara Stoops

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