COURSE OUTLINE
CITA 103 Introduction to World Wide Web

Prepared By: Tim Davey
A. **TITLE:** Introduction to World Wide Web

B. **COURSE NUMBER:** CITA103

C. **CREDIT HOURS:** 1

D. **WRITING INTENSIVE COURSE:** No

E. **COURSE LENGTH:** 7 weeks

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

G. **HOURS OF LECTURE, LABORATORY, RECITATION, TUTORIAL, ACTIVITY:** 2 lecture hours per week

H. **CATALOG 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.

I. **PRE-REQUISITES/CO-COURSES:** (List courses or indicate “none”)
   a. Pre-requisite(s): None
   b. Co-requisite(s): None

J. **GOALS (STUDENT LEARNING OUTCOMES):**
   By the end of this course, the student will be able to:

<table>
<thead>
<tr>
<th>Course Objective</th>
<th>Institutional SLO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Perform relevant Internet search using Web Browsers</td>
<td>SLO-2 Crit. Thinking SLO-3 Prof. Comp.</td>
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<tr>
<td>b) Develop a calendar of events with Microsoft Outlook Calendar</td>
<td>SLO-2 Crit. Thinking SLO-3 Prof. Comp.</td>
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<tr>
<td>c) Create, send and receive e-mail with Web based software</td>
<td>SLO-1 Comm. Skills SLO-3 Prof. Comp</td>
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<td>d) Develop a list of contacts with Microsoft Outlook Contacts</td>
<td>SLO-1 Comm. Skills SLO-3 Prof. Comp</td>
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<tr>
<td>e) Discuss Internet network topologies and explain their use in network design</td>
<td>SLO-1 Comm. Skills SLO-2 Crit. Skills SLO-3 Prof. Comp</td>
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<tr>
<td>f) Be aware of security issues on the Internet and the Web</td>
<td>SLO-2 Crit. Skills</td>
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K. **TEXTS:**
   ISBN: 9781111529116

L. **REFERENCES:**
   As determined by the instructor.

M. **EQUIPMENT:**
   Computers and Printers in the Campus Computer Lab or Home and an Internet Connection. LCD Projector or SmartBoard

N. **GRADING METHOD:** Indicate: A – F
O. **MEASUREMENT CRITERIA/METHODS:**
   - Exams
   - Quizzes
   - Classwork/Homework
   - Participation

P. **DETAILED COURSE OUTLINE:**

1. **Chapter 4 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

2. **Chapter Five 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

3. **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

4. **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