

IST140

Course Outcome Summary

Course Information

Organization	Mercer County Community College
Development Date	5/3/2006
Course Number	IST140
Alternate Title	The Internet and Computer Technology
Instructional Level	Associate Degree
Division	Business
Department	Computer Information Systems
Potential Hours of Instruction	4
Total Credits	3

Description

The Internet and Computer Technology

Welcome to IST140! This should be a fun course. It will take some time to get a sense of the various Internet and technology skills or "comfort levels" that each of you brings into the classroom. So be patient, gear up your sense of adventure, and let's get started!

Learning Processes: This course uses a lecture/lab format. The class activities alternate from demonstration, modeling, discussion or lecture (during the lecture period) to personal exploration or lab practice (during the computer lab period). There are two primary types of student learning activities given as assignments: Hands On Labs and Exploratory Labs. Open Book, untimed quizzes are also assigned intermittently.

Required Materials: The textbook for this course is Internet Literacy, 4th edition, by Fred Hofstetter. It comes with a CD containing a trial version of Microsoft Front Page. Do NOT install that until you are told. This product expires 30 days after installing it, and we want to make sure that you don't "time-out" before you have met the course requirements.

Target Population

Who should take this course?

This course is intended for the beginning/intermediate Internet user, although we do presume that you have experience with computers, word processing and Windows. (If you already design and build your own Websites, then this course probably won't challenge you. Nor should you take this course if you're nervous and unsure about common everyday usage of the computer.) Perhaps the most difficult aspect of this course is its pacing! We do move fast! We discuss and work with some of the commonly used Internet applications, like "surfing" and e-mail, but we really stretch out significantly beyond that. Your navigation of the World Wide Web will become far more purposeful as we study search strategies, the different types of search engines, and Boolean Operators. Your powers of communication via the Internet will grow as you study attachments, collaborative techniques, distribution lists, mail filtering, mailing lists, and Newsgroups. Your awareness of societal implications of the use of the Internet will expand. And yes, you'll also be building your own Website!

Types of Instruction

Instruction Type	Contact Hours	Credits
Lecture: This constitutes periods during which there is demonstration and/or discussion.	2	1.5
Lab: This constitutes time spent in a computer lab during which the students actively practice the skills being demonstrated and produce work which demonstrates their mastery.	2	1.5

Learner Supplies

Transportable storage media, such as floppy, zip, flash or rewriteable CD.

Prerequisites

Basic Computer Competency

Keyboarding Skills

Competencies

1. CONTEXTUALIZE/CONCEPTUALIZE INTERNET AND WWW TO BECOME SUCCESSFUL NAVIGATORS AND POWERFUL USERS

You will demonstrate your competence:

- o at the introductory level by creating, organizing and exporting a bookmark file
- o at the intermediate level by writing a report that compares current ISP providers against defined criterion.
- o at the mastery level by researching a topic of current interest in the field, creating, exporting and sharing bookmark files with your collected resources, and digitally collaborating with colleagues using track changes and asynchronous communication tools to produce a report.

Learning Objectives

- Define the Internet and the World Wide Web
- Recognize key events and issues in the history of the Internet
- Discover and report on how the Internet is used in the economy, government, and education
- Survey and compare many of the current Internet Service Providers
- Add, organize and export bookmarks
- Conduct a Subject-Oriented Search, a Keyword Search, a Concept Search, and a Meta-Search
- Recognize Web sites that lack legitimacy
- Efficiently research a topic related to current implications of digital technology, such as the Digital Divide, e-Commerce, and the Net Generation

2. BECOME EFFECTIVE AND EMPOWERED/POWERFUL USERS OF DIGITAL COMMUNICATIONS TECHNOLOGY

You will demonstrate your competence:

- o at the introductory level by discussing and practicing appropriate netiquette
- o at the intermediate level by subscribing to and lurking in a newsgroup, posting only when and if appropriate

o at the mastery level by successfully using digital collaboration and communication in order to complete a project

Learning Objectives

- a. Develop and practice appropriate Netiquette
- b. Select and configure an email client
- c. Set up, use and export an Address Book
- d. Understand the benefits and shortcomings of Mail Filters
- e. Verify virus protection status on client system
- f. Operate synchronous digital communications utilities such Instant Messaging, chat, or NetMeeting
- g. Use the "Track Changes" feature of Microsoft Word, as well as other forms of synchronous and asynchronous Internet communications strategies, to collaborate on a report.

