WEBD311

Course Summary

Description

Course Description: This course concentrates on the technical side of the Internet, examining network types, protocols, browsers, search engines, email communication and personal information management, multimedia on the Web, Internet services and tools [newsgroups, telnet, File Transfer Protocol (FTP), and instant messaging], Internet security (encryption, authentication, firewalls, malware, virus detection and prevention, spyware, updates and patches), and IT project management. This course also explores emergent Web 2.0 technologies such as social networking (MySpace), user created content (YouTube), Wikis, Virtual Worlds (Second Life), and online gaming. Students will need access to Microsoft Internet Explorer 7.0 (or higher) with Outlook Express. This software is not provided by the course material grant and must be purchased/provided by the student. This course covers the Internet Business Foundations curriculum of the CIW Foundations certification.

Course Scope:

> This course is divided into 8 weeks and is organized to give students an understanding of the concepts and structure of technology related to the Internet, web browsers, security, and electronic commerce. The course includes textbook readings, exercises, forum assignments, and a research paper.

Objectives

Upon completion of this course of study, the student will be able to:

• Explain various Internet tools and technologies used on the Internet
• Summarize the functionality of web browser software, Web search engines, Web directories, and Web metasearch to navigate the Web
• Describe the features, functions, and settings of e-mail, plug-ins, and other multimedia resources
• Explain web searching techniques
• Analyze Internet security concerns
• Explain project management schedule and phases
• Apply various Internet tools and technologies used on the Internet

Outline

Week 1: Topic

Topic

Overview of Information Technology

IT Job Roles

Overview of Networks

Overview of the Internet

Connecting to the Internet

Internet Protocols

Domain Name System (DNS)

Learning Objectives

Explain various Internet tools and technologies used on the Internet

Readings

Read Lessons 1 and 2

Assignment

Week 1 Forum

Week 1 Assignment: WK1 Research Paper Proposal

Week 2:

Topic

Introduction to Web Browsing

Basic Functions of Web Browsers

Installing a Web Browser

Web Addresses

How Browsers Work

Browser Choices

Resources for Technical Data

Browsers in the Business World

Browsing Techniques

Configuring Web Browser Preferences

Cookies

Configuring Browser Security

Proxy Servers

Troubleshooting Internet Client Problems

Learning Objectives

Summarize the functionality of web browser software, Web search engines, Web directories, and Web metasearch to navigate the Web.

Readings

Read Lessons 3 and 4

Assignment

Week 2 Forum

Week 2 Assignment: Research Paper Outline

Week 3:

Topic

Introduction to Multimedia on the Web

Objects, Active Content and Languages

Objects and Security Issues

Introduction to Plug-in Technology

Data Compression and Decompression

Plug-in Installation

Types of Plug-ins

Types of Viewers

Miscellaneous File Formats

Downloading Files with a Browser

Review first three Lessons in preparation for Midterm Exam

Learning Objectives

Describe the features, functions, and settings of e-mail, plug-ins, and other multimedia resources

Readings

Read Lesson 5

Assignment

Week 3 Forum

Week 4:

Topic

Introduction to Data Searching Tools

Overview of Databases

Introduction t Web Search Engines

Registering a Web Site with a Search Engine

Types of Web Searches

Basic Web Searching Techniques

Boolean Operators

Advanced Web Searching Techniques

Using Web Searches to Perform Job Tasks

Unexpected Web Search Results

Web Search Strategies

Citing Copyrighted Web Site References

Learning Objectives

Explain web searching techniques

Readings

  Read Lesson 6

Assignment

Week 4 Forum

Week 5:

Topic

Introduction to Electronic Mail

How E-Mail Works

E-Mail Configuration Requirements

E-Mail Message Components

Creating and Sending E-Mail Messages

Receiving and Viewing E-Mail Messages

E-Mail in the Workplace

E-Mail Problems and Solutions

Personal Information Management (PIM)

Review first half of course content in preparation for Midterm Exam

Learning Objectives

Describe the features, functions, and settings of e-mail, plug-ins, and other multimedia resources

Readings

  Read Lessons 6 and 7

Assignment

Week 5 Forum

Week 5 Assignment: Research Paper - Rough Draft

Week 6:

