NORTHEASTERN TECHNICAL COLLEGE
COURSE OUTLINE

<table>
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<tr>
<th>COURSE:</th>
<th>PREFIX NO:</th>
<th>EFFECTIVE DATE</th>
<th>NEXT REVIEW DATE</th>
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<tr>
<td>IST 228</td>
<td>Fall 2005</td>
<td>Fall 2006</td>
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<table>
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<tr>
<th>TITLE:</th>
<th>CREDITS</th>
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<td>INTRANET OPERATIONS AND MANAGEMENT</td>
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| PREREQUISITES: | IST 226 with a grade of “C” or better |

DESCRIPTION: This course covers the duties and responsibilities of an Intranet WebMaster, selecting appropriate hardware, software and telecommunications technology, designing, implementing and maintaining an Intranet site. Describing issues relating to interconnection of Internet to an Intranet, and utilizing security mechanisms.

This is an introductory course in the design of Intranet-based web pages, in particular, web-based applications designed for “in-house” corporate distribution of information to authorized employees. JavaScript and Java will be used for the creation of sample websites. Terminology associated with web page design, language syntax, and good planning/design theory are presented.


COLLATERAL READING:

MATERIALS (specifying those to be purchased by student):
Backup Diskettes (for storing projects)

CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):
Academic Dishonesty:
During either a test or lab project, anyone caught exchanging information or copying someone else’s work will receive a grade of “F” for the project or test.

Attendance:
The student will be dropped with a grade of “F” if the student misses more than 20% of class meetings: 6 absences are allowed for Tuesday/Thursday DAY sessions; 9 absences are allowed for Monday/ Wednesday/Friday DAY sessions; and 3 absences are allowed for Evening sessions.

NOTE: Summer students may miss no more than 2 absences at night or 8 during the day.

In the event that the student misses more than the allowable absences, the Student will be dropped by the Instructor, who will complete a Withdrawal form, with a grade of “F”. 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:
The Student will be marked as Tardy when arriving after the class roll has been called. Three (3) tardies will constitute one absence.

Statement On Written Assignments:
All documentation MUST be typed using either Microsoft Word, WordPerfect, or WordPad. The instructor reserves the right to refuse any paper which is messy or unreadable or appears to be copied/plagiarized. 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” on the paper.

Class Policy:
There is to be no food or beverages in the computer lab at any time. All work diskettes remain the property of the College and must remain in the lab. No outside storage media, including jump drives, are to be brought into the lab without prior approval from the instructor.

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.

Disabilities Statement:
Students with disabilities are encouraged to contact the Vice President for Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Vice President for Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See College Catalog).

Student ID Statement:
It is mandatory that every student wear his or her student ID at all times when on the Cheraw campus.

During the first week of classes, the instructor will issue a reminder to wear the ID. This reminder is a warning. After the first week of classes, instructors are required to dismiss students without ID from class. The student may get his/her ID (or a new one
in Student Services for $3.00) and return to class before the midpoint of the class. If the student cannot get an ID and return to class by the midpoint, the instructor will record the absence.

**IMPORTANT:**

It is a crime to make copies of the software used in this course. Any occurrence of software duplication will be reported to the Vice President for Student Services.

Please review the “Student Access and Usage” statement posted in both computer labs and discuss any concerns you may have with your instructor.

**RESOURCES (A-V, persons, tools/equipment):**

AOL Instant Messenger will be our platform for online chats/discussions, or if you need assistance in “real-time”. The Instructor will provide the Student with a schedule indicating times that he will be available for “real-time” assistance.

If you do NOT have AOL Instant Messenger (or AOL), you can download a **FREE** copy by going to the AOL AIM website.

Each unit has a PowerPoint presentation that you are encouraged to view. If you do not have MS PowerPoint on your machine, you may need to download a **FREE** PowerPoint Viewer program from Microsoft’s website.

To access this feature visit Microsoft. From this website, select **DOWNLOADS**, and when prompted for the KEYWORDS to search on, key the word **PowerPoint** and click **GO**. You should see the PowerPoint Viewer in the list of results. Please click on this item and follow the screen directions (Note: If you are using Windows 98 SE, there are different installation instructions).

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

Handouts will be used during the semester.

**NOTE:** It is the responsibility of the Student to make arrangements to make up any work missed due to an absence.

**OBJECTIVES OF COURSE:**

Upon successful completion of this course, the student should be competent to demonstrate the use of the following problem-solving tools and techniques:

1. Knowledge of Intranet terminology
2. Knowledge of JavaScript and Java Syntax
3. Understanding of JavaScript and Java Programming Concepts and Practices


5. Upload web page applications written using the JavaScript and Java languages.

INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES:
Lectures
Tests
Projects

EVALUATIVE METHODS TO APPRAISE OBJECTIVES:
Part 1: Textbook:
Tests will be given on the textbook material and handouts given in class. These tests will be primarily objective with some short problems depending on the materials being covered.

Part 2: Projects:
In order to fully comprehend the subject matter, a variety of “hands-on” projects will be assigned to cover most topics.

Each programming assignment will be the equivalent of a test grade. The assignments will be graded on quality, efficiency, and accuracy.

There will be no makeup tests given without prior approval and notification. A grade of “F” will be recorded for any test missed. All projects will be given a due date. Ten (10) points will be subtracted from the grade for late projects. No project will be accepted more than one (1) week later than assigned. This applies to day and evening students. A grade of “F” will be assigned the work if the time schedule is not met.

GRADING SCALE:
A = 100 - 93
B = 92 - 85
C = 84 - 78
D = 77 - 70
F = 69 AND BELOW

COLLEGE-WIDE STUDENT COMPETENCY:
Through testing and projects, the Student will be able to demonstrate the ability to identify and use sources of information by utilizing information processing skills compatible with job demands in a computer-literate society.
COMPUTER USER RESPONSIBILITIES

NETC Computers are for Educational Purposes Only

Software
Software is protected by copyright and licensed for use by NETC only. Software may not be removed, transferred, copied or modified.

Hardware
Computers are available for use only during scheduled or assigned hours. Student users have priority. Users may not abuse or alter any computer capabilities or settings.

Web Access
NETC provides access to the Internet for educational and research purposes. The College prohibits use of computer facilities for hacking accounts at NETC or any other location, games, chatting, personal e-mailing, downloading programs, changing settings, browsing offensive sites or transmitting illegal, unlawful or immoral information. NETC computers may not be used for personal gain or profit. Access to personal e-mail accounts without specific permission is prohibited due to e-mail delivery of viruses.

The NETC Computer Center monitors computer use with capabilities to track violations of computer user responsibilities. The College will impose disciplinary action for violations.