

SAN DIEGO COMMUNITY COLLEGE DISTRICT
CONTINUING EDUCATION
COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER

OFSY 516

COURSE TITLE

INTERNET BASICS

TYPE COURSE

NON-FEE

VOCATIONAL

CATALOG COURSE DESCRIPTION

An introduction to Internet using microcomputers to access and use Internet resources in personal and business real-world situations. Through demonstration and hands-on projects, students will learn how to connect to a network and basic network concepts. This will include accessing the Internet direct or choosing an on-line provider, locating, retrieving and sending information globally using Internet resources such as the World Wide Web, messaging, news groups, file exchange and interpersonal communication. (FT)

LECTURE/LABORATORY HOURS

54

NOTE: In order to earn one (1) unit of high school credit, students will be required to complete an additional 16 hours of work in an open lab for a total of 70 hours.

ADVISORIES

NONE

RECOMMENDED SKILL LEVEL

NONE

INSTITUTIONAL STUDENT LEARNING OUTCOMES

1. Social Responsibility
SDCE students demonstrate interpersonal skills by leaning and working cooperatively in a diverse environment.
2. Effective Communication
SDCE students demonstrate effective communication skills.

INSTITUTIONAL STUDENT LEARNING OUTCOMES (CONTINUED)

3. Critical Thinking

SDCE students critically process information, make decisions, and solve problems independently or cooperatively.

4. Personal and Professional Development

SDCE students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self advocacy skills to cope with changing situations in their lives.

COURSE GOALS

The student will be introduced to Internet concepts, environment, and terminology. Learn different types of hardware and software requirements for connection to the Internet, the advantages and disadvantages of direct connection vs on-line providers, and problem solving techniques. Enhance the students' reading, writing, math and communication skills, enabling them to process technical information, and interact with local and international users, employers and customers. Demonstrate and provide hands-on training in various methods to locate and use different types of Internet resources and tools and the impact of changing technology on security, privacy, and other ethical problems. Introduce and relate training to a variety of career choices in a global economy, provide students opportunities to set goals, obtain employment skills for better jobs, and the importance of staying current with emerging technology.

COURSE OBJECTIVES

Upon successful completion, the student will be able to:

1. Explain the importance of using the Internet to relate globally through telecommunications in personal and business situations.
2. Identify the basic components of network transmission and connection and how multiple networks interface globally.
3. Explain and use commonly used Internet terms.
4. Demonstrate network operations such as login, logout, using menus, and interfacing with peripherals (e.g., printer).
5. Compare direct and on-line providers and the criteria for selection.
6. Identify various Internet components: messaging, news groups and file exchange.
7. Send and receive e-mail; subscribe to a mailing list.
8. Log in to a network at a distant location using telnet.
9. Transfer a file from one computer to another using FTP or other up/downloading procedures in other resources.
10. Use a browser and/or a search engine to locate information on an Internet resource such as the World Wide Web.
11. Explain the need for security measures such as software licensing agreements, copyright laws, encryption, data management, and virus/spam/spyware protection.
12. Identify the ethical problems and current legal challenges arising from internal and external threats such as theft, pornography, and terrorism.

