

<b>NUMBER AND NAME:</b>	<b>CM050A—INTRODUCTION TO THE INTERNET</b>
<b>TOTAL HOURS/UNITS:</b>	25 HOURS/1 UNIT
<b>PREREQUISITES:</b>	NONE
<b>TEXTS AND MATERIALS:</b>	No textbook is required Online search utilizing the Internet and e-Library One thumb drive (for saving graphics and Web pages)
<b>CLASS DESCRIPTION:</b>	This class includes creating a personal Web page and other aspects of the Internet. Students will become familiar with the Internet and the e-library as research tools for educational and business purposes.
<b>CLASS OBJECTIVES:</b>	The students will create simple Web pages using HTML (hypertext markup language) in Microsoft Word.
<b>METHODS OF INSTRUCTION:</b>	This is a structured lab class. Teachers work closely with students to complete all of the assignments. This detailed course outline is provided and should be used every day to help the student progress through the course effectively.
<b>CLASS ATTENDANCE:</b>	Students are required to maintain 80% attendance until all of the assignments are completed. When the assignments are completed and the Empire College Web page is approved by the instructor, the student will receive his or her grade.
<b>TESTING:</b>	There are no tests for this class.
<b>GRADING POLICY:</b>	This is a Pass/Fail class. All assignments must be completed to receive a Pass in this class.
<b>LATE WORK OR TESTING:</b>	There will be a 10% penalty for all late work and testing. If the work or test is not completed within the scheduled module, all assignments and/or test(s) must be resubmitted for grading.
<b>CHEATING:</b>	“Empire maintains a code of conduct for students that prohibits passing another student’s work as their own.” If students submit duplicate work, each student will be given an opportunity to erase and repeat all class assignments under the direct supervision of an instructor in a computer lab at Empire College. The school’s Code of Conduct and Cheating Policy will be enforced.

ANTICIPATED LEARNING  
OUTCOMES:

Upon completing this course, the student will be able to:

1. Utilize search engines and the e-library for researching topics related to study skills, test taking, financial aid, career development, and class assignments and projects.
2. Use HTML and Microsoft Word to create Web pages.
3. Create a personal Web page suitable for publication on the Internet.

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## ASSIGNMENT 1 — EMPIRE COLLEGE'S STUDENT SITE

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At your computer desktop, select Internet Explorer.

Scroll through the information on the browser's home page. Notice the features that are available. You will see options from the day's news and stock reports, to health and gardening.

Where to start? Let's visit the Empire College Web site. Click on the address bar to highlight it. Type *empirestudent.com* and press enter (**you do not need www**). Select **School of Business, Student Services, Program Class/Lists**. Choose your major and the class list for your course of study.

For this assignment, **PRINT A LIST OF CLASSES: to submit for grading. Attach the list to a completed assignment cover sheet and submit for grading.**

**Make sure you label your work so the grader can easily evaluate your assignments. Make sure that you fill out the Period, Room, Class, and Assignment Number portion of the assignment cover sheet before you submit your work for grading. If you have any questions, please ask an instructor to help you.**

Staple your completed assignment cover sheet to the printouts and submit for grading. Place your assignment in the Internet bin on the wall. Congratulations! Your first assignment is complete, and you are on your way to a new career!

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## ASSIGNMENT 2 — SEARCH ENGINES

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Now let's try an Internet search.

Some things to know: There are many companies whose business it is to organize the vast amount of data available on the Internet. Some of the names you may be familiar with are:

<i>Yahoo</i>	<i>Lycos</i>
<i>HotBot</i>	<i>Alta Vista</i>
<i>GoTo</i>	<i>Netscape</i>
<i>Ask Jeeves</i>	<i>Google</i>

Type a topic in the search box. Each search engine may provide you with different information.

Now, think of **three topics that interest you**. Choose any topic: a medical issue, a recipe, a company you've heard about, a sport, etc. **Print out only one page from each search. To print one page only: Click on *File, Print, choose 1 page*. From this point on, please print only one page unless the instructions state something different.**

**Make sure that you label your work so that the grader can easily evaluate your assignments. Attach the three printed topics to an assignment cover sheet; Make sure that you fill out the Period, Room, Class, and Assignment Number portion of the cover sheet before you submit your work for grading.**

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## ASSIGNMENT 3 — EMPLOYMENT INFORMATION

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The Internet is an excellent tool for your job search. Check out the information available at one or two of these sites. You might also search for a company you think would make a good employer.

