

**STATE UNIVERSITY OF NEW YORK  
COLLEGE OF TECHNOLOGY  
CANTON, NEW YORK**



**MASTER SYLLABUS**

**CITA 103 - Introduction to World Wide Web**

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**CANINO SCHOOL OF ENGINEERING TECHNOLOGY  
DECISION SYSTEMS  
FALL 2018**

- A. **TITLE:** Introduction to World Wide Web
- B. **COURSE NUMBER:** CITA 103
- C. **CREDIT HOURS:** (Hours of Lecture, Laboratory, Recitation, Tutorial, Activity)

# Credit Hours: 1  
 # Lecture Hours: 2 per week  
 # Lab Hours: per week  
 Other: per week

Course Length: 7 Weeks

- D. **WRITING INTENSIVE COURSE:** No

- E. **GER CATEGORY:** None

- F. **SEMESTER(S) OFFERED:** Fall/Spring/Summer

G. **COURSE DESCRIPTION:** This course will introduce students to the World Wide Web (WWW) and Microsoft Outlook. This course will offer instructions on how to use Internet Explorer and Microsoft Outlook for searching information on the internet, send and receive email, maintain a contact list, keep a calendar, and schedule meetings and events.

- H. **PRE-REQUISITES/CO-REQUISITES:**

- a. Pre-requisite(s): none  
 b. Co-requisite(s): none  
 c. Pre- or co-requisite(s): none

- I. **STUDENT LEARNING OUTCOMES:**

By the end of this course, the student will be able to:

<b><u>Course Student Learning Outcome [SLO]</u></b>	<b><u>ISLO</u></b>
a. Perform relevant Internet search using Web Browsers	5
b. Develop a calendar of events with Microsoft Outlook Calendar	5
c. Create, send and receive e-mail with Web based software	1[W] 5
d. Develop a list of contacts with Microsoft Outlook Contacts	5
e. Discuss Internet network topologies and explain their use in network design	5
f. Be aware of security issues on the Internet and the Web	2[CA] 5

- J. **APPLIED LEARNING COMPONENT:** Yes X No \_\_\_\_\_

- Classroom/Lab

K. **TEXTS:** Schneider, Gary P., and Jessica Evans. *New Perspectives on the Internet: Comprehensive*. 9th Edition ed. Australia: Course Technology/Cengage Learning, 2010. Print. ISBN: 9781111529116.

- L. **REFERENCES:** As determined by the instructor.
- M. **EQUIPMENT:** Computer lab classroom
- N. **GRADING METHOD:** A-F
- O. **SUGGESTED MEASUREMENT CRITERIA/METHODS:**
- Exams
  - Quizzes
  - Participation
  - Classwork/Homework
- P. **DETAILED COURSE OUTLINE:**
- I. Literature Analysis
- A. Research Paper Basics
  - B. Using a Writing Style and Acknowledging Sources
  - C. Creating and Modifying Footnotes and Endnotes
  - D. Exploring Special Features
  - E. Reviewing a Document
  - F. Tracking Changes
  - G. Document Tracking
  - H. Online Document Collaboration
  - I. Using SkyDrive
  - J. Sharing and Collaborating on Documents
- II. Desktop Publishing and Graphic Design:
- A. Creating a Newsletter, Working with Graphics, and Linking Objects
  - B. Desktop Publishing
  - C. Constructing a Newsletter
  - D. Developing a Document Design
  - E. Decorative Text and Drawing Tools
  - F. Inserting Graphic Objects
  - G. Manipulating Graphic Objects
  - H. Object Linking and Embedding
  - I. Using OLE to Insert an Object
  - J. Updating a Linked Object
  - K. Selecting a Template from the Backstage View
  - L. Creating a Word Template
  - M. Using Building Blocks
  - N. Merging Documents
  - O. Using Navigational Tools

- III. Chapter Seven Document Automation: Forms, Macros, and Security
  - A. Creating an Electronic Form
  - B. Inserting Form Controls
  - C. Protecting a Form
  - D. Introduction to Macros
  - E. Creating a Macro
  - F. Running a Macro
  - G. Setting Passwords to Open a Document
  
- IV. Chapter Eight Word and the Internet: Web Page Creation and Enhancement, and Blogs
  - A. Web Page Creation
  - B. Customizing the Ribbon
  - C. Building and Publishing a Web Page
  - D. Creating a Blog Post
  - E. Presenting a Word Document Online
  
- Q. **LABORATORY OUTLINE:** N/A