3. EXPLORE AND IDENTIFY ETHICAL ISSUES IN A DIGITAL, CONNECTED ERA

You will demonstrate your competence:

- o at the introductory level by discussing issues related to privacy and intellectual property rights
- o at the intermediate level by writing up a short report summarizing some of the issues related to one of the ethical issues being considered in the course
- o at the mastery level by attaining a C or better grade on a test

Learning Objectives

- a. Understanding how equity, cost and universal access influence our sense of fairness and impact upon the digital divide
- b. Take appropriate precautions to protect one's privacy while using the Internet
- c. Define stalking and discuss the implications and responses
- d. Consider intellectual property rights in a digital era

4. SUCCESSFULLY PLAN, CREATE AND UPLOAD A FUNCTIONING WEBSITE

You will demonstrate your competence:

- o at the introductory level by successfully downloading, unzipping, extracting, and reading files
- o at the intermediate level by creating a small archive of objects and zipping them
- o at the mastery level by uploading and orally presenting a functional website

Learning Objectives

- a. Realize the ways in which bandwidth influences the utility of some of the large-file formats
- b. Recognize the commonly found Internet file types, such as: text formats, image formats, waveform audio, MIDI, video, animation, PDF
- c. Download files of various file types from the Internet
- d. Use a compression/decompression utility to open a zipped file and to zip files for transmission
- e. Understand the usefulness of file compression utilities
- f. Practice three different Web page creation strategies
- g. Examine and discuss Web page design elements
- h. Publish your Web site to the WWW
- i. Debug a site, understanding how server protocols and directory structure impact page functionality

Tentative Timeline:

Orientation	Getting ready for class! <ul style="list-style-type: none">• Get to know their classmates and their instructor
Module 1	Chapters 1 and 2 <ul style="list-style-type: none">• Define the Internet and the World Wide Web• Recognize key events and issues in the history of the Internet• Recognize and understand the tools available on the Internet• Understand Domains and Subdomains• Report on ways in which the Internet is changing the world• Discover and report on how the Internet is used in the economy, government, and education
Module 2	Chapters 3 and 4 <ul style="list-style-type: none">• Survey and compare many of the current Internet Service Providers• Realize the differences in types of connections• Understand and enter a URL address• Find, start, stop a link• Move forward and backward• Be able to FIND text• View history• Add, organize and save bookmarks to disk.• Manage browser cache
Module 3	Chapters 5 and 6 <ul style="list-style-type: none">• Develop and practice appropriate Netiquette• Select and configure an email client• Identify the different parts of an e-mail message• Send and receive an e-mail message• Reply to and forward an e-mail message• Create, save, and use a signature file
Module 4	Continuing Email and Chapter 9 <ul style="list-style-type: none">• Set up and use an Address Book• Understand the benefits and shortcomings of Mail Filters• Verify virus protection status on client system• Update virus definitions• Send and open attached documents safely• Operate synchronous digital communications utilities such Instant Messaging, chat, or NetMeeting

