COURSE: IST 227
EFFECTIVE DATE: JANUARY, 2002
NEXT REVIEW DATE: JANUARY, 2003

TITLE: INTERNET OPERATIONS AND MANAGEMENT
CREDITS: 3

CLASS - LAB - TOTAL: 3 0 3

PREREQUISITES: IST 226 with a “C” or better.

DESCRIPTION: This course covers the duties/responsibilities of an Intranet Webmaster, appropriate hardware, software and telecommunications technology, designing implementing and maintaining a web site, and utilizing security mechanisms.

TEXTBOOK(S) OR ALTERNATIVE:

COLLATERAL READING:

MATERIALS (specifying those to be purchased by student):

CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):

Attendance:
The student will be dropped after missing 20% of the scheduled class sessions. Absences will be excused only in emergencies and must be documented. In the event that the student misses more than the allowable absences, the Instructor, who will complete a withdrawal form, with a grade of “F”, will drop the Student. If the student wishes to withdraw from the class, the student must complete a withdrawal form which can be found in the Student Development Office of the College. The student will receive a grade of “W” if the work completed to date is acceptable; a grade of “WF” will be assigned if the work is unacceptable.

Tardy Policy:
Realizing that regular attendance in classes is a contributing factor toward academic success, it is also important that students arrive promptly for classes. Arriving late for a class not only disrupts a class in progress but interrupts the learning process. A student is considered tardy if not present for roll call which is taken at the beginning of the period. Three tardies will constitute one full absence.

Statement On Written Assignments:
The instructor reserves the right to refuse any paper which is messy or unreadable or appears to be copied. Incorrect grammar and spelling errors will be noted. Papers will be graded on the basis of content, organization, grammar, spelling, and neatness. Papers containing any plagiarized material will result in a grade of “F”. (Division of Arts and Sciences)
Class Policy:

Students exchanging test or project information and students copying another’s work will receive an “F” for the project/test.

Classroom Etiquette:

An integral part of an education is developing a sense of integrity and responsibility not only toward ourselves but to others. In the classroom, as on the job or in your home, exhibiting appropriate behavior reflects on your maturity. Arriving late to class, being unprepared, inappropriate talking while class is in session, etc. negatively reflect on you and your fellow students. Please be considerate.

RESOURCES (A-V, persons, tools/equipment):
1. Audio Visual Aides
2. Computer Systems

COURSE TOPICAL OUTLINE: (List topics and sub-topics of course) and Calendar or approximate length of time devoted to topic.

TENTATIVE CLASS TOPICS

All projects and tests will be assigned during the semester. Each project will be given a due date. Any project turned in after the assigned date will have a deduction of 3 points for each day late (not including weekends).

IMPORTANT

All students will be explained the licensing agreement stating that the software used in this course does not belong to them or to the college and that any attempt to copy, change, or modify this software in any way by any means is a violation of law.
COLLEGE-WIDE STUDENT COMPETENCY:
The student will be able to identify and use sources of information by utilizing information processing skills compatible with job demands in a computer-literate society.

OBJECTIVES OF COURSE:  The student will demonstrate knowledge of the following concepts:

INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES:
Lecture
Demonstration
Handouts
Assignments

EVALUATIVE METHODS TO APPRAISE OBJECTIVES:

GRADING SCALE:
A = 93 - 100
B = 85 - 92
C = 78 - 84
D = 70 - 77
F = Below 70

Instructor Expectations:

- Student must read the material prior to class
- Turn in all assignments on a timely basis
- Present all work in a professional manner
- Attentive to class lectures
- Student must be inquisitive