SECTION II

COURSE CONTENT AND SCOPE

1. Overview of Internet
 - 1.1. Brief history of Internet
 - 1.1.1. Types of Internet information available
 - 1.1.2. Internet common terms
 - 1.1.3. Basic hardware and software requirements
 - 1.1.3.1. Computer requirements
 - 1.1.3.2. Modems
 - 1.1.3.3. Communications software
 - 1.1.4. Internet terminology
 - 1.2. Network transmission
 - 1.2.1. Types of transmission
 - 1.2.1.1. Digital
 - 1.2.1.2. Analog
 - 1.2.1.3. Radio waves (microwave)
 - 1.2.1.4. Satellite transmission
 - 1.2.2. Overview of transmission interfacing
 - 1.2.2.1. Protocols - TCP/IP packets
 - 1.2.3. Types of transmission interfacing
 - 1.2.3.1. Client/server transmission
 - 1.2.3.2. Bridges, routers and gateways
2. Connecting to the Internet
 - 2.1. Direct
 - 2.1.1. SLIP
 - 2.1.2. PPP
 - 2.2. Indirect
 - 2.2.1. On-line service providers
 - 2.3. Modified direct
 - 2.3.1. Connection through a company, UNIX shell
3. Internet Domain Names and Addresses
 - 3.1. Organizational domains
 - 3.2. Geographical domains (countries)
4. Logging In
 - 4.1. How to login
5. Network Etiquette
 - 5.1. Resources and services
 - 5.1.1. Limitation of time on remote computers
 - 5.1.2. Individual
 - 5.1.2.1. Procedures for responding, posting
 - 5.1.2.2. Ways to contribute to the internet
 - 5.1.3. Copyrights
 - 5.1.3.1. Noncommercial use vs. commercial use

COURSE CONTENT AND SCOPE (CONTINUED)

- 5.1.4. Legal
 - 5.1.4.1. Laws regarding internal and external threats
 - 5.1.4.2. Espionage
 - 5.1.4.3. Harassment
 - 5.1.4.4. Obscenity
- 5.1.5. Spamming
- 6. Internet Resource Tools and File Retrieval
 - 6.1. Electronic mail (e-mail)
 - 6.1.1.1. Fraud
 - 6.1.1.2. Theft
 - 6.1.1.3. Libel
 - 6.1.2. Accessing e-mail
 - 6.1.2.1. Finding and using e-mail addresses
 - 6.1.2.2. Using e-mail tools
 - 6.2. Telnet
 - 6.2.1. Connecting to a remote computer
 - 6.2.1.1. Limitations (observing time restraints)
 - 6.2.1.2. Logins and passwords
 - 6.2.1.3. Setting a terminal emulation
 - 6.2.1.4. Navigating the remote computer
 - 6.3. File transfer protocol (FTP)
 - 6.3.1. Methods of accessing FTP
 - 6.3.1.1. FTPMail and binary files
 - 6.3.1.2. World Wide Web
 - 6.3.2. Creating an FTP session
 - 6.3.2.1. Searching in directories for files
 - 6.3.2.2. Changing directories
 - 6.3.2.3. Types of files
 - 6.3.2.4. Transferring files
 - 6.4. Gopher interconnected libraries
 - 6.4.1. Accessing a server or client
 - 6.4.2. Using an index
 - 6.4.3. Reading files before transferring
 - 6.5. Archie search program of ftp sites
 - 6.5.1. Finding Archie servers
 - 6.5.1.1. Accessing telnet
 - 6.5.1.2. Accessing e-Mail
 - 6.6. World wide web
 - 6.6.1. Searching for information
 - 6.6.1.1. Downloading and using a browser
 - 6.6.1.2. Using search engines
 - 6.6.1.3. Using hypertext, hyperlink, and hypermedia
 - 6.6.1.4. Using universal resource locators (URLs)
 - 6.6.1.5. Accessing other Internet resources using www
 - 6.6.1.6. Creating and using bookmarks and booklists

COURSE CONTENT AND SCOPE (CONTINUED)

