

MAYLAND COMMUNITY COLLEGE
Welcomes You To:

WEB 110 –10
(web supported)
Internet / Web Fundamentals
3 Credit Hours, 4 Contact Hours

Spring 2007

Course Description:

This course introduces basic markup language, various navigational tools, and services of the Internet. Topics include creating web pages, using Internet protocols, search engines, file compression/decompression, FTP, E-mail, listservers, and other related topics. Upon completion, students should be able to deploy a web-site created with basic markup language, retrieve/decompress files, e-mail, FTP, and utilize other Internet tools.

Prerequisites: CIS 110 or CIS 111.

Corequisites: None.

Instructor Information:

Instructor: Ryan A. Carter
Office Location: P211
Telephone Number: (828) 765-7351 x334
E-mail Address: rcarter@mayland.edu OR racarter@cc.mayland.edu
Office Hours: Office hours are posted outside P211. Additional office hours are available by appointment.

Course Information:

In-class sessions will be conducted on Tuesdays and Thursdays from 11:00am until 12:20pm. In-class sessions will be held in room P213.

Required Text(s): Schneider, Gary P. and Jessica Evans. *New Perspectives on the Internet, 6th Edition – Comprehensive*. Course Technology, Boston, MA, 2007.

LRC Resources: None.

Required supplies: 3 ½" diskette or USB flash drive devoted to this course.

Course Objectives/Competencies:

1. You will be able to effectively use various web browsers to navigate the World Wide Web.
2. You will become proficient in the use of email.
3. You will be able to effectively search the web for specific information and better target your search results.***
4. You will be able to find and evaluate various web resources.***
5. You will gain experience with FTP, downloading, and the compression / decompression of files
6. You will understand both mass communication and real-time communication channels on the Internet
7. You will understand the value of (and issues facing) Internet security.
8. You will gain a basic knowledge of the markup languages and the creation of web pages.***
9. You will be introduced to the history of the Internet.
10. You will have a basic understanding of the structure of the Internet.
11. You will understand trends and issues relevant to the Internet today.

***This competency supports the program learning outcomes for the Office Systems Technology program

Grading Criteria/Tests/Projects:

Exams: There will be four exams given this semester. Unless otherwise specified, exams are to be completed during a scheduled class session and are considered late once class ends.

Daily Work / Homework: Homework will consist of Internet activities, quizzes, class work, book work, and other activities given throughout the semester.

<u>Grading Criteria:</u>		<u>Grading Scale:</u>
Exams	55%	A = 93 – 100
Homework	40%	B = 85 – 92
Attendance	05%	C = 78 – 84
		D = 70 – 77
		F = 00 – 69

Attendance Policy/Tardiness/Make-Up Work:

All assignments are due on the day and time specified in class. Assignments are considered late if turned in any time after the assignment as been collected from the class. This means that you should always do your work before coming to the class in which it is due.

You can take one Exam late during the semester. If for emergency or health reasons you are unable to take an exam as it is scheduled, it is your responsibility to notify the instructor PRIOR to the test to make arrangements for a make-up. An appointment has to be scheduled for the make-up exam, and make-up exams are given during posted office hours. Three (3) points will be deducted from the exam grade for each school day that the assignment is late. The missed exam must be made up within one calendar week, or it will receive no credit. THERE WILL BE NO REMINDERS OF OR EXCEPTIONS TO THIS POLICY FOR ANY REASON. Please note that make-up tests may differ in content than those given in class. No make-up work will be accepted during the last 5 class days of the semester. Exam grades will not be dropped.

No late Homework will be accepted FOR ANY REASON, but the lowest Homework grade that you receive will be dropped. If you cannot be present when homework is due, a 0 will be recorded. Remember, however, that the lowest homework grade that you earn will not count against you. If you know that you will be absent when Homework is due, you can submit it early. The best advice is to do your work as early as possible so that you can deal with any unforeseen problems.

Since this is a business-oriented class, you are expected to show up at your “job” when required and check into “headquarters” when working independently. Therefore:

For the scheduled in-class sessions, attendance is required, will be taken on a daily basis, and will be recorded throughout the semester. Each student starts out with a 100% score for his or her attendance grade. For each day that a student is absent, arrives late (enters after the instructor has taken roll), or leaves early, 3.125 points will be deducted from the attendance grade.

