

**Computer Technology Department**  
**Business/Public Service Division**  
**GREENVILLE TECHNICAL COLLEGE**

**COURSE SYLLABUS**

**Course Title:** Internet Operations & Management

**Course Number:** IST 227

**Lecture hours per week:** 3.0

**Lab/Clinic Hours:**

**Semester credit hours:** 3.0

**Pre-requisite:** Placement into MAT 032 and placement into RDG 100

**Catalog course description:** This course covers the duties and responsibilities of an Internet Webmaster; appropriate hardware, software, and telecommunications technology; designing, implementing, and maintaining a website; and utilizing security mechanisms. Note: Course taught via College Online only.

**Purpose of the course:**

1. Learn about various IT job roles and career opportunities.
2. Use search engines to conduct basic and advanced web searches.
3. Learn about the risks associated with being connected to the internet.
4. Study the fundamental elements of project and program management.
5. Learn essential web page development skills.
6. Develop web pages using HTML/XHTML with a graphical user interface (GUI) authoring tool.
7. Use style sheets to format web pages.
8. Learn about e-commerce solutions and their relationship to web site development.

**Required text(s) or other materials:**

1. Internet Business Associate; version 2.0; Certification Partners; ISBN: 0742331318
2. Site Development Associate; version 2.0; Certification Partners; ISBN: 0742331342
3. NOTE: Students in traditional classes must access Blackboard for course-related information.  
Students in hybrid and online classes will access their online content through Blackboard.

<b>COLLEGE-WIDE STUDENT LEARNING OUTCOMES</b>
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1. Communication – Students will demonstrate the ability to use active reading and listening skills and to produce effective written and oral communication for varying audiences.
2. Information Technology and Technological Literacy – Students will demonstrate competency in using computer technology within a field of study.
3. Critical Thinking/Reasoning – Students will demonstrate the ability to apply the scientific method, mathematical processes, and research skills to analyze and solve problems/issues by using reflection and reasoning to justify conclusions.
4. Professional and Personal Responsibility – Students will demonstrate the ability to exhibit conduct, attitudes, and etiquette appropriate to the student's community and chosen career. Students will demonstrate the ability to manage time, to use effective interpersonal skills, and to display responsible behavior.
5. Diversity – Students will demonstrate the ability to recognize diversity and to demonstrate respectful conduct and attitudes toward all. Students will demonstrate the ability to explain how global issues impact life, work, and opportunities.

*Approved March 26, 2009*

<b>COMPUTER TECHNOLOGY - PROGRAM LEVEL STUDENT LEARNING OUTCOMES</b>
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1. Install computer and network hardware.
2. Install computer operating systems and application software.
3. Design, create and test computer programming solutions.
4. Demonstrate the ability to take initiative, assume responsibility, and work under pressure with minimum supervision by successfully completing "hands-on" computer assignments.
5. Analyze, troubleshoot, and correct computer related technical problems.

*Revised August 2012*

## IST 227 COURSE OUTCOMES

Students who successfully complete this course will have demonstrated the skills necessary to accomplish the following objectives with a minimum competency of 70 percent:

1. Identify Information Technology (IT) job roles and career opportunities.
2. Demonstrate proficiency in using web browsers and the configuration of preferences, security settings, control of cookies, and installing plug-ins and add-ons.
3. Identify software development tools, software licensing practices and patent issues.
4. Learn about modern Web 2.0 technologies such as wikis, blogging and podcasts.
5. Identify topics related to web security such as encryption, firewalls, malware and spyware.
6. Demonstrate the use of a graphical user interface (GUI) to develop to create and edit web pages.
7. Demonstrate the use of HTML/HTML to code web pages.
8. Learn to use tools to validate HTML/XHTML web pages.

*The objectives of the IST 227 course are intended to meet the CPT program level student learning outcomes.*

## IST 227 – MAIN TOPICS

### Internet Business Associate (IBA)

IBA Lesson 1  
IBA Lesson 2  
IBA Lesson 3  
IBA Lesson 4  
IBA Lesson 5  
IBA Lesson 6  
IBA Lesson 7  
IBA Lesson 8  
IBA Lesson 9  
IBA Lesson 10  
IBA Certification Practice Exam

### Site Development Associate (SDA)

SDA Lesson 1  
SDA Lesson 2  
SDA Lesson 3  
SDA Lesson 4  
SDA Lesson 5  
SDA Lesson 6  
SDA Lesson 7  
SDA Lesson 8  
SDA Lesson 9  
SDA Lesson 10  
SDA Certification Practice Exam



**NOTE: Students enrolled in the online class will have a Class Calendar/Outline to follow.**

**\*\*\*There will be homework assignments with each unit which WILL require lab time.**

**Tutoring is now available in the Business/Public Service Division Student Lab located on the Barton Campus in the Engineering Building (#103), Room 115. The hours for tutoring are posted in the lab (ET 115); no appointment is necessary. There are no fees required for this service.**

General Course Introduction and Syllabus Review

<b>IST 227 – EVALUATION AND GRADING INFORMATION</b>
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**GRADING POLICY**

**Fifty (50) percent** of the final grade will be based on the average of the unit assignments.

**Fifty (50) percent** of the final grade will be based on the highest grade for the practice exams.

**All assignments (i.e., labs, projects, research papers, etc.) for this course must be completed and submitted to the instructor by the due date established in order to receive credit for the assignment. Incomplete assignments or assignments not started by the due date will receive no credit.**

**Final letter grades will be issued as follows:**

A	=	90 - 100
B	=	80 - 89
C	=	70 - 79
D	=	60 - 69
F	=	0 - 59

**READ THIS SYLLABUS CAREFULLY**

You should read this syllabus carefully and ask your instructor about *any* aspects that you do not understand. The syllabus is an agreement between you and your instructor concerning course objectives, course content, grading, and other policies and procedures particular to this course. The above information is specific to the course. Three additional documents are provided as attachments and *are considered a part of this syllabus*:

Attachment 1:

Each instructor will provide a supplement to this syllabus. The supplement will include: a week-by-week plan of instruction based on the section in which you are enrolled; your instructor's name, office hours and/or office location; and your instructor's contact information and recommended best methods to contact your instructor.

Attachment 2:

The Department responsible for developing and teaching has policies and procedures in place to assure quality instruction for all students. These are attached as "Departmental Policies and Procedures."

Attachment 3:

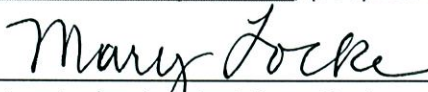
Please note that it is your responsibility to read the current Student Handbook included in Greenville Technical College's Catalog. (See website.) The Student Handbook addresses specific academic and student conduct policies and procedures. Excerpts from the Student Handbook representing the policies and procedures most often referred to in working with students are provided for your convenience as "Attachment 3."

Approved by:



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18 Dec 12  
Date

*This syllabus will remain in effect until revised or reviewed no later than August 2013.*