Name: Understanding and Using the Internet - ICS 125-01; Spring Semester, 2007  
Room: Midway Campus, Computer Classroom - Room 105  
Day/Time: Wednesday/6:00 – 9:20 PM

Instructor:

Ken Brumbaugh, Ph.D.; System Director for Identity Management & Directory Services, Office of the Chancellor, MnSCU; Background Information available on web at http://faculty.metrostate.edu/BRUMBAKE; Office hours: Available in classroom before and after each class meeting, and by personal appointments. Work and travel schedules require that you make appointments in advance - by contacting me directly via telephone (651) 201-1429, or via e-mail (ken.brumbaugh@metrostate.edu). Best available times are mornings (8-9 AM) or afternoons (4-5 PM). My MnSCU office is located in Wells Fargo Place at Wabasha and 7th Street in St. Paul – ITS Suite.

Department contacts:

ICS Department Chair: Dr. Jigang Liu, Associate Professor, (651) 793-1472, Email – jigang.liu@metrostate.edu; ICS Department Office can be reached at (651) 793-1471.  
Note: The ICS office is located on the New Main, L1 level at the St. Paul campus.

Text:


Additional class materials and exams will be provided via the Internet (details to be provided in class)

Web Links: (required usage)

Instructor/Publisher Managed Site: http://www.pageout.net/page_dyn/intro/welcome  
Note: This site will contain detailed weekly class topics and activities.

Note: Text often refers to this site.

Instructor’s Class Materials Site:  
http://faculty.metrostate.edu/BRUMBAKE/ics125web/  
Note: This site will contain all handouts, which students are expected to print and use.

Course Description: (published in University Catalog and available on-line)

This course covers the following topics: how the Internet works (at a beginning level), social implications of the Internet, and the practical aspects of electronic mail, list services, discussion boards, file transfer, file encoding and decoding, information browsing and searching, and the first generation of web design and implementation. This is a lab-based course, but previous exposure to the Internet is not required.
Note: This course cannot be used for meeting the major requirements of Computer Information Systems or Computer Science.

Pre-requisites:

Students should have university level presentation, verbal, and writing skills. No previous computer experience is assumed, but students must be willing to immediately learn and gain computer familiarity, particularly in regard to using the Internet. Experience with a computer, a word processor program, and computer utility software will be highly beneficial to students in the course.

General Learning Outcomes:

Upon successful completion of this course, each student should have:

- A knowledge of Internet terminology and how the Internet is changing the world.
- An operational knowledge of the logistics of connecting to, and using the Internet.
- An operational knowledge of how to best communicate over the Internet.
- An operational knowledge of how to effectively use Internet search engines.
- An operational knowledge of how to establish a presence on the Internet by creating Web pages and publishing them on the World Wide Web.
- An operational knowledge of how to begin using multimedia on the Internet.
- An understanding of how individuals and society need to plan for the future of the Internet.

Learning Disabilities:

Students requesting accommodations for disabilities must register with the Office for Disabilities and Special Services (651-793-1540) as early as possible. If you have a documented learning disability, or if you suspect you have one which may have an impact on your opportunity to succeed in this course, then please call the above office ASAP (so that you can explore possible ways to reasonably accommodate your learning style.) See http://www.metrostate.edu/studentaff/disability.html

Student Responsibilities:

- Each student is responsible for the pre-requisite knowledge (listed above and included in University Catalog
- Each student is responsible for having a University-assigned library ID card, NetDirect user account, and e-mail address prior to the start of the second class meeting.
- Each student must agree to, and abide by, the MnSCU/University computing and information Acceptable Use Policy and related procedures. See: http://www.mnscu.edu/board/policy/522.html (Metropolitan State University uses the MnSCU Acceptable Use Policy.)
- Each student is responsible for information in the syllabus and the text – including readings, assignments, computer activities, and class meeting discussions.
- Each student must complete all assignments in advance of due dates, and attend all class meetings; unless documented notification is provided in advance.
- Students may not miss either of the two major examinations.
Students are expected to actively participate in both class discussions and assigned computer activities during class time.

