Computer Technology Department
Business/Public Service Division
GREENVILLE TECHNICAL COLLEGE

COURSE SYLLABUS

Course Title: Internet Operations & Management
Course Number: IST 227

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 following information is specific to the course. Three additional documents are provided as attachments and *are considered a part of this syllabus*:

Attachment I:

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: _____

Beau Sanders, Department Head, Computer Technology Department
beau.sanders@gvltec.edu, (864) 250-8314, Barton Campus, Building 103/311

Approved by: _____

Lenna C. Young, Ph.D., Vice President for Academic Affairs
for the Dean of Business/Public Service Division
Dean's Office: (864) 250-8196, Barton Campus, Engineering Technology Building 103/104

14 Aug 2013
Date

This syllabus will remain in effect until revised or reviewed no later than August 2014.

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

Prerequisites: Placement into MAT 032 and placement into RDG 100. Computer Technology students must obtain a minimum grade of "C" in all CPT and IST courses.

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.

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) and 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.

COLLEGE-WIDE STUDENT LEARNING OUTCOMES

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.

Revised December 31, 2012

COMPUTER TECHNOLOGY PROGRAM LEVEL STUDENT LEARNING OUTCOMES

Upon successful completion of the Computer Technology Degree students will be able to:

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 required to accomplish the following objectives with a minimum competence level 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.

PLAN OF INSTRUCTION:

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

The instructor reserves the right to modify the Plan of Instruction by changing the sequence of text material or testing content.

IST 227 – COURSE SPECIFIC REQUIREMENTS

Access codes are required to view the online content of this course. Access codes are provided by the instructor and the cost of the access codes is included in the price of the course textbooks. You will need to provide a receipt showing the purchase of the course textbooks from the college bookstore to

receive a free access code. If you purchase the textbook from a source other than the college bookstore the cost of the access code is not included and as a result your instructor will not provide you with a free access code.

IST 227 – EVALUATION AND GRADING INFORMATION

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

Business/Public Service Division – Assistant Dean Information

During the semester, if you have any issues that need to be addressed at an administrative level, the Business/Public Service has two assistant deans in addition to the Dean who will be glad to speak with you about your concerns. They are available via email, phone, or in their offices as provided below:

Elizabeth Mann, Assistant Dean, Business/Public Service for Teaching and Learning
elizabeth.mann@gvltec.edu, (864) 250-8491, Barton Campus, Criminal Justice Building 121/124

Mary Locke, Assistant Dean, Business/Public Service for Student Services
mary.locke@gvltec.edu, (864) 250-8629, Barton Campus, Engineering Technology Building 103/304