CASPER COLLEGE COURSE SYLLABUS
INET 1550 N2 - Introduction to the Internet

Semester/Year: Fall 2006

Lecture Hours: .5   Lab Hours: 1   Credit Hours: 1

Class Time: n/a   Days: 10/25/06 – 12/21/06   Room: n/a

Instructor’s Name: Georgia Wheatley BU210

Instructor's Contact Information:
Call during office hours. You may leave a message on my voice mail. E-mail is a very effective way of contacting me.

Office Hours: M, W 9:00-11:00 a.m
T, Th 12:15-1:00 p.m.
T, Th 2:15-3:00 p.m.
Friday – by appointment

Course Description: This course is an introduction to the Internet and the World Wide Web. Information on basic Internet technology, connecting to the Internet, using the Internet for communication, using a Web browser, accessing and evaluating information on the Internet, legal and ethical issues associated with using the Internet, and responsible Internet behavior will be discussed. In addition, students will learn about the computer technology resources available to Casper College students in the computer laboratories. Internet activities to be covered include: electronic mail, file transfer, telnet, listserv, and web browsers.

Statement of Prerequisites: Keyboarding skills necessary.

Goal: This class is designed to prepare students to use electronic communications in an informed and responsible manner. Lecture is structured to provide knowledge of electronic communications and methods of accessing information. Lab time is devoted to hands-on use of computers for research and problem solving.
Outcomes:
Upon successful completion of the course the student will

1. understand terminology and concepts related to electronic communication.
2. have experience in sending and receiving electronic mail.
3. have practice in attaching files to an electronic message.
4. demonstrate skills in conducting searches with a web browser.
5. be able to create and manage a file system on a hard drive and floppy disk.
6. understand ethical issues and responsibilities involved in electronic communication.
7. be familiar with subscribing and unsubscribing to a listserv.
8. demonstrate knowledge of the use of virus protection software.

Methodology:
Because this class is delivered over the Internet, the successful student will be highly self-motivated. If a student takes this class during a regular semester, he or she would spend approximately 28 hours in class. The student should expect to spend a similar amount of independent time on this class. Class time does not include homework time.

Barring unusual circumstances, I will respond to students’ e-mail within 24 hours during the work week. E-mail send over weekends will wait until the next school day.

Course assignments will consist of work in three areas:

1. Reading assignments and written work from the text book. These assignments are listed below in the course content section. To get full credit on these assignments, the work must be done carefully and completely. Your assignments will be submitted using the assignment drop-boxes that can be found on our class site. Avoid grammar and spelling errors. Please be careful to follow the instructions and write at least one thoughtful paragraph to answer the assigned questions at the end of each chapter. Points will be docked for careless work. These assignments will be submitted via the assignment drop-box. Each assignment is worth 10 points. There is one drop-box for each assignment. If you accidentally submit an assignment to the wrong drop-box, just upload it again to the correct one.

2. Lab assignments using the Internet. These assignments are listed in the course content section. To get full credit on these assignments, complete the work carefully and completely. Spell-check all work and avoid grammar errors. If you are handing in a memo, it should look like it’s ready to be mailed. Points will be docked for careless work. When the exercises tell you to print results, you will save them and submit them instead. Your assignments will be submitted using the assignment drop-boxes that can be found on our class site. Each assignment is worth 10 points. There is one drop-box for each assignment. If you accidentally submit an assignment to the wrong drop-box, just upload it again to the correct one.

3. Class participation will be measured using a bulletin board set up for this class. Each student is responsible for posting a response for each discussion question listed in the course content. The instructor will take grades for the posted responses. Your response should be a thoughtful treatment of the question. You will be required to post your own response and respond to another
student’s response. Each response must be at least one paragraph in length (at least five sentences.) Each assignment is worth 20 points, 10 for your discussion and 10 for your response to a classmate’s discussion.

All assignments will be due when listed in the course content section and no late assignments will be accepted without prior permission of the instructor.

Because of the concentration of subjects and exercises, the student should take care not to fall behind. The student may, of course, work ahead. Any student having questions about the class or the subject matter is encouraged to contact the instructor immediately. Also contact the instructor if you’re having problems with e-mail or with your computer. There are work-around solutions to these problems. The student may also see the instructor at any of the office hours.

