

**AUSTIN COMMUNITY COLLEGE  
CONTINUING EDUCATION**

**INTERNET BASIC**

(9 hours)

**ITNW 1007**

**COURSE SYLLABUS**

**Course Description:** Introduction to the Internet including E-mail, World Wide Web (WWW), and how to perform basic research to address company/business needs. Topics include accessing and navigating the Internet, covering concepts, terms, tools, and services such as Internet Service provider (ISP's), newsgroups, and chat rooms. Learn how to browse and search the Internet successfully using popular browsers and search tools. Prerequisites: Fundamentals of PC Use, including Orientation to Windows, or equivalent experience.

**Objectives:** Every student will be able to:

- Discuss what the Internet is
- Discuss the history of the Internet
- Identify resources available on the Internet
- Define e-mail, newsgroups, chats, and web
- Discuss Netiquette
- Describe different ways to access the Internet
- Browse the Web
- Perform searches using Internet search tools
- Save and download from the Internet
- Discuss how to protect the computer from viruses

**Rationale:** The Internet is increasingly used in all the businesses and organizations. This course will enable students to understand and use the Internet efficiently at home and work.

**Required Material:** None

**Type of Course:** Short Course

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**Evaluation:** Students will be evaluated on their competency in performing a variety of hands-on exercises throughout the course. In order to grant CEU credit for a course the students must be able to complete assessment exercises for each part of the course given by the instructor. The instructor will validate each participant's achievement of the course objectives by signing and awarding individual certificates of completion.

**Course Outline:**

- I. Internet and its history (1 hour)
  - A. Defining and describing the Internet
  - B. Brief history
  - C. Discussing the future of the Internet
  
- II. Internet Resources (2 hours)
  - A. Email
    - 1. Parts of email
    - 2. Email software
    - 3. Web-based email
    - 4. Email address
    - 5. Listservs
  - B. Newsgroups
    - 1. Newsgroups names
    - 2. Newsgroups readers
  - C. Chat rooms
  - D. Conferencing
  - E. Games
  - F. File transfer protocol
  - G. Telnet
  - H. Gopher
  - I. World Wide Web

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- III. Netiquette (½ hour)
  - A. Behavior on the Internet
  - B. Flame and Spam
  - C. Safety
  
- IV. Accessing the Internet (1 hour)
  - A. Types of access
  - B. Online services
  - C. Internet services providers
  - D. How and where to look for the service
  
- V. Browsing the Web (2 hours)
  - A. Hypertext and hyperlinks
  - B. Using browsers
  - C. Uniform resource locator
  - D. Following links
  - E. Returning to the home page
  - F. Changing the home page
  - G. Favorites and Bookmarks
  - H. Cookies
  
- VI. Searching the Net ( 2 hours)
  - A. Search techniques
  - B. Boolean phrases
  - C. Search tools
    - 1. Indexes
    - 2. Directories
  - D. Examples of search tools
  - E. Saving and downloading

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- VII. Protecting the computer (½ hour)
- A. Viruses
  - B. Virus protection software
  - C. Updating the software
  - D. Scanning files

**Student Assessment Checklist:**

At the completion of the course each student will be able to:

1. Discuss what the Internet is
2. Discuss the history of the Internet
3. Identify resources available on the Internet
4. Define e-mail, newsgroups, chats, and web
5. Discuss Netiquette
6. Describe different ways to access the Internet
7. Browse the Web
8. Perform searches using Internet search tools
9. Save and download from the Internet
10. Discuss how to protect the computer from viruses