- Students are expected to submit all non-class written assignments electronically in word processed form.
- Students with any special learning needs must notify the appropriate personnel and offices in writing prior to the start of the course.
- During class, students must refrain from using computers for any non-class activities; such as checking personal e-mail, unassigned web browsing, and on-line chatting/messaging.

Instructor Responsibilities:

- The instructor will come prepared for all lectures and class activities. If the instructor is unable to attend a class meeting, every attempt will be made to find a substitute instructor. If no substitute can be found, student will be notified via e-mail and telephone (using telephone number on file in MnSCU information system) at least three hours prior to the class meeting.
- The instructor will return graded assignments within a reasonable time period.
- The instructor will answer telephone messages with a reasonable time period, unless absence is indicated on the answering machine.
- The instructor will be available for pre-arranged student meetings at student requests.

Grading Policies:

<table>
<thead>
<tr>
<th>Item</th>
<th>% of Final Grade</th>
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</thead>
<tbody>
<tr>
<td>Weekly Required Assignments</td>
<td>30%</td>
</tr>
<tr>
<td>Major Exams</td>
<td>20%</td>
</tr>
<tr>
<td>Attendance/Participation in Class</td>
<td>25%</td>
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<tr>
<td>Other Activities and/or Project Work</td>
<td>25%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Quality of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>Average/Adequate</td>
</tr>
<tr>
<td>D</td>
<td>Partially Adequate (but below competence level)</td>
</tr>
<tr>
<td>F</td>
<td>Unworthy of Credit</td>
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</table>

- Students must complete and submit all requirements prior to the start of the final class meeting - in order to obtain a letter grade. Students not meeting requirements on time will be given an incomplete, if prior, written permission was obtained; otherwise, students will be graded upon the work submitted. (Note: University requirements are such that all grades must be submitted within 72 hours of the final class meeting.)

- Cheating and/or plagiarism will not be condoned. Harsh consequences can result!

- Students desiring to appeal their grade are expected to consult with instructor first; and then if necessary, follow documented University policies and procedures.
Class Cancellation or Schedule Changes:

If the University closes the campus and cancels classes, announcements of such will usually be posted on the web http://www.metrostate.edu/ and provided to the WCCO 830 (AM) radio station. If such cancellations do occur, appropriate schedule changes in the topics may be necessary.

Learning Resources Available:

- Information regarding availability of computer resources is published on the University web site - http://www.metrostate.edu/it/studentsupport.html
- A wide variety of student support services and opportunities (including access to tutors and writing assistants) are available to each student. Many of these are listed on the University web site – under Current Students - http://www.metrostate.edu/currentstudent.html

Class Session (General):

<table>
<thead>
<tr>
<th>Topic</th>
<th>Approximate Time</th>
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</thead>
<tbody>
<tr>
<td>Q/A &amp; Discussion of Previous Assignments</td>
<td>20 minutes (10%)</td>
</tr>
<tr>
<td>Lecture (Part One)</td>
<td>40 minutes (20%)</td>
</tr>
<tr>
<td>Computer &amp; Internet Skills Development (Hands-On)</td>
<td>40 minutes (20%)</td>
</tr>
<tr>
<td>Break</td>
<td>20 minutes (10%)</td>
</tr>
<tr>
<td>Lecture (Part Two)</td>
<td>40 minutes (20%)</td>
</tr>
<tr>
<td>Spotlight Discussions and related Internet Activities</td>
<td>40 minutes (20%)</td>
</tr>
</tbody>
</table>

Accessing Prior Competence:

Any student, who believes that they already have possess the knowledge and skills that would come from successfully completing this course, (and who still want to register for it) must follow specific procedures – for registering for ‘prior competence’. Students seeking prior competence will need to take a diagnostic test, have it evaluated by the instructor, participate in an interview, and complete additional readings, projects and written assignments. Changing the course to a ‘prior’ requires the student to be proactive, and complete a form, have his/her adviser approve it, and re-register for the course.

(End of Syllabus)