CIS 148 The Internet

Welcome

Welcome to CIS148 The Internet.

Course Information

Prerequisite: none
Credits: 2
Description: Overview of the Internet with hands-on instruction of electronic mail, World Wide Web, Internet browsers, basic and advanced searches, FTP and downloading, Internet communities and communication, Internet security and E-commerce. Learn about netiquette, safe surfing, and other cyberspace issues. Designed for students with basic computer skills but limited Internet experience.

Optional on-site instructional assistance (tutorials) will be available for this class at the Whidbey Island campus. This is not obligatory for either the student or the instructor. Students are encouraged to form online study groups that *may* be the basis for optional tutorials, dependent upon schedules, room availability and levels of participation. Either the instructor or a group of students (at least 3) may initiate a tutorial.

Instructor Information

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Materials

Text: Title: New Perspectives on the Internet: Comprehensive, 9th Edition
              Author: Schneider/Evans
              Publisher: Course Technology
              ISBN: 9781111529116

Hardware: Flash (thumb) drive or comparable storage device (not zip disks)
Software: The text has been updated to cover the newest software including Internet Explorer, Mozilla Firefox, and Google Chrome.

Course Content

- History of Internet.
- Services available.
- TCP/IP Protocol.
- E-mail.
- World Wide Web.
- Netiquette.
- Browsers.
- Uniform Resource Locators.
- Hypertext and Hypermedia.
- Search Engines.
- Security Issues.
- FTP.
- Service providers.
- Societal Issues.

Course Objectives

After completing this course, the successful student will be able to:
- Describe the history, services and resources available on the Internet.
- Define the TCP/IP protocol and understand how data is sent across the Internet.
- Define the domain name system of Internet addresses.
- Access the Internet; send and receive E-mail messages.
- Create a distribution list and a custom signature and mailbox.
- Understand the basic terminology of the World Wide Web.
- Explore the Web using a graphical browser.
- Describe a URL and use one to find a specific Web document or home page.
- Navigate the Web using hypertext and hypermedia links.
- Create a bookmark for a Web site; save and print a Web document.
- Use a search engine to find Web resources that match a specific query.
- Understand FTP
- Understand societal concerns and security issues concerning the Internet, and find on-line resources to keep up-to-date on solutions.
- Understand netiquette, common rules and similes, and the offering of various commercial on-line services.
- Browse through shopping, banking, and other services on the Internet.

General Education Outcomes

After completing this course, the successful student will be able to:
- Determine the extent of information needed.
- Access the needed information effectively, efficiently, ethically, and legally.
- Evaluate information and its sources critically.
- Evaluate issues (for example economic, legal, historic, social) surrounding the use of information.
- Identify and express concepts, terms, and facts related to a specific discipline.
- Use technology appropriate to the context and task to effectively retrieve and manage information, solve problems, and facilitate communication.

Communication: Email and Canvas

Because electronic mail and Canvas are vital tools of communication, students must form the habit of checking both frequently.

Email

As an SVC student, you have a college email account. **You must use this email address for all college business.**

Students can rely on email responses from the instructor during regular weekday work hours (Monday to Friday, 9 am to 5 pm).

Given the increasing volume of email, the message deserves particular attention:

- include the class number (e.g. 146) or name (e.g. Excel)
- make the subject line pertinent
- be clear and concise
- include original threads where appropriate
- attach a file when necessary

Pay attention to the content of the message:

> **poor content**:
> > "I read Chapter 2 of the text and am having trouble understanding it – can you help?"

> **good content**:
> > "On page 65, there is an example regarding … I do not understand, can you give me another?"

E-Communication Policy

Clear and effective written communication is crucial to the success of any enterprise; this is acutely so in a learning environment where there is increasing reliance on e-communication.

In addition to the rules of email etiquette to be found at: http://www.101emailetiquettetips.com/, all e-communication must be **professional** in **vocabulary** and **tone**. Skagit Valley College provides a workplace (which includes e-communication) free from discrimination and harassment of any form. Confirmed violations of this policy will lead to corrective discipline. Negative comments about students or instructors are unacceptable in a classroom/tutorial setting or email.

If an infraction occurs, the offender may receive a reminder of this policy or a copy of the communication may be forwarded to: ecomm-abuse@skagit.edu.

Best Practice

Form the habit of asking yourself:

1. Could my communication possibly be interpreted as insulting, disrespectful, sarcastic, discriminating, mocking or rude?
2. How would I feel if the communication were directed to me?

