THOMAS NELSON COMMUNITY COLLEGE
IST 128 (ITE 130) COURSE SYLLABUS

INTRODUCTION TO INTERNET SERVICES
Fall 2004 (Aug 23 – Dec 6)

Fall 2004   Monday, 7:00 - 9:45 PM   Room 120, Diggs/Moore Halls

Instructor: Teresa Hines
Phone: 224-4056 (W)   865-0635 (H)
E-mail: tncc_ist128@yahoo.com
Office Hours: ½ hour before class (6:30 – 7:00 p.m.) and after class (9:45 – 10:15 p.m.),
                   Room 120, and I will also be available by e-mail and phone.
Class Website: http://www.geocities.com/tncc_ist128

Course Number and Title*:*
                   IST 128-40 - Introduction to Internet Services (3 Credits)

COURSE INFORMATION

Required Text(s):   The Complete Guide to Understanding and Using the Internet, 1st ed;
                        Linda Bird, Prentice Hall, 2003.
                        ISBN: 0-13-140289-7

                        The instructor, during the course may provide additional course materials.

Supplemental Materials: None.

Course Prerequisite*:* ENG 05 if required by individual student's placement.

Course Description: Provides students with a working knowledge of Internet terminology and services including email, browsing, search engines, ftp, telnet and other services. Introduces students to a variety of software packages for these services. Introduces web page construction with pages generated by web page editors and applications software. (Taught in a classroom/lab environment.)

Course Goals: The student will be able to achieve the following goals after completion of this course (not necessarily ranked in order of priority):
- Introduction to the Internet and World Wide Web: amazing development.
- Gain an appreciation of the importance of the Internet for personal and business use.
- Gain competency in the basic operation of the Internet and World Wide Web.

- Develop basic skills in the use of email.
- Develop a basic Internet vocabulary.

Course Objectives: The student will be able to fulfill the following objectives after completion of this course (not necessarily ranked in order of priority):
- Identify the history of the Internet and basic computer components.
- Demonstrate the various connection options.
- Demonstrate the use of integrating a browser with email software.
- Introduction to Microsoft Internet Explorer.
- Demonstrate the effective use of search engines and directories.
- Demonstrate the successful process for downloading programs and data.
- Demonstrate advanced email topics.
- Identify advanced communication tools and web topics.
- Demonstrate personalized information delivery.
- Introduction to Hypertext links to a web page.

Attendance Policy: The TNCC attendance policy will be observed which means all classes will be attended unless excused by the instructor. Due to the nature of this course and related subject matter, you are encouraged to attend all classes as scheduled or notify the instructor as far in advance as possible of known absences. A student who is absent for any reason is responsible for all assignments and all material covered during the session(s) missed. A student who must be absent from a particular class should make arrangements to obtain notes from a classmate or contact the instructor via email. Exchanging of email addresses is encouraged. Students absent for 20% or more of the scheduled class meetings (cumulative) may be dropped from the course by the instructor without notice.

Teaching Method: The Interactive Learning concept is used in each class. Interactive Learning is a process that is not new to the college environment. It involves both the instructor and student conversing in the classroom for the benefit of learning the assigned course material. During each class meeting, we will discuss the assigned chapter readings. Class participation is expected from all in attendance. The instructor will give hands-on demonstrations that will reinforce the material discussed. After discussing the chapter readings, each student will have an opportunity to practice hands-on exercises. The Interactive Learning experience is the best format for this classroom environment.

Student Performance Evaluation Methods: *Assignments:* Each tutorial has Review Assignments and Case Problems. Selective problems will be assigned for homework. Any assignments turned in after the due date will be graded as one letter grade less for each class missed. *Exams:* There will be two tests and a final exam.

Weighing of Assessments: The course grade is composed of the following items, and their weights.

> Exams (2)   = 20%
> Final Exam = 20%
> all other assignments = 60%

Grading Scale: The course letter grade will be determined by calculating the percentage of your total points earned out of the total points possible and using the following grading scale:

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

Meeting, List of Topics, and Exam Schedule: Following is the schedule for this semester. It is flexible with the material being covered however; all chapters listed must be completed for the problems to be successful and to meet course requirements. It is expected of each student to have read the chapters prior to attending the class. Hands-on exercises will reinforce the chapter material. Each student is encouraged to do these exercises to enhance proficiency with each application.

Homework may be emailed as an attachment or placed on a 3.5" diskette and turned in to the instructor. Hardcopy alone is not acceptable.

    WK 1 ~ Chapter 1
    WK 2 ~ Chapters 2-3
    WK 3 ~ Chapters 4-5
    WK 4 ~ Chapters 6-7
    WK 5 ~ Chapters 8-9
    WK 6 ~ Chapter 10
    WK 7 ~ **Exam (Chapters 1-10)**
    WK 8 ~ Chapters 11-12
    WK 9 ~ Chapters 13-14
    WK 10 ~ Chapters 15-16
    WK 11 ~ Chapters 17-18
    WK 12 ~ **Exam (Chapters 11-18)**
    WK 13 ~ Chapters 19-20
    WK 14 ~ Chapters 21-22
    WK 15 ~ Chapter 23
    Final Exam Monday, December 13

TNCC Academic Honesty Code: You are expected to complete all assignments and examinations on your own. It is very tempting to submit someone else's work for grading, including the alteration of computer files from another student or an instructor. Please don't do it! Refer to the Scholastic Dishonesty in the Student Handbook.

Americans with Disabilities Act Policies and Contact Person: Students with disabilities who may need academic accommodation(s) should contact the Office of Services for Students with Disabilities to register for support services located in room 201, Griffin Hall.

Miscellaneous Topics:

Lab: Academic Computing Lab is located in Wythe Hall, Room 255. Computer equipped classrooms are not available for lab work.

Textbooks: Books can be purchased at the college three ways:
- In person at the college bookstore, located in Griffin Hall, Room 215. Please contact the bookstore at 757-825-3847.
- Online at: www.efollet.com. Once on the website, select textbooks, Virginia, Thomas Nelson Community College and the course Code, IST 128.
- Via phone with a charge card by calling 757-825-2864.

Third Enrollment in Course: The Dean of Instruction's office has decreed that as of Summer 1990, enrollment in a course is limited to two times. If a student needs to enroll for a third and final time, he/she must submit a written petition to the Dean of Instruction for approval.

Important Dates for the current semester:
- Fall Classes Begin - August 21
- Last Day to Add or Make Schedule Changes - August 27
- Last Day to Drop for a Refund - September 3
- Labor Day Holiday Weekend (college closed) - September 4-6
- Faculty Day (no classes) - October 8
- Last Day to Withdraw with a Grade of "W" - October 22
- Faculty Day (no classes) - November 24
- Thanksgiving Holiday (college closed) - November 25-28
- Classes End (16 week session) - December 10
- Exams (16 week session) - December 11-17
- Grades Due (by noon) - December 20

Classroom etiquette:
- Enter the classroom quietly after the start of the class session during lecture days.
- Computers are not to be used until released by the instructor.
- Only the material for this class may be worked on during this class period.
- No email, Internet, or chat sessions during class time.
- No personal work may be accomplished.
- No visitors are permitted in the class.
- Logoff the computer after each class session.
- Cleanup your area prior to leaving the classroom.
- Leave your area as you would want to receive it.
- No talking during examination times. If confronted by the Instructor, you may be asked to surrender your exam, receive a grade of zero (0), and leave the classroom for the remainder of the exam period.
- **Turn off all cell telephones and pagers in the classroom.**