

PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

ORIENTATION TO ONLINE LEARNING
WEB 1000

Class Hours: 0.0

Credit Hours: 1.0

Laboratory Hours: 3.0

**Date Revised: Spring
01**

Note: This course is designed for transfer credit.

Catalog Course Description:

This course is designed for students interested in enrolling in web-based courses but who lack the necessary Internet skills. Features, commands, and capabilities of Internet browsers, email, and file compression software will be covered, as well as utility operations to download, install, and execute files; file transfer protocols; downloading and installing plugins; attaching and opening attachments; using WebCT for course management; and basic MS Windows and Mac OS utilities.

Entry Level Standards:

Must be able to read and write at the college level.

Prerequisites:

None

Corequisites:

None

Textbook(s) and Other Reference Materials Basic to the Course:

To be determined

I. Week/Unit/Topic Basis:

Week	Topic
1	Email: composing, sending, replying, forwarding, and moving messages; attaching and extracting files from messages; using the address book, etc.
1 (cont.)	Software Utilities: Personal computer concepts and Microsoft Windows/Mac OS applications-- preparing disks, copying files, moving files, renaming files, directory structure. File compression software: compressing/zipping files, unzipping files, etc. File transfer protocol.
1 (cont.)	Internet Browsers: using the browser's toolbar and pull-down menus; browsing the Web; printing and saving Web pages; using the Web search feature; copying a Web page or image, using favorites and bookmarks.

- 2 Downloading, installing, and executing files from the Web; downloading and installing plugins; using WebCT features (chat rooms, bulletin board, quiz, email, netiquette); virus protection software (using and updating).

2 (cont.) Final Exam--Online Skills Assessment Test.

II. Course Objectives*:

- A. Demonstrate basic fundamentals of Microsoft Windows/Mac OS and personal computer concepts. I, II
- B. Use Internet browser features. I, II
- C. Understand email and its features. I, II
- D. Manipulate compressed files using file compression software. I, II
- E. Download, install, and execute files and plugins. I, II
- F. Use WebCT and its features of bulletin board, chat, and email. I, II

*Roman numerals after course objectives reference goals of the Communications Graphics Technology program.

III. Instructional Processes*:

Students will:

- 1. Use technology to promote the objectives of this course; specifically, the Windows operating system, the Internet, email, and file utility applications. *Technological Literacy Outcome, Information Literacy Outcome*
- 2. Critique work of classmates based on principles learned in class. *Communication Outcome, Active Learning Strategy*
- 3. Use WebCT course management software for bulletin board, chat, email, and course information source. *Communication Outcome, Problem Solving and Decision Making Outcome, Numerical Literacy Outcome, Technological Literacy Outcome, Transitional Strategy*
- 4. Internalize the work ethic by regularly attending class, being punctual, being dependable and acting in a professional manner while in class. *Personal Development Outcome, Transitional Strategy*

*Strategies and outcomes listed after instructional processes reference Mississippi State's goals for strengthening general education knowledge and skills, connecting coursework to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

IV. Expectations for Student Performance*:

Upon successful completion of this course, the student should be able to:

- 1. Format and backup disks. A
- 2. Identify and utilize the Windows Explorer and My Computer. A
- 3. Copy, delete, and move files. A

4. Identify the objects on the Microsoft Windows/Mac OS desktop. A
5. Perform the basic mouse operations: point, click, right-click, drag, and right-drag. A
6. Open, maximize, minimize, restore, and close a Windows/Mac OS window. A
7. Understand keyboard shortcut notation. A
8. Browse the Web and print and save Web pages. B
9. Download files from the Web and install them. B
10. Download plugins from the Web. E
11. Learn to use online bulletin boards and chat rooms. B
12. Compose and send email messages. C
13. Reply, forward, and move email messages. C
14. Attach files to email messages. C
15. Extract files from email messages. C
16. Use the address book in email. C
17. Zip and unzip files using file compression software. D
18. Download a computer application from the Web. E
19. Install a downloaded computer application. E
20. Run a downloaded computer application. E
21. Install a downloaded plugin and use it. E
22. Copy text from browser and save to a file locally. B
23. Copy an image from the Web and save to a file locally. B
24. Use the search engines available through browsers to do Internet searches. B
25. Use Web CT bulletin board feature. F
26. Work with multiple document windows. A
27. Use WebCT chat feature. F
28. Use WebCT quiz feature. F
29. Use WebCT email feature. F
30. Use WebCT to deliver course content. F

*Letters after performance expectations reference the course objectives listed above.

V. Evaluation:

A. Testing Procedures: 30% of grade

A comprehensive final exam will be administered at the end of the course.

B. Laboratory Expectations: 70% of grade

Daily tutorials will be administered to monitor progress of skills.

C. Field Work:

None

D. Other Evaluation Methods:

Class participation, group work, and homework will also comprise the final grade for the course. Each instructor must provide full details via a syllabus supplement.

E. Grading Scale:

This course is graded on a pass/fail basis.

VI. Policies:

A. Attendance Policy:

Pellissippi State Technical Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course.

B. Academic Dishonesty:

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular Pellissippi State procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination or to assign an F in the course.

C. Other Policies:

Students must have a valid PSTCC ID to be presented on demand to gain access to PSTCC facilities.