- 6.6.2. Home pages
 - 6.6.2.1. Designing your own home page
 - 6.6.2.2. Advertisements
- 7. News Groups - Interpersonal Use of the Internet
 - 7.1. Available software (news reader required)
 - 7.1.1.1. Reading and posting articles
 - 7.1.1.2. Threading
 - 7.1.1.3. Newsgroup etiquette and jargon
 - 7.2. Mailing lists
 - 7.2.1. Finding special interest groups
 - 7.3. Components of usenet
 - 7.3.1. Electronic bulletin boards (BBS)
 - 7.3.2. News servers and clients
 - 7.3.3. Unsubscribing and subscribing
 - 7.3.3.1. Mailing list addresses
 - 7.4. Using internet relay chat (IRC)
 - 7.4.1. Available software (required)
 - 7.4.2. Connecting to an IRC client and server
 - 7.4.3. Using channels for special interest groups
 - 7.4.4. Using commands
- 8. Internet Security
 - 8.1. Secret passwords
 - 8.1.1. Changing your password
 - 8.1.2. Credit card protection
 - 8.2. Virus infection
 - 8.3. Theft or loss due to crime, electronic break-ins
 - 8.4. Privacy issues
 - 8.4.1. Collection and use of data about individuals
 - 8.4.2. Ethics
 - 8.4.3. Laws to protect use of mailing lists
 - 8.5. Licensing agreements
 - 8.6. Copyright laws
 - 8.6.1. Privacy issues
 - 8.7. Managing the Internet
 - 8.7.1. Freedom of speech
 - 8.7.2. Censorship
- 9. The Future of the Internet
 - 9.1. The wireless revolution
 - 9.2. The future of advertising
 - 9.3. Effects on the global economy
 - 9.4. The Internet and distance learning

APPROPRIATE READINGS

Readings of appropriate reading level may include, but are not limited to materials such as a textbook, supplemental reading assignments, industry-related periodicals or magazines, manuals, videos, television programs about the Internet, on-line help, articles posted on the Internet, and information from Web sites, on-line libraries and databases.

WRITING ASSIGNMENTS

Writing assignments may include, but are not limited to compiling a report based upon topics found about the Internet, providing written answers to assigned questions related to the Internet, composing documents from information found by searching Internet databases, composing electronic mail messages, outlining procedures, taking notes, maintaining a notebook/portfolio of class assignments and projects, or completing projects that may use word processing.

APPROPRIATE OUTSIDE ASSIGNMENTS

Outside assignments may include, but are not limited to reading, studying and researching material related to class from a variety of resources, preparing written assignments, attending user groups, accessing the Internet from a public library, and completing assigned projects alone or with a group.

APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

Assignments which demonstrate critical thinking may include, but are not limited to analyzing and evaluating (both written and oral) readings and/or classroom material, class discussions of readings, lectures, searches, ideas, ethics, observations, practical experience, analyzing problems and determining which Internet tools or resources can be used to solve them, understanding the capabilities and limitations of the Internet and hardware running it, evaluating a set of criteria, planning and integrating several Internet tools to solve a problem.

EVALUATION

Evaluation methods may include, but are not limited to performance in a variety of activities and assignments, such as completing a research project individually or in a group, hands-on projects, demonstration of use of the Internet, quizzes, class participation, written and practical tests, attendance and punctuality.

Upon successful completion of each individual course a Certificate of Course Completion will be issued. Upon successful completion of all courses included in the program a Certificate of Program Completion will be issued.

METHOD OF INSTRUCTION

Methods of instruction, as determined by each instructor, may include, but are not limited to lectures, discussion, hands-on demonstrations, computer-assisted instruction, laboratory assignments. Other unique instructional strategies such as field trips and computer access may be utilized. This course, or sections of this course, may be offered through distance education.

TEXTS AND SUPPLIES

Appropriate texts such as:

- Success with Internet*, Wyatt, Allen, International Thompson Publishing, Inc., and Boyd & Fraser publishing company, latest edition
- Learning to Use the Internet; an Introduction with Examples and Exercises*, Ackermann, Ernest, Franklin, Beedle & Associates, Inc. publishing company, latest edition
- New Perspectives on the Internet*, Gary Schneider, Jessica Evans, latest edition

Texts used must be current and relevant to the software used. Teacher designed materials should be of appropriate reading level.

PREPARED BY Joan Wells DATE August 15, 1996
REVISED BY Sharian Lott DATE February 22, 2007
REVISED BY Instructional Services/SLO's Added DATE June 1, 2011

Instructors must meet all requirements stated in Policy 3100 (Student Rights, Responsibilities and Administrative Due Process), and the Attendance Policy set forth in the Continuing Education Catalog.

REFERENCES:

- San Diego Community College District Policy 3100
- California Community Colleges, Title 5, Section 55002
- Continuing Education Catalog