

**SAN DIEGO COMMUNITY COLLEGE DISTRICT  
CITY, MESA, AND MIRAMAR COLLEGES  
ASSOCIATE DEGREE COURSE OUTLINE**

**SECTION I****SUBJECT AREA AND COURSE NUMBER:** Computer Business Technology 161**COURSE TITLE:** Learning the Internet**Units: 1**  
Grade Only**CATALOG COURSE DESCRIPTION:**

This course is designed for students who are interested in an introduction to the Internet. Students receive hands-on practice using Netscape to navigate the World Wide Web and link to Internet resources. Topics include creating and sending: e-mail, FTP, and file downloading, locating newsgroups and other discussion tools, conducting business on the Internet, and creating Web pages using HTML. This course, or sections of this course, may be offered through distance education.

**REQUISITES:****Advisory:**

ENGL 049 with a grade of "C" or better, or equivalent or Assessment Skill Level W5  
&  
ENGL 048 with a grade of "C" or better, or equivalent or Assessment Skill Level R5  
&  
CBTE 103 with a grade of "C" or better, or equivalent  
&  
CBTE 111 with a grade of "C" or better, or equivalent

**FIELD TRIP REQUIREMENTS:** May be required**TRANSFER APPLICABILITY:** Associate Degree Credit & transfer to CSU and/or private colleges and universities**TOTAL LECTURE HOURS:** 12 - 13.5**TOTAL LAB HOURS:** 12 - 13.5**STUDENT LEARNING OBJECTIVES:**

Upon successful completion of the course the student will be able to:

1. Identify the features and components of Netscape.
2. Navigate the Internet with Netscape.
3. Link to Internet resources including FTP, Gopher, Usenets, and E-Mail.
4. Locate information on such topics as travel reservations, tracking shipments, business resources, employment search and resume posting
5. Create Web pages including hypertext links.

**SECTION II****1. COURSE OUTLINE AND SCOPE:**

## A. **Outline Of Topics:**

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Distance learning students will complete the same course content.
- II. The following topics may be included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis may vary with each instructor.
  - A. Introduction to the Internet-Frequently Asked Questions (FAQs)
    1. what is the Internet and who created it?
    2. how does the Internet work?
    3. what can you do on the Internet?
      - a. World Wide Web
      - b. E-Mail
      - c. FTP
      - d. Telnet
      - e. Gopher
    4. Usenet
    5. how big is the Internet?
    6. what is a Web browser?
  - B. Components and Features of Netscape
    1. title bar and menu bar
    2. scroll bars
    3. toolbar
    4. location box
    5. directory buttons
    6. status bar and indicator
  - C. Linking to a Site
    1. initiating a link
    2. aborting a link
  - D. Opening a Location with a URL
  - E. Moving Among Web Pages
  - F. Previewing and Printing a Web Page
  - G. Getting Online Help
  - H. Surfing with Netscape's Guides
    - I. Using Various Search Engines
    - J. Using History Log
  - K. Using Bookmarks
    1. adding a bookmark
    2. accessing a bookmark
    3. deleting a bookmark
  - L. Using E-Mail
    1. composing and sending E-Mail
    2. E-Mail security and privacy issues
    3. using Netiquette
  - M. Linking to Internet resources
    1. FTP and file downloading
    2. Gopher sites
    3. Usenet newsgroups and other discussion tools
  - N. Making Travel Arrangements
    1. research flight schedules
    2. making hotel reservations
    3. locating city maps
    4. locating other travel-related information
  - O. Commercial Activities on the Web
    1. using online banking
    2. shopping for products and services
    3. getting company information and product support
  - P. Office Management on the Web
    1. shipping and tracking packages

2. finding government information
  3. locating business resources
  4. conducting employment searches
  5. posting jobs
- Q. HTML and Web Page Creation
1. accessing predesigned Web page templates
  2. enhancing the appearance of Web page
  3. inserting graphic elements on a Web page
  4. creating hypertext links

**B. Reading Assignments:**

Reading assignments are required and may include but, are not limited to, the following:

I. Distance learning students will access the readings via the Internet. The reading assignments may include but are not limited to the following:

A. 1. Read articles in computer periodicals such as PC World, Internet Magazine, and PCComputing and pages on the Internet.

