Course Syllabus

ITNW 1337 – Introduction to the Internet

Catalog Description: Introduction to the Internet with emphasis on using the World Wide Web to locate, transfer, and publish information. Survey of emerging technologies on the Internet. Students will use and configure web browsers; use the Internet to locate, transfer, and publish information; create a basic HTML document; use e-mail services; and explain issues in choosing an Internet service provider. Lecture hours = 3, Lab hours = 0

Prerequisites:

Semester Credit Hours: 3
Lecture Hours per week: 3
Contact Hours per Semester: 48
State Approval Code: 1109010000

Course Subject/Catalog Number: ITNW 1337
Course Title: Introduction to the Internet

Course Rationale: This course provides students with a basic introduction to the resources that are available on the Internet with an emphasis on using the World Wide Web to locate, transfer, and publish information. The course includes a survey of emerging technologies on the Internet.

Instructional Goals and Purposes: The purpose of this course to teach students to use and configure web browsers; use the Internet to locate, transfer, and publish information; create a basic HTML document; use e-mail services; and explain issues in choosing an Internet service provider.

Learning Objectives:
1. Describe the important features of the Web and Web browser software
2. Evaluate e-mail software and Web-based e-mail services
3. Use search engines and directories effectively
4. Find, evaluate, and use online information resources
5. Use FTP and other services to transfer and store data
6. Demonstrate the use of real-time chat and briefly describe the history of the wireless Internet
7. Use mailing lists, newsgroups, and newsfeeds
8. Create HTML documents and enhance them with browser extensions
9. List and describe security threats and countermeasures
10. Describe the important features of electronic commerce

Specific Course Objectives (Include SCANS information):
1. Describe the important features of the Web and Web browser software (1a-i, 2c-iv)
   a. Describe the important features of the Internet and the World Wide Web
   b. Describe how Web browser software displays web pages
   c. Describe how Web page addresses are constructed
   d. List the main functions found in Web browser software
   e. Configure and use the Microsoft Internet Explorer Web browser to navigate the Web
   f. Save Web page text and graphics using Internet Explorer
   g. Configure and use the Mozilla Firefox Web browser to navigate the Web
   h. Save and organize Web addresses using Mozilla Firefox
   i. Save Web page text and graphics using Mozilla Firefox
2. Evaluate e-mail software and Web-based e-mail services (1a-i, 1a-ii, 2c-iv)
   a. Describe the main features of e-mail and how it works
   b. Describe the Thunderbird and Opera e-mail clients
   c. Describe and use Web-based e-mail services
   d. Configure and use Outlook Express to send, receive, and print e-mail messages
   e. Create and maintain an address book in Outlook Express
   f. Configure and use Hotmail to send, receive, and print e-mail messages
   g. Create and maintain an address book in Hotmail
3. Use search engines and directories effectively (1a-i, 1a-iii, 1b-iii, 1b-vi, 2c-i, 2c-iv, 2d-ii)
   a. Determine whether a research question is specific or exploratory
   b. Describe how to formulate an effective Web search strategy to answer research questions
   c. Describe and use Web search engines, Web directories, and Web metasearch engines effectively
   d. Use Boolean logic and filtering techniques to improve your Web searches
   e. Use advanced search options in Web search engines
   f. Assess the validity and quality of Web research resources
   g. Describe the future of Web search tools
4. Find, evaluate, and use online information resources (1a-i, 1a-ii, 1b-v, 1b-vi, 2a-iii, 2c-i, 2c-iv, 2d-i)
   a. Find current news and weather information on the Web
   b. Obtain maps and city guides
   c. Find businesses and people on the Web
   d. Find library and text resources on the Web and cite them properly when you use them
   e. Describe how to cite Web resources
   f. Describe how copyrights affect your use of resources you find on the Web
   g. Find graphics and multimedia resources on the Web
   h. List important issues about the future of online publishing
5. **Use FTP and other services to transfer and store data** (1a-i, 2a-iii, 2c-ii, 2c-iv)
   a. Describe what FTP is and how it works
   b. Demonstrate how to use an FTP client program and Web browser to transfer files
   c. Demonstrate navigation of an FTP site using a Web browser
   d. Demonstrate how to compress and decompress files and how to check them for viruses
   e. Download an FTP client program using a Web browser
   f. Install and use a compression program
   g. Trace the connection between your computer and a remote computer
   h. Explain the important storage options that are available on the Internet
   i. List and describe emerging technologies for collaborative authoring on the Web