Evaluation Criteria: Grades will be assignment on a total percentage basis. All points for the class will be added and a percentage figured against total possible points.

A 93-100% B 85-92% C 75-84% D 70-74%

Required Text, Readings, and Materials: Linda Bird. Complete Guide to Understanding and Using the Internet
Internet Access either through a personal computer or through the Casper College computer labs

Class Policies: Late assignments are not accepted as it’s not fair to those students who work hard to submit assignments on time.

Last Date to Change to Audit Status or to Withdraw with a W Grade: Friday, November 3, 2006

Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the instructor in order to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take your problem through the appropriate chain of command starting with the department head, then the division chair, and lastly the vice president for academic affairs.

Academic Dishonesty - Cheating & Plagiarism: Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct.

ADA Accommodations Policy: It is the policy of Casper College to provide appropriate accommodations to any student with a documented disability. If you have a need for accommodation in this course, please make an appointment to see me at your earliest convenience.

Course Content

1. All assignments should be submitted through the assignment drop-box found on the class
2. **Send all Word or rich text format files only.** Do not send Works files as I cannot read them. If you are using the Works word processor, save the files in rich text format by clicking on the “Save As” option. Down at the bottom of the window will be a file type option. Click on the rich text file option.

### Beginning Assignments

1. Your first assignment is to read the “Welcome to Class” discussion on the class discussion page for this class.

2. Your second assignment is to introduce yourself to the rest of the class. There is a discussion thread for introductions posted on our class website. You’ll need to introduce yourself by **Wednesday, November 1 at 1:00 p.m.** Your introduction is worth 20 points.

### Course Assignments

**The following assignments are due by Monday 11/06/06 at 9:30 a.m.**

<table>
<thead>
<tr>
<th>Reading/Book/Discussion Assignments</th>
<th>Internet Assignments (from book)</th>
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<tbody>
<tr>
<td>All of these assignments should be submitted to the appropriate assignment drop-box. The Multiple Choice and the Matching answers should be in the same file.</td>
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</tr>
<tr>
<td>Read through chapter 1 and complete the Multiple Choice and Matching sections at the end of the chapter. You don’t need to re-type the questions unless you wish.</td>
<td>Complete Real Life exercise #4 on page 21. Write at least one full paragraph describing your answer.</td>
</tr>
<tr>
<td>Respond to the chapter 1 discussion question. Remember that you must post twice to receive full credit. You don’t need to post both responses at the same time. I’ll update grades when the posts are made.</td>
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<tr>
<td>Read through chapter 2 and complete the Multiple Choice and Matching sections at the end of the chapter. You don’t need to re-type the questions unless you wish.</td>
<td>Complete Real Life exercise #6 on page 45. Write at least one full paragraph describing your answer.</td>
</tr>
<tr>
<td>Respond to the chapter 2 discussion question. Remember that you must post twice to receive full credit. You don’t need to post both responses at the same time. I’ll update grades when the posts are made.</td>
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### The following assignments are due by Monday 11/13/06 at 9:30 a.m.

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<td>Read through chapter 3 and complete the Multiple Choice and Matching sections at the end of the chapter. You don’t need to re-type the questions unless you wish.</td>
<td>Complete Real Life exercise #2 on page 60. Write at least two full paragraphs describing your answer.</td>
</tr>
<tr>
<td>Respond to the chapter 3 discussion question. Remember that you must post twice to receive full credit. You don’t need to post both responses at the same time. I’ll update grades when the posts are made.</td>
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<tr>
<td>Read through chapter 4 and complete the Multiple Choice and Matching sections at the end of the chapter. You don’t need to re-type the questions unless you wish.</td>
<td>Complete I Spy exercise #1 on page 72. Write at least two full paragraphs describing your answer.</td>
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<tr>
<td>Respond to the chapter 4 discussion question. Remember that you must post twice to receive full credit. You don’t need to post both responses at the same time. I’ll update grades when the posts are made.</td>
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### The following assignments are due by Monday 11/20/06 at 9:30 a.m.

