

Required Text:

Schneider, Gary P. and Evans, Jessica. New Perspectives on the Internet, 8th Edition, Course Technology: Thompson Learning. 0538744952 (ISBN-10) or 9780538744959 (ISBN-13)

Course Web Site:

<http://henryford.ucompass.com/>

Catalog Description:

The Internet is used by millions of people throughout the world to share information and ideas and to search for information on all kinds of topics – electronically. This course introduces the student to the Internet-how it was developed and how it works. The student will become familiar with the services and tools available, such as E-mail, Telnet, FTP, Gopher and the World Wide Web. The student will access information through popular online services and will learn about some of the major sources of information.

Course Objectives

By the end of this course you will be able to:

- Describe the history of the Internet
- Use a browser to navigate the Web
- Use, create and send email
- Use search engines to search the Web effectively
- Find, evaluate and use web information resources
- Explain ethical and legal considerations on the Internet, including netiquette and copyright law
- Identify and use advanced communication tools, such as chat rooms, message boards, newsgroups, audio video conferencing, RSS feeds, and VoIP
- Recognize when and where to find and download browser extensions
- Recognize security risks on the Internet, such as spyware, phishing, viruses, wireless network vulnerabilities, identity theft, and their countermeasures
- Demonstrate how the Web can be used to find a job
- Explain the major models of e-commerce
- Create and publish a simple HTML document/Web page

Course Requirements

If you enroll in this course, you must have the following:

- **A computer**, or access to a computer. A computer at your home is preferred, but you can use one at work or on the college campus (see next section for open computer labs on campus).
- **Internet Access.**
- **Basic computer skills**, such as use of the Internet and e-mail.

College Computer Labs and Student Support Services

If, for any reason, you do not have access to a computer for a limited period of time feel free to use any number of several open computer labs on campus at Henry Ford Community College.

T-194 Open Lab. There is a large computer lab located in the Technology Building, room T-194 that students taking CIS courses, such as CIS 121, are free to use. Lab hours in T-194 are typically 8 AM to 9:45 PM. Lab consultants are present and can provide assistance with your assignments, i.e. if you get stuck on an assignment they can assist you (but will not complete an entire assignment for you).

Media Center. Located on the second floor of the Library, the Media Center is an open access computer lab where students can go to work on computer assignments, access the Internet, and/or check their e-mail. For more information, you may contact the Media Center at 313.845.6386. For more information regarding Library Services, you may phone 313.845.9606.

Learning Lab. Located on the second floor of the Learning Resource Center, the Learning Lab assists HFCC students with identifying and improving the skills needed for success in the areas of Reading, Writing, and Math. Although operation hours may slightly vary each semester, generally, the Learning Lab is open Monday, Tuesday, Wednesday, Thursday, from 7:30 a.m. – 8:40 p.m., on Friday from 7:30 a.m. – 4:30 p.m., and Saturday from 9:40 a.m. – 1:40 p.m. For more information, contact the Learning Lab at 313.845.9643.

Instructional Technology. If you require assistance accessing UCompass Educator courses, please contact Instructional Technology at 313.845.9663, ext. 4, 5, or 6, or via e-mail at signorelli@hfcc.edu or kolin@hfcc.edu. On-campus assistance is also available within the Instructional Technology Department, Monday - Friday, 8:30 a.m. - 4:30 p.m. Instructional Technology is located on the lower level of the Learning Technology Center (same building as Campus Safety), room A-004.

Assisted Learning Services. The Assisted Learning Services Program is designed to assist physically challenged, learning disabled, or academically disadvantaged students at Henry Ford Community College to overcome barriers to education through supportive services. In addition, the Assisted Learning Services Department also provides tutoring

services to the general student population. Assisted Learning Services is located in the LRC (Learning Resources Center), north side (parking lot side) main level. For more information, you may contact the office at 313.845.9617 or for the hearing impaired 313.845.9804.

General Policies and Keys to Success

While **online and distance-based courses** offer a flexible way for students to obtain education, they also require a great deal of individual motivation. You will need to read each chapter of the textbooks, the material posted online at the course web site (PowerPoint presentations, simulation/video tutorials, PDF documents, web site links, practice quizzes, etc.), and ask questions on anything you do not completely understand. It is highly recommended that you print this syllabus out and review it frequently to be sure you are keeping up with the course.

Because you are not required to attend class, it may be easier for some to fall behind in class. Try to set aside regular blocks of time each week to read the course textbook and online material, review the course web site, ask questions, submit assignments on a timely basis, and take the course practice quizzes and examinations.

Drop and Incomplete Grade Policy

Automatic drop grades are generally not given. To receive a drop (DR) grade for the class, the student must officially drop the class through the Registrar's office. Telling your instructor of your intent does not accomplish an official drop.

Incomplete grades are generally not given without sound reason and documented evidence as described in the College Catalog. In all cases, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course. If an incomplete grade is given, the student must make up all the work by the mid-semester date of the following semester.