6. **Demonstrate the use of real-time chat and briefly describe the history of the wireless Internet** (1a-i, 1a-ii, 2c-iv)
   a. List and describe different ways to chat on the Internet
   b. Describe different chat client programs
   c. Find chat rooms devoted to specific topics
   d. Find business that let you create your own chat rooms
   e. Describe virtual communities and their use in business
   f. Describe the history of the wireless Internet
   g. Describe the different wireless networks
   h. Locate wireless devices that let you access the Internet
   i. Evaluate wireless carriers in the United States
   j. Describe wireless broadband networks

7. **Use mailing lists, newsgroups, and newsfeeds** (1a-i, 1a-ii, 1a-iv, 2c-i, 2c-ii, 2c-v)
   a. List different types of mailing lists
   b. Locate mailing lists on the Web
   c. Join and leave a mailing list
   d. Demonstrate how to post messages to a mailing list
   e. Retrieve and read a mailing list’s archived files
   f. Configure a news account using an e-mail program
   g. Subscribe and unsubscribe to a newsgroup
   h. Demonstrate how to reply to and post articles to Usenet newsgroups
   i. Describe Really Simple Syndication (RSS)
   j. Search for newsfeeds on specific topics
   k. Search for aggregators
   l. Describe the important features of podcasting
   m. Describe different sources of podcasts
   n. Search a podcast for specific content

8. **Create HTML documents and enhance them with browser extensions** (1a-i, 1a-ii, 1b-ii, 1b-iii, 1b-iv, 2a-iii, 2c-ii, 2c-iv)
   a. Define HTML and understand how it works
   b. Examine the tools used to create HTML documents
   c. Describe tags, attributes, and anchors
   d. Create an HTML Document
   e. Add graphics and links to an HTML document
f. Describe Microsoft FrontPage and Macromedia Dreamweaver, two popular website creation and management programs

g. Describe JavaScript, Flash, and Shockwave

h. Use different types of graphics in a Web page and describe the programs that create them

i. List the most important questions to ask when selecting a Web hosting service

j. List the issues involved when publishing a Web site

k. Describe search engine submission and search engine optimization

9. List and describe security threats and countermeasures (1a-i, 1c-v, 2c-iv)

   a. Describe the basics of security: secrecy, integrity, and necessity

   b. Describe what hackers and crackers can do and why they do it

   c. List the important dangers of online crime, warfare, and terrorism

   d. Describe how to protect copyrighted materials that are published on the Internet

   e. Describe Web client threats and countermeasures

   f. Describe online communication channel threats and countermeasures

   g. Describe Web server threats and countermeasures

   h. Describe how to get more information and current updates about online security

10. Describe the important features of electronic commerce (1a-i, 2c-iv)

    a. List and briefly describe some important sites that conduct electronic commerce

    b. Describe the basics of electronic commerce

    c. Describe how companies generate revenues online

    d. Describe how companies reduce costs and improve operational efficiency using Internet technologies

    e. Describe new ways of doing business on the Web such as online auctions

    f. List important consumer concerns regarding purchasing items online

    g. Describe why international, legal, and ethical concerns are important in electronic commerce

Course Content:
Students in all sections of Introduction to the Internet will be required to do the following:

1. Students will submit ten chapter assignments
2. Students will submit a Web page project
3. Students will take ten chapter quizzes
4. Students will take four exams