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<tr>
<td>Read through chapter 5 and complete the Multiple Choice and Matching sections at the end of the chapter. You don’t need to re-type the questions unless you wish.</td>
<td>Complete Real Life exercise #2 on page 86. Write at least two full paragraphs describing your answer.</td>
</tr>
<tr>
<td>Respond to the chapter 5 discussion question. Remember that you must post twice to receive full credit. You don’t need to post both responses at the same time. I’ll update grades when the posts are made.</td>
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<tr>
<td>Read through chapter 6 and complete the Multiple Choice and Matching sections at the end of the chapter. You don’t need to re-type the questions unless you wish.</td>
<td>Complete Real Life exercise #2 on page 102. Write at least one full paragraph describing your answer. Use WebCT e-mail to send two e-mails to me, one with an attachment and one without an attachment.</td>
</tr>
<tr>
<td>Respond to the chapter 6 discussion question. Remember that you must post twice to receive full credit. You don’t need to post both responses at the same time. I’ll update grades when the posts are made.</td>
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### The following assignments are due by Monday 12/04/06 at 9:30 a.m.

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<td>Read through chapter 7 and complete the Multiple Choice and Matching sections at the end of the chapter. You don’t need to re-type the questions unless you wish.</td>
<td>Complete Real Life exercise #1 on page 117. Write at least one full paragraph describing your answer.</td>
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<tr>
<td>Respond to the chapter 7 discussion question. Remember that you must post twice to receive full credit. You don’t need to post both responses at the same time. I’ll update grades when the posts are made.</td>
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<tr>
<td>Read through chapter 8 and complete the Multiple Choice and Matching sections at the end of the chapter. You don’t need to re-type the questions unless you wish.</td>
<td>Complete I Spy exercise #2 on page 129. Write at least one full paragraph describing your answer.</td>
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<tr>
<td>Respond to the chapter 8 discussion question. Remember that you must post twice to receive full credit. You don’t need to post both responses at the same time. I’ll update grades when the posts are made.</td>
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### The following assignments are due by Monday 12/11/06 at 9:30 a.m.

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<td>Read through chapter 9 and complete the Multiple Choice and Matching sections at the end of the chapter. You don’t need to re-type the questions unless you wish.</td>
<td>Complete Real Life exercise #1 on page 148. Write at least one full paragraph describing your answer. Include a small chart showing the results</td>
</tr>
<tr>
<td>Respond to the chapter 9 discussion question. Remember that you must post twice to receive full credit. You don’t need to post both responses at the same time. I’ll update grades when the posts are made.</td>
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<tr>
<td>Read through chapter 10 and complete the Multiple Choice and Matching sections at the end of the chapter. You don’t need to re-type the questions unless you wish.</td>
<td>Complete Real Life exercise #2 on page 164. Write at least one full paragraph describing your answer. Include a small chart showing the results</td>
</tr>
<tr>
<td>Respond to the chapter 10 discussion question. Remember that you must post twice to receive full credit. You don’t need to post both responses at the same time. I’ll update grades when the posts are made.</td>
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### Reading/Book/Discussion Assignments

- **Chapter 11 Assignments**
  - Read through chapter 11 and complete the Multiple Choice and Matching sections at the end of the chapter. You don’t need to re-type the questions unless you wish.
  - Respond to the chapter 11 discussion question. Remember that you must post twice to receive full credit. You don’t need to post both responses at the same time. I’ll update grades when the posts are made.

- **Chapter 12 Assignments**
  - Read through chapter 12 and complete the Multiple Choice and Matching sections at the end of the chapter. You don’t need to re-type the questions unless you wish.
  - Respond to the chapter 12 discussion question. Remember that you must post twice to receive full credit. You don’t need to post both responses at the same time. I’ll update grades when the posts are made.

### Internet Assignments (from book)

- **Chapter 11 Assignments**
  - Complete Real Life exercise #2 on page 180. Write at least one full paragraph describing your answer.

- **Chapter 12 Assignments**
  - Complete Real Life exercise #4 on page 194. Write at least one full paragraph describing your answer.

### The following assignments are due by Thursday 12/21/06 at 9:30 a.m.

- Complete Review Assignment – posted on our discussion board
- Complete Final Assignment – posted on our discussion board

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There is no final for this class. When you finish the last assignment, you’re finished with the class.

The instructor reserves the right to change this syllabus as needed.