

WEB ACCESS: To log on to WebAccess, go to <https://smccd.mrooms.net> and type in your student G-number and your 6-digit birth date as the password. Send me an email if you have trouble opening it, or any of the information on the WebAccess course web site.

BUSINESS BUSW 530 - OLH Introduction to Internet Competency CRN: 91715

INSTRUCTOR: TERRY L KISTLER email:kistler@smccd.edu

October 20 through December 19

Discovering THE INTERNET Fourth Edition

ISBN- 9781111577650

Grade Based On:

Participation / Checking In

Homework

Final / Test

Welcome Students to Internet Competency Skills

- In the beginning of the class we will be learning about the Internet: Its history; structure; features and its future. We will use the Internet tools to use the Internet for educational and business research. Some of these skills are already known to you.
- Later we will study the proper ways to qualify, phrase and refine questions. You will learn how to critical evaluate your research sources and be able to evaluate and cite references. You will study about doing business on the Internet. Finally we will study the economic, societal, ethical and legal issues of accessing and using material from the Internet. These skills will be invaluable in your education and your life during and after college.
- The textbook is using Internet Explorer version 8, but you can use any browser you want.

HOMework is at the end of the each Chapter - I want you to: 1 - Do the "**Test Your Knowledge**" questions. These are 10 questions **True/False** and 10 **Multiple Choice** questions (just give me the numbers and the answers). 2 - In a short paragraph in your own words, write a summarization of the "**Chapter Review**". Turn this homework in ASAP after you finish each Chapter.

Also at the end of the Chapter I suggest you re-read the "**Terms to Know**" and review any term you have questions on - These jargon words are very important for testing your competency and will possibly come up when being interviewed for almost any type of job. I also suggest you read only the "**Exercises**" at the end of the chapters for added thoughts and insights into your understanding of the Chapter.

FINAL will be 12 short essay questions. There are "**Objectives**" on the first page of each Chapter. I want you to answer with a short paragraph these specific "**Objectives**" questions. Chapter 1 - 1,2,3,4 Chapter 2 - 1,2,7 Chapter 3 - 1,6 Chapter 4 - 1,2,5. Again this will be 12 paragraphs.

Class meets Tues & Thur	Reading & Study Assignment	(Only this to be handed in) HOMEWORK	ASSIGNMENT EMPHASIS
WEEK 1	Chapter 1. Into the Internet Read Preface - 36	Chapter 1	Defining the Internet The Beginnings of the Web
WEEK 2	Chapter 2. Browsing the Web Read 37 - 75	Review Reading	Web Sites RSS Feeds
WEEK 3	Chapter 2. Browsing the Web Read 76 - 109	Chapter 2	Saving a Web Page Image Web: Risks and Safeguards
WEEK 4	Chapter 3. Searching the Web Read 110 - 140	Review Reading	The Search Process Evaluating the Credibility
WEEK 5	Chapter 3. Searching the Web Read 141 - 168	Chapter 3	Research Explorer Bar Research Alternatives
WEEK 6	Chapter 4. Communicating Online Read 169 - 200	Review Reading	E-Mail Systems Managing Messages
WEEK 7	Chapter 4. Communicating Online Read 201 - 247	Chapter 4	Blogging and Microblogging Social Networking
WEEK 8	Library & Citing Research		CSM, San Mateo & Berkley Library and Resources
WEEK 9	Review Book & Final Prep. Work on Homework	Final & all homework due	

Student Learning Objectives (SLO):

SKILLS: As a result of textbook or class exercises, students will be able to: 1. Log on to the Internet and utilize Internet tools to competently navigate the Internet for research 2. Explain the history, structure, features and future of the Internet. 3. Determine the extent of information needed to gather information for educational and business purposes. 4. Describe the proper way to qualify, phrase and refine research questions. 5. Describe how to critically evaluate research sources. 6. Discuss how to do business on the Internet. 7. Identify the economic and social issues surrounding & using the Internet in the facets of contemporary life 8. Identify the ethics and legality of using material found on the Internet.

KNOWLEDGE: As a result of Internet Competency Skills students will be able to: Use the Internet for research, education and enhanced job skills.

VALUE: As a result of this class, students will be able to: 1. Explain the value of having Internet Competency Skills for seeking employment or promotions (i.e., meeting requirements listed in job applications; having an overview of how all applications interact which could improve a department's information exchange and productivity).

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