Methods of Instruction/Course Format/Delivery: Students in both the traditional class and in the Internet class will have access to this course via WebCT. Students in the traditional class will meet regularly for lecture over the material. Students in the Internet class will only be required to meet with the instructor for testing; however, Internet students are always welcome to attend the traditional class (especially for exam reviews). Resources provided through WebCT include

   - A calendar displaying assignments each week (please check often)
   - PowerPoint slides for each chapter
   - A Student Online Companion site with tutorials and other information
- Online quizzes, and exams
- Email (totally contained within WebCT)

All quizzes, exams, and assignments will be submitted through WebCT. After an assignment has been graded, the student will be able to view his or her grade by returning to the assignment and clicking the View Scores button or by clicking the My Grades link in the left banner. Students will have limited review of the answers to the exams, but they will always be able to view the score. Work is generally graded and posted within two days following the deadline.

Students in both the traditional and Internet classes should use Email within WebCT to communicate with the instructor. Using WebCT email gives you access to the instructor and other classmates without having to remember or type email addresses—you just select a name from the list. If you are not able to contact your instructor using email in WebCT, you may use his or her Panola College email address. Panola College instructors attempt to respond to all email within 24 hours. Please always include a subject line and your name in your email.

**Assessment:**
The following items will be assigned during the semester and used to calculate the student’s final grade:

- **ASSIGNMENTS**
  We will work through each of the tutorials in the assigned chapters in your textbook. At the end of each chapter, you will have an assignment that will cover the material in the chapter. You are only responsible for completing the exercise that is assigned. Always check the Assignments link to make sure which exercises are required. These documents will be submitted through the assignment itself and will be graded and returned to you in the same manner. Homework is due as assigned and points will be deducted for late work. Remember: If you are having trouble with your computer or WebCT, there are other ways to get your documents to me on time—even if you have to deliver it to me in person.

- **WEB PAGE PROJECT**
  During the last few weeks of the class you will be assigned a Web page project that involves creating a simple web page according to criteria that will be specified at that time. The Web page project will also be found by checking the Assignments link and it will also be submitted through the assignment itself and will be graded and returned to you in the same manner.

- **ONLINE QUIZZES**
  Approximately ten quizzes will be given during the semester. The quizzes will be given online and you may use your textbook to complete them. Each quiz will have a deadline and failure to complete the quiz by the deadline will result in a zero for that quiz. Your lowest quiz grade will be dropped at the end of the semester.
• **EXAMS**
  Four exams will be given during the semester. Each exam covers selected chapters from the text. Traditional and Internet students should access the schedule in WebCT each week to view the assignment and upcoming test dates.

**Course Grade:**
The grading scale for this course is as follows:

- Assignments – 30%
- Web Page Project – 20%
- Online Quizzes – 10%
- Exams – 40%

All of your grades including a mid-semester and final grade will be posted to My Grades in WebCT.

**Texts, Materials, and Supplies:**
- Access to a computer and the Internet.
- Student data files that must be downloaded from www.course.com, the Student Files link (contains download instructions), or obtained from instructor.

**Other:**
- For current texts and materials, use the following link to access bookstore listings: [http://www.panola.edu/collegestore.htm](http://www.panola.edu/collegestore.htm)
- For testing services, use the following link: [http://www.panola.edu/instruction/dl/testing.htm](http://www.panola.edu/instruction/dl/testing.htm)
SCANS CRITERIA

1) Foundation Skills are defined in three areas: basic skills, thinking skills, and personal qualities.

   a) Basic Skills: A worker must read, write, perform arithmetic and mathematical operations, listen, and speak effectively. These skills include:
      i). Reading: locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules.
      ii). Writing: communicate thoughts, ideas, information, and messages in writing, and create documents such as letters, directions, manuals, reports, graphs, and flow charts.
      iii). Arithmetic and Mathematical Operations: perform basic computations and approach practical problems by choosing appropriately from a variety of mathematical techniques.
      iv). Listening: receive, attend to, interpret, and respond to verbal messages and other cues.
      v). Speaking: Organize ideas and communicate orally.