[www.monster.com](http://www.monster.com)  
[www.pressdemocrat.com](http://www.pressdemocrat.com)

Print out a job listing for the type of job you would like when you complete your training at Empire College.

### Happy Surfing!

Search for employment in your career field

Medical

Legal

Office Administration

Accounting/Bookkeeping

Technology

Tourism—Hospitality and Wine Industry

**Make sure that you label your work so the grader can easily evaluate your assignments. Please mark the Period, Room, Class, and Assignment Number portion of the assignment cover sheet before you submit your work for grading.**

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## ASSIGNMENT 4 — STUDY SKILLS

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Go to <http://www.ucc.vt.edu/stdysk/stdyhlp.html> click on Study Skill Checklist, and print a copy as instructed. Complete the checklist, then print and read the information as suggested by your checklist results. Attach the completed checklist and all printouts to an assignment cover sheet. **Make sure that you label your work so that the grader can easily evaluate your assignments. Please mark the Period, Room, Class, and Assignment Number portion of the assignment cover sheet before you submit your work for grading.**

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## ASSIGNMENT 5 — TEST TAKING TIPS

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**Search for information on “test taking tips.”** Print two topics from two Web sites that you found interesting. One available site is <http://www.testtakingtips.com> Attach the two topics to an assignment cover sheet. **Please mark the Period, Room, Class, and Assignment Number portion of the assignment cover sheet before you submit your work for grading.**

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## ASSIGNMENT 6 — SAVING GRAPHICS TO YOUR DISK

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Now you are really going to have some fun. It's time to search for free graphics to use for your Web pages. Search for graphics on any topic of interest to you. Examples are computer graphics, cat graphics, butterfly graphics, medical graphics, Disney graphics, etc. Being specific will help you to find useful graphics faster! Practice by saving at least 5 graphics to your thumb drive. Try the site [www.google.com](http://www.google.com) and select the **Image** folder. Key a category in the image folder such as dogs, cats, cars, etc. that you would like and hit enter. Pages of images should be displayed. Scroll through the graphics and find ones that you would like to save. Information on saving is located on the next page.

### TO COPY A GRAPHIC TO YOUR E DRIVE

If you find a graphic (also known as a picture) that you would like to save, put in your thumb drive and copy the graphic to your drive.

**To copy a graphic to your drive:**

First move your cursor to the graphic and **right click** with your mouse. A pop-up menu will appear with several options. **Left click** *Save Picture As*.

**Make sure that your USB drive is in your computer. Click My Computer, Double click E: (your thumb drive).** Name the graphic or keep the name given and click on save. Watch as the graphic saves to your drive. Repeat this process for at least 5 graphics. **Have your instructor check to see that you have saved at least 5 graphics on your thumb drive. Have your instructor sign and date the attached check list (the last page of this syllabus) for this assignment.**

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### ASSIGNMENT 7 — TRAVEL ARRANGEMENTS

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Congratulations! Imagine that you have just won a one-week dream getaway for you and a friend! All expenses are paid. You must make the arrangements.

**Try Yahoo.com, Travelocity.com, expedia.com, or any other travel site.**

1. Start by researching a destination that interests you. **Have your instructor date and sign your check list.**
2. Research a round trip flight leaving from San Francisco or Oakland. You will need to know the airport codes for your departure and destination airports (San Francisco is SFO and Oakland is OAK). Find a flight and **have your instructor date and sign your check list.**
3. Research hotels in the area and **have your instructor date and sign your check list.**
4. Research information about renting a car and **have your instructor date and sign your check list.**
5. Research a local restaurant and **have your instructor date and sign your check list.** This may be found at a different Web site.
6. Can you find a city map? (Try MapQuest.com) **Optional**

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### ASSIGNMENT 8 — EMPIRE'S (DAY & EVENING) ACADEMIC CALENDARS

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To print a copy of Empire's academic calendar, go to [empirestudent.com](http://empirestudent.com), chose Student Services, Academic Calendar, and print the day or evening calendar for your classes. If you would like an additional copy for personal use, please print two copies. The module start and end dates and the student holiday and break weeks are all included in this document.. While you are on this site, view the Empire College newsletter, Empire Writes Back, which is also available online. If you are on the President's or Dean's honors list, your name will be listed in the online newsletter.