B. 2. Information from articles distributed by the instructor, such as:

II. "C is for Cookie," Ed Bott, PCComputing, July 1997, pp. 324, 327.

III. "How Information Travels Online, Bill Hayes, PC Novice Guide to Going Online, Vol. 5, Issue 3, 1997, pp. 10-11

IV. "Search Engines & Web Directories: The Internet's Librarians," Kyle Schurman, PC Novice Guide to Going Online, Vol. 5, Issue 3, 1997, pp. 76-79.

**C. Appropriate Assignments that Demonstrate Critical Thinking:**

Critical thinking assignments are required and may include, but are not limited to, the following:

I. Critical thinking assignments may include, but are not limited to the following:

II. 1. Evaluating the search capabilities of the various search engines.

III. 2. Evaluating and critiquing Web pages.

IV. 3. Selecting appropriate hyperlinks when creating Web pages.

**D. Appropriate Outside Assignments:**

Outside assignments may include, but are not limited to, the following:

I. Distance learning students will electronically submit a report of their outside assignments. Outside assignments may include but are not limited to the following:

II. 1. Practicing Internet features on a home or office computer.

III. 2. Developing a portfolio of documents extracted from favorites sites on the World Wide Web.

IV. 3. Creating personal Web pages.

**E. Writing Assignments:**

Writing assignments are required and may include, but are not limited to, the following:

I. Distance learning students will electronically submit their writing assignments. Writing assignments may include but are not limited to the following:

II. 1. Composing E-Mail messages on assigned topics, such as how to manage files and links, how to convert a Word document to a Web page, or future trends with the Internet.

III. 2. Writing a Web page plan that states the purpose for the Web page, and describes the content and how the reader will move through the page and follow any links.

IV. 3. Writing evaluations of Web page design and performance.

**2. METHODS OF EVALUATION:**

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

I. A student's grade will be based on multiple measures of performance and will reflect the objectives

set forth above. A final grade of "C" or better indicates the student has the ability to successfully apply the theory and techniques taught in this course in subsequent courses. Distance learning students will submit their evaluations electronically and receive electronic feedback. Evaluation methods may include, but are not limited to the following:

II. A. Responses on objective-item final examination that tests for identification of components and features of Netscape.

III. B. Responses on unit review questions that check for understanding of how to navigate the Internet with Netscape and how to link to Internet resources such as FTP, Gopher, Usenets, and E-Mail.

IV. C. Accuracy and completeness of information located on topics such as travel reservations, tracking shipments, business resources, employment search, and resume posting.

V. D. Accuracy and completeness of Web pages created including graphic elements and hypertext links.

### **3. METHODS OF INSTRUCTION:**

Methods of instruction may include, but are not limited to, the following:

\* Distance Education

\* The appropriate methods of instruction will be determined by each instructor and may include, but are not limited to, computer assisted instruction, audio-visual aids, textbook, handouts, and required reading. Distance learning students will attend regular electronic conferences; or where feasible, attend scheduled on-site conferences. Communication between distance learning students and instructor will take place at least once per completion of each course study unit.

\* A. Computer-assisted instruction

\* B. Electronic lectures in which students are taught in front of the computer.

\* C. Audio-visual aids

\* D. Textbook

\* E. Handouts

### **4. REQUIRED TEXTS AND SUPPLIES:**

Textbooks may include, but are not limited to:

#### **TEXTBOOKS:**

1. B+F. INTERNET EXPLORER 5, 1 ed. SHELLY, ISBN: 0789546469

2. PH. EXPLORING INTERNET W/MS INTERNET EXPL 4.0, 1 ed. GRAUER, ISBN: 0138616752

#### **MANUALS:**

#### **PERIODICALS:**

#### **SOFTWARE:**

#### **SUPPLIES:**

1.

**ORIGINATOR:** Curricunet Version 2

**CO-CONTRIBUTOR(S)**

**DATE:** 09/02/1997