Many jobs also now allow workers to work asynchronous schedules or telecommute from home. However, communication is vital for this type of arrangement. For our online component, you will be expected to do Internet-based labs as assigned in class and posted to LEO. Simply put, because you are working somewhat more independently in this section than in a traditional section, I may not know where all of the problems are unless you voice them. You should bring questions or concerns to me or send them my way (email, call, etc).

If you must miss a scheduled class, you are responsible for finding out assignments, getting notes, reading the material, etc. “I wasn’t here” or “I didn’t know” is no excuse for not being prepared for your assignments.

We will be using Mayland’s LEO website (leo.mayland.edu) to augment and facilitate learning and communication in this class. We will discuss LEO during the orientation sessions / first class meeting. I will be posting announcements and emailing the class in LEO with important information as the need arises, especially on days of inclement weather or other unforeseen events. You are REQUIRED to regularly check LEO for such communications. Failure to do so will not excuse you from abiding by the information communicated.

While I have attempted to be as thorough as possible with this syllabus, course procedure may vary from this outline to meet the needs of this particular group.

Inclement Weather Procedures:

In the event that MCC is operating on a delayed schedule on the day of an in-class meeting, this class will meet from 12:15pm to 1:15pm.

Academic Standards/Student Expectations/Ethics:

Students are expected to maintain the highest levels of honor and respect involving all things associated with this course. This includes:

- Ensuring that the work for which you get credit is your own work. Cheating, copying, and plagiarism in all forms will not be tolerated. This includes 'sharing' homework, using unauthorized materials during exams (including your neighbor), or failure to cite appropriate sources.
 - You are expected to do homework and projects on your own. While forming study groups is encouraged, you should not be completing homework together. Any submitted assignment should reflect your effort. Otherwise, all people involved in turning in the same shared answers (even if you did the homework as a 'group') will be subject to disciplinary action for cheating.
- Completing all assignments thoroughly and on time.
- Complying with MCC's Computer Resources Acceptable Use Policy.
- Complying with MCC's Student Conduct Policy.
- Allowing others the full opportunity to learn during class time. Therefore:
 - Turn off all cell phones and pagers or set them to silent alert.
 - There should be no texting, chatting, phoning, picture-taking, or other form of electronic communication taking place during class. If you must keep a phone on standby due to family emergency, it should not be left in sight or used in the classroom. The use of any electronic gadget, chat, or email is strictly banned during Exams.
 - Do not bring other people to class with you, including children, friends, or other family FOR ANY REASON. The computer lab classroom setting is not an appropriate place to have visitors.
 - Do not use computers for web-surfing, emailing, game playing, or any other non-class related activity during class. Since doing these non-class activities is a large temptation for classes taught in the computer lab, and since they are a large distraction for everyone in the room including other students and the instructor, I will be very watchful for activity which is not related to the lesson at hand. You are expected to monitor your own conduct. I suggest that instead of playing online, you take notes. If you pursue these activities you WILL be asked to leave class. If non-class Internet usage / game-playing continues or becomes an issue, further appropriate measures will be taken.

Withdrawal Dates:

End of Unconditional Withdrawal – Tuesday, February 13, 2007
End of Conditional Withdrawal – Tuesday, March 27, 2007

Course Outline:

- I. Web Browsers
- II. Email
- III. Searching the Web
- IV. Various Web Resources
- V. Retrieving and Storing Data
- VI. Real Time Communication
- VII. Mass Communication
- VIII. Web Pages / HTML
- IX. Current Topics including Web Security, Privacy, and Copyright Issues
- X. Introduction to Internet History and Structure and Other topics as time allows

If a student has not been in contact with the instructor and has not attended class for a consecutive two-week period, an administrative withdrawal will be submitted by the instructor.

Contact with the instructor as mentioned above includes direct contact such as a face-to-face meeting or a telephone call. An administrative withdrawal may be performed, but is not required, for the final third of the semester. If you are dropped out of a class due to an administrative withdrawal, you will not be allowed to rejoin that class during the semester.

Any student requesting special accommodations for this course due to a disability should apply for services through the SOAR Office or the Counseling Center, which will document the disability. A counselor will then help determine which accommodations, if any, the student needs for success in this course.