- **PRESIDENT'S HONORS:** 3.85-4.0 cumulative GPA & no Incomplete or F grades
- **DEAN'S HONORS:** 3.45-3.84 cumulative GPA & no Incomplete or F grades

**Please mark the Period, Room, Class, and Assignment Number portion of the assignment cover sheet before you submit your work for grading.**

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### ASSIGNMENT 9 — WEB PAGE USING HTML

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**Hypertext markup language (HTML)** is the programming language that all Internet browsers interpret into text, graphics, background color, and format for display on our computers.

The first of three Web pages that you will create uses HTML in a simplified format to give you an understanding of (and appreciation for) the complex development of web pages. Every computer that uses Windows has a place for typing such text—Notepad. Notepad is a simple text entry program. Please open Notepad—choose **Start, Programs, Accessories, NOTEPAD** and type the text starting with <HTML>.

**For Your Information (FYI)—Do not key this information**  
**Note: O=capital letter is different from the 0 zero in the height and width of the graphics.**  
**The symbol >< is made of the > and < with no spaces.**  
**Graphics must have a .gif or .jpg extension.**

**Key the text exactly as listed below:**

```
<HTML>
<HEAD>
<TITLE>FUN WEB PAGE</TITLE>
</HEAD>
<BODY TEXT="#000000" BGCOLOR="#FFCCCC" LINK="#0000FF" VLINK="#FF0000"
ALINK="#000088">
<CENTER><B><FONT COLOR="#cc66cc"><FONT SIZE=+2>
MY<BLINK> FUN</BLINK> WEB PAGE </FONT></B></CENTER>
This page contains some of my favorite things. Here are some of my
favorite graphics and a link to the coolest site I found on the Internet.
<BR><IMG SRC="YOUR 1ST GRAPHIC.GIF" HEIGHT=200 WIDTH=200>
<IMG SRC="YOUR 2ND GRAPHIC.GIF" HEIGHT=200 WIDTH=200>
<IMG SRC="YOUR 3RD GRAPHIC.GIF" HEIGHT=200 WIDTH=200>
<P><A HREF=http://www.coolestsite.com>Coolest Site</A>
</BODY>
</HTML>
```

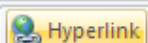
When you have completed typing all of the text in Notepad, proofread carefully and double-check the spacing, spelling, and format. **Save your document to your removable drive: E.** click **File, Save As, double-click the E drive from your list of drives, change the save as type (in the box below the name) from Text Documents to All Files.** For your file name, use your **firstname.htm** and **click on SAVE.** Minimize the screen (by using the underscore box in the upper right-hand corner).

**Open Microsoft Word by selecting Start, All Programs, Microsoft Office, and Microsoft Word (or select the icon on the screen). Select the Office Button, Open, My Computer, in the look in box choose your thumb drive E, and (double click on your web page).** Now you will see if all your proofreading



pays off. If necessary, return to Notepad to make corrections or you may be able to if you need to correct your document in that program. Remember to resave your Notepad document if you make changes.

You should have the graphics saved on your disk from Assignment 6. With your Web page open in Word, click in the first box to select it and choose **Insert, Picture, My Computer, and select your thumb drive E:** to locate the graphic you would like. **Click on the graphic and click on Insert.** Repeat this process to insert the other graphics. You may choose to resize the graphics or click on the alignment button on the toolbar to center them.

**To add the link to your favorite site,** highlight the wording “*Coolest site*” and click Insert, click on the hyperlink button.  Type in the address of your favorite site, such as <http://www.google.com>

**Have your instructor check you web page and date and sign your check list for the class.**  
Click **OK** and **close.**

**FYI: For Your Information**

HTML stands for Hyper Text Markup Language. HTML is a text-only markup language that is used to add various attributes to a plain text file. The TAG is the most basic element of HTML and contains the code elements for setting the various changes to the text file. The ATTRIBUTE can be used to further define or enhance the function of the TAG.

The following are some examples of HTML tags (do not type these):

<> opens a function	<CENTER> centers text or pictures
</> closes a function	<FONT> the kind of type used
<HTML> starts a web page	  leaves a blank line
</HTML> ends a web page	<P> a paragraph break
<HEAD> puts title in the title bar	<IMG SRC>=graphic.jpg> inserts a graphic
</HEAD> ends the title	<A HREF>=nameofsite.com> puts in a link to another site

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## ASSIGNMENT 10 — GOING GREEN—ONLINE COURSE OUTLINES

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Empire College has gone “green” by listing all course outlines online on the [empirestudent.com](http://empirestudent.com) site. Go to **empirestudent.com**, **Students Services**, and **Syllabi**. If you need information on a class, it will be available to you 24/7 on this site. Locate this site and have your instructor sign off when you have found the syllabus for this class, CM050.