Topic

Introduction to Internet Security

Encryption

Authentication

Firewalls

Malware

Virus Protection and Prevention

Spyware

Updates and Patches

Screen Savers

List Servers and Listserve Groups

Security Related Ethical and Legal Issues

Learning Objectives

Analyze internet security concerns

Readings

  Read Lesson 8 and 9

Assignment

Week 6 Forum

Week 7:

Topic

Overview of IT Project Management

Project Management Fundamentals

Project Management Skills

Project Management Phases

The Project Triangle

Project Management Software

Creating Project Schedules

Documenting Projects

Planning and Scheduling Meetings

Reviewing Projects

Quality Assurance

IT Business Implications

Project Management Institute (PMI)

Review all chapters in preparation for Final Exam

Learning Objectives

Explain project management schedule and phases

Readings

Read Lesson 10

Assignment

Week 7 Forum

Week 7 Assignment: Research Paper - Final Draft

Week 8:

Topic

Internet Resource Tools

Newsgroups

Telnet

File Transfer Protocol (FTP)

Managing Downloaded Files

Virtual Network Computing (VNC) and Microsoft Terminal Services

Instant Messaging

Peer-to-Peer Networks

Lightweight Directory Access Protocol (LDAP)

Concurrent Versions System (CVS)

Communicating Effectively Over the Internet

Troubleshooting Using TCP/IP Tools

Learning Objectives

Apply various Internet tools and technologies used on the Internet

Readings

  Read Lesson 8

Assignment

Week 8 Assignment: Research Blog

Evaluation

Readings, Assignments and Classroom Contact Requirements

Students are expected to maintain routine contact with the instructor throughout the course. While the number of contacts may vary according to the specific course and individual student need, the University requires periodic weekly contacts during the semester. The method of discussion will be on-line related to issues concerning assignments, exams, and research papers.

Original Work

All work submitted must be original work. Incidents of academic dishonesty will result in you failing the assignment, and repeat incidents will result in failing the course. I check assignment regularly for incidents of academic dishonesty. Please read and understand the University policy on academic dishonesty. You must credit your sources and provide the appropriate references on your assignments.

Standards for Written Work

Written communications is an essential tool for any professional. As with any skill, good writing is the result of practice, followed by feedback, and the use of relevant and appropriate sources. Therefore, the quality of writing is graded as part of every written assignment. Below are the grading criteria for each written assignment in this class.

Course Requirements Summary

FORUMS

The Forum assignments for this course are designed to promote interactivity among students and enhance the online learning process. The Forums provide maximum flexibility because you do not have to be online at the same time as another person and you can read what other students have written.

Please keep in mind that the forum assignments require you to make at least 1 post to the discussion board of at least 250 words about the topic and <u>also respond to 2 or more peer posts, with at least 150 words per peer post</u>. Please be advised that there will be point deductions if you do not comply with the requirements of the assignment. To get the maximum value from this class, I would encourage you to go over and above the required minimum number of responses to posts. Each one of you will have a different and unique experience that we can all learn from. Your participation in the Forums unleashes the power of synergy into our classroom. To facilitate this interaction, please be prompt when posting your discussion board work for each week; this provides time for the others to actively engage in the dialogue. For practical reasons, when you respond to other learners' posts, please start your response by referencing their name. I will read and grade your participation by reading the discussion board. I hope this is a great learning experience in this class. Be sure to include correctly cited sources for each initial response to the weekly Forum assignments, using APA format. This is required and will count toward your Forum

grade.

The Forum Introduction Exercise will not be graded but will consist of student peer interaction using the classroom Discussion Board. Please view the Discussion Board area of the classroom to write and post a paragraph introducing yourself to me and the other students in the course. Include your background, your objectives for taking the course, and anything else you would like to share with the group. Take this chance to respond to your fellow students to get to know each other as well. I hope we can know each other a little better and I can address your needs as we work through this course together.

1. **The Forum Web Site Designer** should be completed after reading **Lessons 1 and 2** and following the steps for all Labs in Lessons 1 and 2 in your textbook. After completing the labs, please describe your experience with the exercise, including what you found easy and/or what you found difficult, or what you learned that was new. Include how this helped you better understand the role of a web designer. Also, is this an attractive job for you or would you prefer one of a web site analyst, database administrator, server administrator, network engineer, or security manager as you learned about in Lesson 1 and 2.