Canvas

Not all features of Canvas will be utilized in this class. Students should have a clear understanding of the pertinent sections and take full advantage of the many benefits.

The only mandatory forum is Introductions (in the Orientation Section). Other forums are made available for **students to interact with one another**. This simulates an 'in place' work group experience. Just as in a work group, I will be happy to contribute but I will enter a forum **only** if I am specifically invited, via email, to do so. You will find forums for each section. Students are responsible for downloading course documents and taking part in discussions with classmates.

Assignments

All assignment quizzes and/or tests where applicable are completed online through Canvas where a schedule is displayed. All unit due dates (except the last) are **strongly recommended**, not compulsory. It is also strongly recommended that you use a computer with a broadband internet connection rather than dial-up!

If you are a student with **documented** disabilities you must ensure that the instructor has been provided the appropriate documentation after which you may exceed the times allotted.

You are strongly encouraged to work through the labs in the text **but you do not submit those**. **The instructions for all assignments are found in Canvas.**

You may challenge any online test or quiz. Simply submit an email and include the quiz number, question number(s) and your reason for the challenge. At the end of the course, these will be considered on their merit for your final grade.

The last unit of the class must be completed by **11:45 pm on Wednesday of the last week of the quarter**. Given the time restraints for submitting grades, **there are absolutely no exceptions**.

Class Overview – Print this page and review frequently.

The course is divided into sections within which you will find items in the form of assignments and assessments. Items will become available in sequence as they are completed according to the conditions that apply. The following is an overview of the class content:

Orientation
1. Watch Canvas video.
2. Download and study the Syllabus.
3. Read the Honor Code.
4. Take the Syllabus Quiz.
5. Introduce yourself.

Unit 1
1. Read and work through Tutorial 1.
2. Take Quiz 1.
3. Take Test 1.

Unit 2
1. Read and work through Tutorial 2.
2. Take Quiz 2.
3. Take Test 2.

Unit 3
1. Read and work through Tutorial 3.
2. Take Quiz 3.
3. Take Test 3.

Unit 4
1. Read and work through Tutorial 4.
2. Take Quiz 4.
3. Take Test 4.

Unit 5
1. Read and work through Tutorial 5.
2. Take Quiz 5.
3. Take Test 5.

Unit 6
1. Read and work through Tutorial 6.
2. Take Quiz 6.
3. Take Test 6.

Unit 7
1. Complete Final Exam.

Evaluation

Your grade will be based on:
> **7 quizzes** for a total of 30 %
> **6 tests** for a total of 60 %
> **1 final exam** for a total of 10 %

In Canvas you will download a grade tracking spreadsheet that will enable you to know your current grade at all times and enter hypothetical scores based on anticipated performance.

Grading Scale

90	-	100	=	A
80	-	89	=	B
70	-	79	=	C
60	-	69	=	D
0	-	59	=	E

Pass/Fail grading is not an option.

Class Components

The primary components of this class are:

Readings
As directed in each unit.

Quizzes
There are 7 quizzes including the syllabus quiz. **You have unlimited attempts for the syllabus quiz but you must score 100% before proceeding to the next task.**
All other quizzes have fixed durations and may be taken **twice**.
Your **best score** will be recorded.
Quiz content is based on specific reading assignments.
After completion, you will see only your answers and your score.
If, after reviewing your reading, you need clarification please contact the instructor referring to the Quiz and question number.

Tests
There are 6 tests. Each test has a fixed duration and may be taken **once**. Test content is based on the unit's reading assignments. Immediately after completion, you will see your answers and your score.

Final Exam
The final exam will be T/F M/C format and made up of 2 parts covering Tutorials 1-3 and 4-6.

Academic Conduct

Academic Honor Code
All students of Skagit Valley College are responsible for knowing and adhering to the Academic Honor Code of this institution found at http://www.skagit.edu/honorcode. Violations of this code include: cheating, plagiarism, aid of academic dishonesty, fabrication, lying, bribery, and threatening behavior. All incidents of academic misconduct are reported to the student conduct officer. Students found to be in violation of the Academic Honor Code are subject to academic consequences up to and including failure of the course. Students may also be subject to college disciplinary sanctions up to and including expulsion from the College."

Code of Student Conduct
http://www.skagit.edu/conduct

Student Complaint Policy
http://www.skagit.edu/complaint

College Policy

The Board of Trustees of Skagit Valley College provides a workplace free from discrimination and harassment of any form. This applies to students and employees of the college anywhere on campus. Confirmed violations of this policy will lead to corrective discipline.