Academic Integrity Policy

Students are expected to uphold the school's standard of conduct relating to academic honesty. Any academic dishonesty (cheating) will result in either a zero for the assignment, program, test, quiz or exam -or- a failing grade for the course, depending on the severity of the dishonesty. Any violation resulting in a failing grade for the course will be immediately forwarded to the Office of the Registrar.

Examples of academic dishonesty include, but are not limited to, the following:

1. Representing the work of others as your own.
2. Obtaining or using unauthorized homework and examinations.
3. Having another student complete your homework or take your examination.
4. Receiving or giving unauthorized assistance from/to other students.

If a student is unclear about whether a particular situation may constitute an academic honesty violation, the student should meet with the instructor to discuss the situation.

Online Personal Conduct

- A. Students at HFCC are expected to show respect for order, law, the personal rights of others, and the educational mission of the College, as well as to maintain standards of personal integrity.
- B. Students working online will be held to the same behavioral standards as students in traditional classrooms. Please be aware that I will be observing your threaded discussions with each other, and will review those discussions, commenting where appropriate with the goal of helping you to better understand the course content. Specifically, you should adhere to the following guidelines:
- Personal correspondence should be conducted elsewhere.
 - Treat and respect others as you would like to be treated.
 - “Flaming”, an angry series of words or comments used to personally attack others who may disagree with you, is not permitted.
 - Take time to review the tone, word choice, spelling, and grammar of any written correspondence prior to sending it. You will be judged by the quality of your work.
 - HFCC’s computer use policy is in effect. It can be found at <https://dvc.hfcc.net/helpdesk/000152.htm>.

Required Work for the Course

Your grade for this course will be determined by your performance in the following areas: (a) eleven (11) review quizzes, (b) four (4) worksheets, (c) fourteen (14) discussion board posts, and (d) one (1) Web Project

- A. **Review Quizzes.** You will be required to complete eleven (11) review quizzes in this course, i.e. one for each tutorial/chapter you will read in the textbook. They are available in the UCompass web site under the **Examinations link**. The first half of the review quizzes will be due midway through the semester and the second half of the review quizzes will be due during the last week of the course. You can take the review quizzes as many times as you like before their due date to achieve the highest possible score. Questions in the review quizzes are chosen randomly from a pool of questions so you may receive some new questions each time you take the review quiz and in a different order.

When you submit your review quiz, you will be immediately informed of which questions you got incorrect, if any, but you will not be informed of the correct answer. Only the score from the last time you take the review quiz will be used. They are due at 11:59 PM on the date indicated on the last page of this syllabus. Your score on the Review Quizzes will make up approximately **20% of your course grade**. There is no final examination in this course.

- B. **Worksheets Assignments.** Four (4) worksheet assignments will be assigned throughout the semester. These assignments will require you to research and report on various Internet and Web topics. You access and submit these assignments from the **Worksheets link** in UCompass. After you finish answering some or all of the questions in the Worksheet/homework there are two buttons at the bottom of the worksheets web page. One is checked to submit the worksheet when you have completed it – it is labeled “I am finished. Grade my entire worksheet”. The other is checked if want to save your current answers, but come back later to finish and submit the worksheet – it is labeled “Save my current work. Do not grade”. Your worksheet will be graded once you have checked the first – “I Am Finished” option – or after the due date has passed.

In other words, you do not have to complete all of the questions in a worksheet at one time. You can complete some questions, save these answers, and then finish later. But be sure to answers all of the questions on a worksheet before its due date so you so not lose points. Homework/Worksheet Assignments make up approximately **37% of your total course grade**.

- C. **Discussion Board Posts.** You will be required to post a “**quality**” and **unique** response to **fourteen (14)** different discussion board topics in the UCompass web site, as well as respond to at least **two (2)** of your classmates posts under each of these discussion board topics.

To complete Discussion Board posts in this class, go to the Discussion Board section of UCompass, click the discussion board topic currently being assignment (e.g. Discussion Board #1, Discussion Board #2, etc.) and post a response by clicking the “Reply” link. As stated above, you are also required to reply to two (2) of your classmates posts. ***I look forward to very engaging conversations with everyone on our discussion board topics!!***

I will review your posts shortly after you submit them and post your grade under the Assignments section of UCompass. Do not submit your discussion board post under Assignments. It must be located under the Discussion Board section of UCompass for your classmates to be able to read it and for me to be able to grade it. The Discussion Board posts are worth approximately **33% (one-third) of your total course grade**.

- D. **Web Project.** Due towards the end of the course is a Web Project. Directions on how to complete this project will be made available in a packet on UCompass during the semester. The web project is worth approximately **9% of your total course grade**.

Late Homework Policy

The due dates for worksheet assignments, discussion board posts, review quizzes, and the web project are posted online as well as in the Course Schedule at the bottom of the syllabus. Late worksheet assignments will be reduced 1 point per day late. Discussion board posts will be reduced by 0.5 points per day late. Review quizzes and the web project cannot be accepted late.