2. **The Forum Internet – Your Reaction: Love , Hate, or Indifferent** should be completed after reading **Lessons 3 and 4** and following the steps for Labs in your textbook. After completing the labs, please define the Internet in your own words, identify Internet connection methods, define cloud computing, identify the basic functions of Web browsers, and explain the browser you prefer.

3. **The Forum Plug-ins – And I Don't Mean the Air Fresheners!** should be completed after reading **Lesson 5** and following the steps for <u>one</u> of the Labs. You may choose which plug-in lab you would like to follow, download that program to your computer, complete the steps and discuss your experience. Include why you either like or do not like the program, how it is helpful to you, how it may be helpful to a business to include it on their network. Also, include any experience or hints you may have in using the program or any pitfalls that you may be aware of or learned as a result of this exercise.

4. **The Forum Web Searching Techniques** should be completed after reading and reviewing all the techniques for searching covered in **Lesson 6**. Select a course topic from the book (any topic – whether or not we have already covered it), research your topic using several search engines that you learned about in Lesson 5. After completing the research, describe your topic in short summary and then describe your experience in searching. Concentrate on your experience in searching and teach us all your techniques. Discuss the differences among the search engines you used. Which search engine did you prefer? What Boolean operators did you use? Explain any unexpected search results you encountered and how you solved that problem.

5. **The Forum E-Mail Features and Settings** should be completed after reading **Lessons 6 and 7**. Many of us at this point have had the opportunity to use 1, if not 2 or 3 different email applications. Speaking both from your experience and after reviewing the features and settings in **Lessons 6 and 7**, discuss your likes and dislikes of the e-mail applications. Which do you prefer and why? Which would you recommend for your company if you were CEO and why? What advantages and disadvantages would you expect? Also, select at least 1 feature that you learned about in Lesson 6 and 7 and explain the importance of it. Did you learn about a new feature that you will now make you more efficient? Did you learn about a new setting that will improve how you use the email application?

6. **The Forum Internet Security – Is That an Oxymoron?** should be completed after reading Lesson 8 and 9. Will we ever really feel secure on the Internet? Many methods exist that attempt to secure our private information but do you really feel safe? After reviewing the methods in **Lessons 8 and 9**, describe the environment in which you feel the safest and why? What concerns do you have? What malicious software do you worry about the most? What personal experiences have you had in protecting your computer? Have you been successful? What would you recommend? Online businesses collect information from users who make purchases in the Internet, and may sell the information for advertising or marketing purposes. Along with susceptibility to malware, what privacy concerns are there with using computers? How do you feel about it and what is your prediction for the future in security?

7. **The Forum Project Management Schedule & Phases** should be completed after reading **Lesson 10** and following the steps for Labs in your textbook. After completing the labs, please describe your experience in building the project management schedule. Did you have any complications? How might a business be successful by using this project management software? Even while using this software, many complications or setbacks can occur during a project. Out of all 5 project management phases, which phase might a business encounter the biggest setback if things go astray? Select one of the phases, describe what it entails, who it impacts, the importance of the phase and what or who might suffer the most if a problem occurs? How can a business ensure that a project is successful?

RESEARCH PAPER and ASSIGNMENTS

The research paper will require students to submit 8-10 double-spaced, typed pages regarding a topic identified in the textbook or another topic relative to this course. The rubric used to grade the research papers will be found in the Week 5 and 7 Assignments area of the course, as well as attached below. It is important that you follow APA formatting guidelines and site your references throughout your paper and at the end of the paper. **Upon completion, upload your research paper to the Assignments area of the classroom.**

Grading:

Name	Grade %
Forums	40.00 %
Week 1 Forum	5.00 %
Week 2 Forum	5.00 %
Week 3 Forum	5.00 %
Week 4 Forum	5.00 %
Week 5 Forum	5.00 %
Week 6 Forum	5.00 %
Week 7 Forum	5.00 %
Week 8 Forum	5.00 %
Assignments	20.00 %
WK1 Research Paper Proposal	10.00 %
WK2 Research Paper Outline	10.00 %
Research Paper - Rough Draft	10.00 %
WK5 Research Paper - Rough Draft	10.00 %
Research Paper - Final Draft	25.00 %
WK7 Research Paper - Final Draft	25.00 %
Research Paper - Blog	5.00 %
WK8 Research Paper - Blog	5.00 %

