Course Description: This course will provide students with a general knowledge of the Internet and how it developed. Various methods of searching for information are learned and practiced. Additionally, class participants will learn the basics of Microsoft Outlook and Google.

Course Objectives:

⇒ To demonstrate a knowledge of the history of the Internet.
⇒ To foster an appreciation of the Internet and underscore its importance as an easy-to-use repository of information
⇒ To demonstrate the ability to use a variety of search engines to find information.
⇒ To evaluate information retrieved from Internet sources (Meets DCB General Education Goal #3).
⇒ To know the differences between websites, databases, virtual libraries, and other Internet "locations."
⇒ To develop an exercise-oriented approach that allows learning by doing
⇒ To encourage independent study

Instructor: Ms. Colette Schimetz
Office: Thatcher 211
Office Hours: TuTh 1:00pm-3:00pm
Phone: 701-228-5444   **Email:** colette.schimetz @dakotacollege.edu

Lecture/Lab Schedule: MWF 9:00am-9:50am / Thatcher Hall 212

Textbook(s): Internet Research-6th ed-Barker*Barker*Pinard-978-1-133-19038-7
Web 2.0 Concepts and Applications-Shelly*Frydenberg-ISBN:978-1-4390-4802-3
 USB Drive

Course Requirements: Instruction procedures include lecture, individual research, class discussion and participation, individual assistance and tests.

Grading Methods	Grading Scale
Objective Tests	A = 90%
Quizzes	B = 80%
Other projects	C = 70%
Final research project & presentation	D = 60%
	F=59%⇓

Grades will be calculated by dividing total points earned by total points available from assignments and tests.

Course Outline:

⇒ Searching the Internet Effectively
  o Tools
  o Methods of Searching
⇒ Constructing Complex Searches
  o Operators
  o Meta Search Engines
⇒ Finding Specialty Information
  o Subject Guides
  o Deep Web
  o Periodical Databases
  o Specialized Search Engine
⇒ Searching the Social Web
⇒ Web 2.0
⇒ Publishing Online
⇒ Syndicating Content
⇒ Organizing Information

Instructor: Mrs. Colette Schimetz

Office: Thatcher Hall 207

Office Hours: MWF 9:00 AM to 11:00 AM
TuTh 1:00 PM to 2:00 PM

Phone: 701-228-5444

Email: colette.schimetz@dakotacollege.edu

Lecture/Lab Schedule: M 8:00 AM to 8:50 AM
Thatcher Hall 212

Textbook(s): *Keyboarding and Word Processing, 19th Edition*, VanHuss, Forde, Woo, Robertson, South-Western Publishing. ISBN: 978-1-133-58894-8

Course Requirements: Students are required to complete all class activities. Attendance is required. More than three class absences will affect your grade. Exceptions may apply when students are excused because of school functions or if an emergency arises. Arrangements must be made with the instructor prior to class time. Excused absences will be handled on an individual basis.

⇒ Connecting People
⇒ Linking Data
⇒ Other topics as determined by class members' interests
⇒ Research Project and Presentation

Classroom Policies:

⇒ **Students are required to complete all class activities.**

⇒ Attendance is required. Quizzes and tests cannot be made-up. Exceptions may apply when students are excused because of a school function or if an emergency arises. Arrangements must be made with the instructor prior to class time. Excused absences will be handled on an individual basis.

⇒ Student must be in attendance on the day scheduled for the final exam. Failing to be present will result in an F on the final project.

⇒ Assignments are due at the designated time, even if you will be or were absent. Late assignments will not be accepted.

⇒ Bring your textbooks, electronic storage device, and writing tools each day to class

⇒ Bring a positive, cooperative attitude to class each day.

⇒ DO NOT BE LATE TO CLASS.....Tardiness will not be tolerated. It is disruptive to your peers and the discussions. If you attempt to enter the classroom after the door has been closed, you will be instructed to leave the room.

⇒ The instructor reserves the right to remove anyone causing disruptions or showing disrespect to others in the class. The first offense will result in expulsion from that class period. A second offense will result in the students' permanent removal from the class and a grade of F for the semester. Disruptions include:

⇒ Any use of cell phone or any other electronic device (tablets, net books, or laptop computers, I-pads, I-pods etc.) during class

⇒ Using the computer for gaming, chatting or activities other than the program required for class

⇒ The instructor reserves the right to interpret and declare what is considered disruptive or disrespectful behavior. Examples may include but are not limited to

⇒ Disruptive talking
⇒ Listening to music or sports utilizing an electronic device via ear buds
⇒ Watching videos during class

Grading and Evaluation Criteria:

Timed Writings (75%)
Speed Grade.
A= 45 and more wpm
B= 40-44
C= 39-35
D= 30-34

Exams (25%)

Tentative Course Outline:

Module 1: Alphabetic Keys

- Home Row, Space Bar, Enter, I:
- E, R, D, N
- Left Shift, H, T, Period
- Right Shift, C, O
- W, Comma, B, P
- G, Question Mark, X, U
- Q, M, V, Apostrophe
- Z, Y, Quotation Mark, Tab

Student Email Policy:

⇒ Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by Marketplus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

Academic Integrity:

⇒ Students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. (Student handbook p.19)

⇒ Students will receive no credit for work that fails to meet standards of academic integrity.

⇒ If a person participates in academic dishonesty more than once, the result will be an F for the course.

⇒ The use of templates or other pre-made layouts will result in an F for the assignment.

⇒ The instructor reserves the right to interpret and declare what is considered cheating on a case-by-case basis.

Relationship to Campus Theme: At first, nature and technology may seem to be opposites, but people by nature, are curious. This curiosity and quest for knowledge has led to the development of all technology. In turn this technology can be used to care for the Earth and therefore, improve the quality of life for all people.

Disabilities and Special Needs: If you have a disability for which you need accommodation, contact me within the first week of the semester. Learning Center disability support services are available also: phone 701-228-5477 or toll-free 1-888-918-5623.