

Bergen Community College
School of Business, Social Sciences and Public Service
Course Syllabus
Information Technology

Internet Research and Data Handling

Course Title:

INF-161 Internet Research and Data Handling

Credits/Hours: 1 credit, 2 hour lab.

Course Description :

INF-161 Internet Research and Data Handling provides an in-depth view of the Internet and is designed to meet both professional and personal research needs. Topics include advanced searching strategies and techniques, data mining, information integrity and intellectual property, FTP sites, downloads, file types and their integration into applications, and connectivity issues.

Textbooks and Supplies:

ISBN: 978-0-321-42467-9 – Web 101 – 3rd Edition – By Wendy G. Lehnert, Richard L. Kopec

Course Objectives:

1. To gain internet literacy and command the Internet at the end-user level for both professional and personal use.
2. To be able to navigate the Internet using the leading well known browsers.
3. To understand intellectual property law associated with the Internet, gain insight to determining the integrity of source, and apply ethical behavior while engaged in Internet activities.
4. To develop a successful search strategy to find information on demand.
5. To search the World Wide Web (WWW) using the features of popular search engines.
6. To examine file types and download capabilities associated with the internet.
7. To understand both cultural and ethical aspects associated with the Internet.

Grading Procedures:

Examinations: 50%

Laboratory Assignments: 40%

Attendance 10%

Core Competencies:

Communication – Students will prepare written & electronic communications throughout the semester. All electronic communications, written assignments, and examination answers must be prepared in full sentence format. Use of sentence fragments poor grammatical structure and Chat-speak within e-mail communications will result in point loss.

Critical Thinking – Students will engage in search strategies and effective ways to navigate and search the Internet. In addition, students will learn to assess the integrity of information that they find

Quantitative Reasoning – Students will be required to understand the quantitative issues related with the Internet; e.g., calculations associated with data transmission speeds.

Technological and Information Literacy – As information and computer technology is the content of the course, the students will devote considerable effort to commanding the Internet at both the

professional and personal level. Upon course completion, students will be able to use this tool as an effective means of securing accurate information working with files, communicating, and transacting their financial/business affairs.

Interpersonal Skills - Students will demonstrate an ability to maintain personal and professional relationships, engage in meaningful teamwork, and resolve conflicts.

Applied Knowledge – Students will incorporate the Internet skills learned into other college courses and life in general.

Testing:

Students **are required** to take examinations on the day and time they are scheduled. If special circumstances require a test schedule adjustment, this must be **worked out in advance** with the instructor. If a student misses an exam (except for prearranged circumstances with the instructor) a zero grade will be assigned.

Laboratory Work:

Laboratory Assignments are hands-on productions that show the instructor that the student has mastered the Internet concept under study. It is important that the student attend all lab sessions. Lab assignments cannot be done any time other than when they are scheduled.

Homework:

In addition to any homework assignment given during class, it is a standing assignment that the student read each chapter of the book prior to the next class meeting. Regarding laboratory assignments, unfinished work must be completed during free time; the student cannot expect to pick up where he/she left off during the prior session when entering the next scheduled lab.

Policies:

Attendance: You are expected to attend all classes. Frequent or numerous absences will have an adverse effect on your learning, and will have an adverse effect upon your grade. If you are absent, you should communicate with the instructor as soon as possible by e-mail. The instructors' e-mail address is provided on the course outline.

Lateness: The roll will be taken at the beginning of class. If the student is not in attendance at that time, he/she will be carried in the roll book as being absent unless the instructor is notified immediately after class. Attendance sheets cannot be adjusted at following class meetings.

Participation: All students are expected to participate in class discussions. The content expressed in a students' participation will not be graded, so all students are expected to be involved class discussions or question and answer periods. The degree of a students' participation is an aspect that will be considered in the overall grading.

The student must adhere to all college policies. Due to the nature of this course, it is recommended that the student review the policy titled "*Acceptable Information Technology Use at Bergen Community College*".

The use of portable electronic devices such as pagers and cell phones is not permitted while class is in session. Please be sure to silence electronic devices before entering class.

The use of audio CD or tape players, radios, and college computers to play music during class is prohibited.

Cell phones are to be off during class.

In borderline cases that arise in almost every class each semester a student's attendance, class participation, attitude, and observed effort will be considered in helping to determine the student's final grade.