Materials

Book Title: Internet Business Associate v2.1 Academic Student Guide with Online Practice Exams - E-book provided inside the classroom

Author:

Publication Info: CIW

ISBN: 9780742332645

Book Title: APUS does not supply this software. Students must have access to the required software. The listing can be found at http://apus.libguides.com/bookstore

Author: N/A

Publication Info: N/A

ISBN: N/A

http://www.ciw-certified.com/

http://familyinternet.about.com/od/?once=true&

http://netscape.aol.com/

http://www.opera.com/

http://news.netcraft.com/

http://www.adobe.com/

http://www.yahoo.com/

http://www.google.com/

http://www.altavista.com/

http://groups.google.com/

http://www.symantec.com/index.jsp

Course Guidelines

Citation and Reference Style

- Attention Please: Students will follow the APA Format as the sole citation and reference style used in written work submitted as part of coursework to the University. Assignments completed in a narrative essay or composition format must follow the citation style cited in the APA Format.

Tutoring

- Tutor.com offers online homework help and learning resources by connecting students to certified tutors for one-on-one help. AMU and APU students are eligible for 10 free hours* of tutoring provided by APUS. Tutors are available 24/7 unless otherwise noted. Tutor.com also has a SkillCenter Resource Library offering educational resources, worksheets, videos, websites and career help. Accessing these resources does not count against tutoring hours and is also available 24/7. Please visit the APUS Library and search for 'Tutor' to create an account.

Late Assignments

- Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. The due date for each assignment is listed under each Assignment.
- Generally speaking, late work may result in a deduction up to 20% of the grade for each day late, not to exceed 5 days.
- As a working adult I know your time is limited and often out of your control. Faculty may be more flexible if they know ahead of time of any potential late assignments.

Turn It In

- Faculty may require assignments be submitted to Turnitin.com. Turnitin.com will analyze a paper and report instances of potential plagiarism for the student to edit before submitting it for a grade. In some cases professors may require students to use Turnitin.com. This is automatically processed through the Assignments area of the course.

Academic Dishonesty

- Academic Dishonesty incorporates more than plagiarism, which is using the work of others without citation.

Academic dishonesty includes any use of content purchased or retrieved from web services such as CourseHero.com. Additionally, allowing your work to be placed on such web services is academic dishonesty, as it is enabling the dishonesty of others. The copy and pasting of content from any web page, without citation as a direct quote, is academic dishonesty. When in doubt, do not copy/paste, and always cite.

Submission Guidelines

- Some assignments may have very specific requirements for formatting (such as font, margins, etc) and submission file type (such as .docx, .pdf, etc) See the assignment instructions for details. In general, standard file types such as those associated with Microsoft Office are preferred, unless otherwise specified.

Disclaimer Statement

- Course content may vary from the outline to meet the needs of this particular group.

Communicating on the Forum

- Forums are the heart of the interaction in this course. The more engaged and lively the exchanges, the more interesting and fun the course will be. Only substantive comments will receive credit. Although there is a final posting time after which the instructor will grade comments, it is not sufficient to wait until the last day to contribute your comments/questions on the forum. The purpose of the forums is to actively participate in an on-going discussion about the assigned content.
- "Substantive" means comments that contribute something new and hopefully important to the discussion. Thus a message that simply says "I agree" is not substantive. A substantive comment contributes a new idea or perspective, a good follow-up question to a point made, offers a response to a question, provides an example or illustration of a key point, points out an inconsistency in an argument, etc.
- As a class, if we run into conflicting view points, we must respect each individual's own opinion. Hateful and hurtful comments towards other individuals, students, groups, peoples, and/or societies will not be tolerated.

University Policies

[Student Handbook](#)

- [Drop/Withdrawal policy](#)

- [Extension Requests](#)

- [Academic Probation](#)

- [Appeals](#)

- [Disability Accommodations](#)

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