   b) Thinking Skills: A worker must think creatively, make decisions, solve problems, visualize, know how to learn, and reason effectively. These skills include.
      i). Creative Thinking: generate new ideas.
      ii). Decision Making: specify goals and constraints, generate alternatives, consider risks, and evaluate and choose the best alternative.
      iii). Problem Solving: recognize problems and devise and implement plan of action.
      iv). Visualize ("Seeing Things in the Mind's Eye"): organize and process symbols, pictures, graphs, objects, and other information.
      v). Knowing How to Learn: use efficient learning techniques to acquire and apply new knowledge and skills.
      vi). Reasoning: discover a rule or principle underlying the relationship between two or more objects and apply it when solving a problem.

   c) Personal Qualities: A worker must display responsibility, self-esteem, sociability, self-management, integrity, and honesty.
      i). Responsibility: exert a high level of effort and persevere toward goal attainment.
      ii). Self-Esteem: believe in one's own self-worth and maintain a positive view of oneself.
      v). Integrity and Honesty: choose ethical courses of action.
2) **Workplace Competencies are defined in five areas: resources, interpersonal skills, information, systems, and technology.**

a) **Resources**: A worker must identify, organize, plan, and allocate resources effectively.
   i) **Time**: select goal-relevant activities, rank them, allocate time, and prepare and follow schedules.
   ii) **Money**: Use or prepare budgets, make forecasts, keep records, and make adjustments to meet objectives.
   iii) **Material and Facilities**: Acquire, store, allocate, and use materials or space efficiently.

   Examples: construct a decision time line chart; use computer software to plan a project; prepare a budget; conduct a cost/benefits analysis; design an RFP process; write a job description; develop a staffing plan.

b) **Interpersonal Skills**: A worker must work with others effectively.
   i). **Participate as a Member of a Team**: contribute to group effort.
   ii). **Teach Others New Skills**.
   iii). **Serve Clients/Customers**: work to satisfy customer's expectations.
   iv). **Exercise Leadership**: communicate ideas to justify position, persuade and convince others, responsibly challenge existing procedures and policies.
   v). **Negotiate**: work toward agreements involving exchange of resources, resolve divergent interests.
   vi). **Work with Diversity**: work well with men and women from diverse backgrounds.

   Examples: collaborate with a group member to solve a problem; work through a group conflict situation, train a colleague; deal with a dissatisfied customer in person; select and use appropriate leadership styles; use effective delegation techniques; conduct an individual or team negotiation; demonstrate an understanding of how people from different cultural backgrounds might behave in various situations.

c) **Information**: A worker must be able to acquire and use information.
   i). **Acquire and Evaluate Information**.
   ii). **Organize and Maintain Information**.
   iii). **Interpret and Communicate Information**.
   iv). **Use Computers to Process Information**.

   Examples: research and collect data from various sources; develop a form to collect data; develop an inventory record-keeping system; produce a report using graphics; make an oral presentation using various media; use on-line computer data bases to research a report; use a computer spreadsheet to develop a budget.

d) **Systems**: A worker must understand complex interrelationships.
   i). **Understand Systems**: know how social, organizational, and technological systems work and operate effectively with them.

iii). Improve or Design Systems: suggest modifications to existing systems and develop new or alternative systems to improve performance.

Examples: draw and interpret an organizational chart; develop a monitoring process; choose a situation needing improvement, break it down, examine it, propose an improvement, and implement it.

e) Technology: A worker must be able to work with a variety of technologies.

i). Select Technology: choose procedures, tools or equipment including computers and related technologies.

ii). Apply Technologies to Task: understand overall intent and proper procedures for setup and operation of equipment.

iii). Maintain and Troubleshoot Equipment: Prevent, identify, or solve problems with equipment, including computers and other technologies.

Examples: read equipment descriptions and technical specifications to select equipment to meet needs; set up and assemble appropriate equipment from instructions; read and follow directions for troubleshooting and repairing equipment.