How to use the UCompass Web site for this Course

- A. **UCompass web site and your Username and Password.** This course uses the UCompass course management system located at <http://henryford.ucompass.com/> Your **username** to the UCompass web site should be the same as you use for WebAdvisor, i.e. usually your first initial, middle initial and last name. Therefore, someone named John Michael Smith would likely have a username of jmsmith. Sometimes, however, a few numbers added after your username if another student at HFCC had a similar name as yours. In the event you do not know your username and you cannot login to UCompass, check to make sure you are using the current username. You can look up your username from the following web site address <https://my.hfcc.edu/webadvisor/> and click on the "Students" link and then the "What is my User ID?". Your **password** for this site should be user birth month birthday, unless you have changed your school Network password. If your birthday is December 10, then your password would be 1210. If you have changed your school Network password, use that. If you have difficulties logging into UCompass, visit the following web site for assistance: <http://my.hfcc.edu/passwords>
- B. **Packets.** Besides keeping up on your reading of the textbook chapters, a lot of the material you will need for this class is located in Packets. Packets are a way to organize things, such as links to lecture notes and files that will help you with the homework/worksheet assignments, discussion board posts, and web project. Different packets will become available to you as we progress through the course. To access the Course Packets, click on the **Course Materials** menu option in the left menu of UCompass. You will then see a list of packets there.

To view the information in these packets you will need to have the **Adobe Flash player** and **Adobe PDF reader plug-ins** installed on your computer. Most computers already have this software installed on them, but if your does not, they can be downloaded from the following web site: <http://get.adobe.com/flashplayer/> and <http://get.adobe.com/reader/>

- C. **Course E-Mail.** I will be posting Announcements on the main UCompass web page as well as through the UCompass e-mail system. Therefore, please check for new announcements and e-mail on a very regular basis, i.e. approximately every two days. The UCompass Course E-Mail system is the correct way to contact me via e-mail if you have any questions or comments.

Summary of Required Work and Grading Policy

Four (4) Worksheet Assignments	10 points each	= 40 points
Fourteen (14) Discussion Board Posts	2.5 points each	= 35 points
Eleven (11) Review Quizzes	2 points each	= 22 points
Web Project	10 points	= <u>10 points</u>
		Total 107 points (100%)

<u>Points</u> *	<u>Letter Grade</u>
-----------------	---------------------

98 +	A
------	---

* Points/grading uses CIS
Department 8-point grading scale

89 - 97	B
---------	---

81 – 88	C
---------	---

72 – 80	D
---------	---

Below 72	E
----------	---

Extra Credit: One extra credit assignment worth 5 points will be made available mid-course.

UCompass Grading: When you review your grade in the UCompass web site, please be aware of the difference between the “Total Percentage” and “Current Percentage.” The "Total Percentage" figure represents your grade based on the work you have completed in relation to all of the work required in the course. "Current Percentage" is your grade in the class based on the work you have completed not taking into account the work you did not submit. Therefore, the total percentage figure may sometimes be less than the current percentage if there is course work you have not yet completed or did not submit. In such cases, the total percentage figure is the correct figure to refer to when looking up your grade.

Tentative Course Schedule

Class Meeting	Agenda
Thurs Aug 26, Friday Aug 27	Introduction to Course and Review of Syllabus Read <u>Tutorial 1</u> : Browser Basics
Week 1 Aug 30–Sep 3	Read <u>Tutorial 2</u> : Basic Communication on the Internet: E-Mail Sunday Sept. 5 - Discussion Board Posts #1 and #2 Due
Week 2 Sep 6–Sep 10	Read <u>Tutorial 3</u> : Using Web-Based Services for Communication Read <u>Tutorial 4</u> : Searching the Web Sunday Sept. 12 – Worksheet #1 Due
Week 3 Sep 13-Sep 17	Read <u>Tutorial 5</u> : Information Resources on the Web Sunday Sept. 19 – Discussion Board Post #3 and #4 Due
Week 4 Sep 20-Sep 24	Read Tutorial 6: User-Generated Content on the Internet Sunday Sept. 26 - Discussion Board Post #5 and #6 Due Sunday Sept. 26 - Review Quizzes 1–5 Due Sunday Sept. 26 - Worksheet #2 Due
Week 5 Sep 27-Oct 1	Read <u>Tutorial 7</u>: Security on the Internet and Web Extra Credit Assignment available Sunday Oct. 3 - Discussion Board Post #7 and #8 Due
Week 6 Oct 4- 8	Read <u>Tutorial 8</u> : Wireless Networking and Security Read <u>Tutorial 9</u> : Creating Effective Web Pages Sunday Oct. 10 - Discussion Board Post #9 and #10 Due Sunday Oct. 10 - Worksheet #3 Due
Week 7 Oct. 11 - 15	Read <u>Tutorial 10</u> : Electronic Commerce Read <u>Appendix A</u> : The Internet and World Wide Web Sunday Oct. 17 - Discussion Board Post #11 and #12 Due Sunday Oct. 17 - Worksheet #4 Due
Week 8 Mon Oct. 18 – Wed Oct. 20	Wed Oct. 20 - Discussion Board Post #13 and #14 Due Wed Oct. 20 - Extra Credit Due Wed Oct. 20 - Web Project Due Wed Oct. 20 – Review Quizzes 6–10 and Appendix A Due Wed Oct. 20 – Last day of eight-week classes