Saddleback College  
Business Science division  
Course Syllabus  
CIM 227 – Internet and Web Essentials

Instructor: Joyce Quade  
Phone: (949) 582-4597  
Email: jquade@saddleback.edu  
Office Hours: 7:45-9:00 a.m.—M/T/W/Th

Semester: Spring 2004 (3/22-5/20)  
Ticket No: 17535  
Time & Day: 9:00-12:00n Th  
Room: BGS 204

COURSE DESCRIPTION:
Provides an overview of the historical and current aspects of the Internet, a working knowledge of online communications, and the required software and hardware. Students are introduced to Internet skills such as electronic mail, discussion groups, chat rooms, newsgroups, file transfer protocol, search techniques and tools, the World Wide Web, and Internet browsers. Web page creation and HTML are introduced. Video conferencing and Internet security are discussed. Course may be offered by mediated mode of instruction.

COURSE OBJECTIVES:
Upon completion of this course, the student will be able to:
1. Demonstrate an understanding of the terminology and the technical and operational concepts of the Internet.
2. Compose and send electronic mail messages to others at remote computers, read and respond to e-mail messages received, manage an e-mail mailbox, and utilize appropriate e-mail netiquette.
3. Subscribe and unsubscribe to newsgroups and e-mail discussion groups, participate in discussion groups, and post listings and retrieve files from e-mail discussion groups.
4. Locate and download a variety of online documents, software, and other network resources using the Internet file transfer protocol.
5. Demonstrate a variety of search tools and techniques.
6. Plan and create Web pages using HTML.

STUDENT RESOURCES:
Required Text: Internet Basics; Barksdale/Rutter/Teeter; Course Technology; ISBN #0-619-05905-2
Two 3.5” high-density diskettes

EVALUATION:
Your final grade in this course is based on the following:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>100</td>
<td>A</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>100</td>
<td>B</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
<td>C</td>
</tr>
<tr>
<td>Total possible</td>
<td>300</td>
<td>70%</td>
</tr>
</tbody>
</table>

Students taking this class for “Credit/No Credit must receive 70% or more of the total points AND must complete the Final Exam to receive Credit for this course. You must take the Final Exam to receive a passing grade.

POLICIES AND PROCEDURES:
• No electronic devices are allowed in the classroom or IMC (pager, cell phone, laptop computers, etc.).
• Do not eat or drink in the classroom or IMC.
• Courteous and proper behavior is expected and required in the classroom and IMC.
**ATTENDANCE:**
Due to the nature of this course, regular attendance is essential. It is the student’s responsibility to officially withdraw by the appropriate date if unable to complete this course. The instructor may drop a student after significant absences. Students who no longer attend class but do not withdraw will receive a failing grade (“F”) at the end of the semester.

All of the following choices are handled through Admissions and Records.

- Drop with Refund by ................._______
- Elect CR/NCR by ........................._______
- Drop without “W” by ......................_______
- Drop with “W” by .........................._______

If you have a disability and require accommodations, please discuss your academic adjustment needs with me as soon as possible. Please contact the Special Services office in the Student Services Center, Room 113, for additional information. All information will remain confidential.

**ASSIGNMENTS:**
Computers are available in the Information Management Center (IMC) in BGS 205. The IMC hours are 9:00 a.m. – 10:00 p.m. Monday through Thursday, 9:00 a.m. – 7:00 p.m. Friday, and 8:00 a.m. – 5 p.m. Saturday.

*To logon to the computers in the IMC lab, please have the following information available:*
- **Username:** Saddleback or IVC email name – up to the @ sign (example: msmith4)
- **Password:** Student ID number – 6-digit number (example: 123456)

The following schedule is the suggested semester schedule. It may vary as noted in a class meeting.

<table>
<thead>
<tr>
<th>Tkt #17535</th>
<th>SEMESTER SCHEDULE*</th>
<th>Spring 2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Week’s in-class Topic/Activity</td>
<td>After the class lecture do the following assignment</td>
</tr>
<tr>
<td>3/25</td>
<td>Quick start – Getting Connected and Using the Internet; Electronic Mail; My Site</td>
<td>Read Lessons 1 &amp; 2, pgs. 2-36</td>
</tr>
<tr>
<td>4/30</td>
<td>Internet and Browser Basics; Understanding Net Addresses</td>
<td>Read Lessons 3, 4 &amp; 5, pgs. 44-87</td>
</tr>
<tr>
<td>4/8</td>
<td>Instant Messaging; Newsgroups</td>
<td>Read Lessons 6, 7 &amp; 8, pgs. 96-132</td>
</tr>
<tr>
<td>4/15</td>
<td>Search Engines; Virtual Libraries</td>
<td>Read Lessons 9 &amp; 10, pgs. 77-87 Review for Midterm Exam</td>
</tr>
<tr>
<td>4/22</td>
<td>Midterm Exam (1-8)</td>
<td>Read Lessons 9 &amp; 10, pgs. 126-132</td>
</tr>
<tr>
<td>4/29</td>
<td>Exploring Online</td>
<td>Read Lessons 11, 12, 13 &amp; 14, pgs. 180-241</td>
</tr>
<tr>
<td>5/6</td>
<td>Web Publishing; Review for final exam</td>
<td>Read Lessons 16 &amp; 19, pgs. 252-261, 290-301</td>
</tr>
<tr>
<td>5/20</td>
<td>FINAL EXAM 10:15-12:15 p.m.</td>
<td>Hope you enjoyed the class and learned a lot!</td>
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*May be modified by Instructor to satisfy class needs.*