	<ul style="list-style-type: none"> • Experience synchronous drawing utilities such as the WebCT Whiteboard • Discuss the advantages and disadvantages of both synchronous and asynchronous digital communication • Investigate and report on applications of Audio and Videoconferencing • Describe MUDs, MOOs and MUSHes • Begin Collaborative Project
Module 5	<p>Chapter 11</p> <ul style="list-style-type: none"> • Use the “Track Changes” feature of Microsoft Word, as well as other forms of synchronous and asynchronous Internet communications strategies, to collaborate on a report. • Conduct a Subject-Oriented Search, a Keyword Search, a Concept Search, and a Meta-Search • Recognize when to use different search techniques • Efficiently research a topic related to current implications of an implication of digital technology, such as the Digital Divide, e-Commerce, and the Net Generation. • Demonstrate mastery of basic search techniques when presented with a variety of search requests.
Module 6	Concentrated work on Collaborative Project
Module 7	<p>Evaluating Information Found on the WWW (outside sources)</p> <ul style="list-style-type: none"> • Utilize the information within the URL to initially assess a Website • Make judgments about <ul style="list-style-type: none"> • Authority and Authenticity • Advocacy and Bias • Currency and Coverage • Recognize Web sites that lack legitimacy • Know where to go to seek guidance in making determinations about the reputability of any resource.
Module 8	<p>Chapters 7 and 8</p> <ul style="list-style-type: none"> • Use Listservs and Usenet Newsgroups, Blogs, and RSS feeds <ul style="list-style-type: none"> • Successfully subscribe to a listserv and newsgroup • Take appropriate precautions to protect one’s identity and privacy when using listservs and newsgroups, understanding the risks involved with large group communications • Choose, read and respond to listserv and newsgroup postings • Unsubscribe from a listserv and newsgroup • Consider implications of collaborative authorship made possible by wikis and blogs • Take advantage of timely information access by using RSS feeds.
Module 9	Chapters 12 and 13

	<ul style="list-style-type: none"> • Recognize the commonly found Internet file types, such as: text formats, image formats, waveform audio, MIDI, video, animation, PDF • Realize the ways in which bandwidth influences the utility of some of the large-file formats • Download files of various file types from the Internet • Use a compression/decompression utility to open a zipped file and to zip files for transmission • Understand the usefulness of file compression utilities
Module 10	<p>Chapter 25</p> <ul style="list-style-type: none"> • Recognize, understand and discuss Societal Issues relating to the Internet, such as: <ul style="list-style-type: none"> • Equity, Cost and Universal Access • Privacy • Sleuthing • Stalking • Security • Intellectual Property Rights
Module 11	<p>Chapters 15 and 16</p> <ul style="list-style-type: none"> • Practice three different Web page creation strategies • Examine and discuss Web page design elements • Recognize basic Web site design principles • Plan a Web site based upon the above.
Module 12	<p>Chapters 17 and 18</p> <ul style="list-style-type: none"> • Recognize and practice using basic HTML tags • Use a WYSIWYG editor to document the plans for the final project Web site • Observe and apply filenaming conventions for the WWW • Choose a strategy for creating your own Web site: writing the raw HTML or using a WYSIWYG editor
Module 13	<p>Chapters 19 and 20</p> <ul style="list-style-type: none"> • Capture and use images on Web pages, respecting intellectual property rights • Use tables in Web pages to organize the page content • Use tables for advanced page layout
Module 14	<p>Chapters 21 and 22</p> <ul style="list-style-type: none"> • Link Web pages together to reflect the design structure most suited to the content

	<ul style="list-style-type: none"> • Publish your Web site to the WWW • Debug a site, understanding how server protocols and directory structure impact page functionality
Module 15	Presentation of the Completed Websites <ul style="list-style-type: none"> • Orally present a project, discussing challenges, strategies, design structure, and future applications. • Provide constructive feedback to classmates as they present their project sites.

Grading:

There are no formal tests associated with this course. However, you will have frequent assignments, quizzes and projects that will require you to demonstrate your mastery.

Activity	Portion of Semester Grade
Projects (There are usually four.)	50% of final grade
Labs and Quizzes (weekly)	40% of final grade
Currency (This is a measure of how "up-to-date" you are staying with e-mail and bulletin board readings. You should be logging into your course twice weekly to keep current.)	10% of final grade