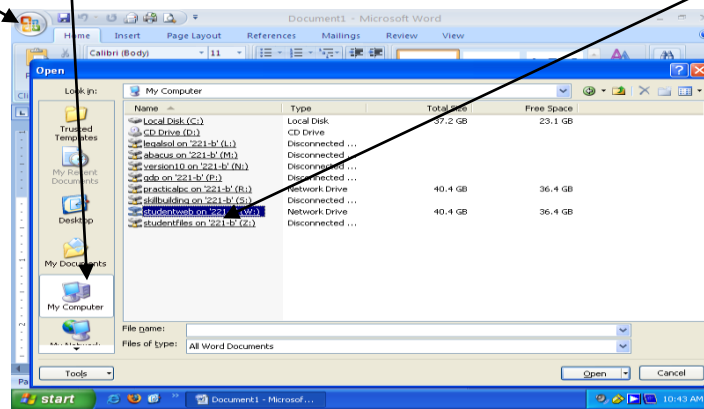
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## ASSIGNMENT 11 — EMPIRE STUDENT BUSINESS CARDS

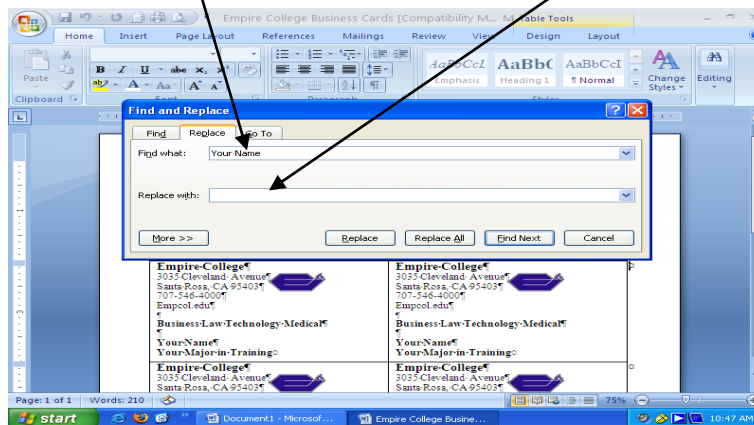
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For this assignment, you will create your own Empire College student business cards and print out ten cards on a sheet of perforated cardstock (available from your instructor). To create your business cards, follow the steps outlined below:

1. Open Word by clicking on “**Start**,” then “**All Programs**,” “**Microsoft Office**” then “**Word**.”
2. With a blank document open in Word, open the Empire College Business Cards by selecting “**Office Button, Open, My Computer**” on the main menu at the top of the screen. Select the **W drive** and open “**Empire College Business Cards**.” Choose the **Office Button, Save As, My Computer**, and save this to your **E drive**.



3. Once you have opened the template, a full page of business cards should appear on your screen. On the Home portion of the Ribbon, select **Replace on the top right-hand side of your screen** On the replace tab in the **Find What:** type “**Your Name**”. In **Replace With:** key your first and last name. On the editing ribbon Select **Replace All** and your name should appear on all ten business cards. Repeat this process by putting **Find What:** “**Your Major**” and **Replace With:** key in your actual major. If you are not sure, please ask your instructor for assistance.



4. Print one page on regular printer paper to turn in with an assignment cover sheet and take it to your instructor. If your page is correct, your instructor will assist you with printing a page of cards on perforated cardstock for your personal use. Save your completed business cards to your E drive again.

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## ASSIGNMENT 12 —INTERVIEW TIPS

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Go to <http://interview.monster.com> to research information that would be helpful to prepare for a job interview. When you find an article of interest, print out the first page and attach it to a completed cover sheet.

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## ASSIGNMENT 13 — JOB PLACEMENT INFORMATION

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For this assignment go to the Empire College Web site, <http://empirestudent.com> and click on **School of Business, Career Services, and Job Search Sites**. You will find many links to job-related sites. Explore the extensive information available. This information will be very valuable when you begin looking for employment. Have your instructor date and sign your check list for this assignment on your sheet.

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## ASSIGNMENT 14 — COMPUTER TIPS

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Go to <http://www.komando.com> and view Kim Komando's Web site. She has a weekly computer talk show on many radio stations. Click on the Kool Site of the day and Tip of the day for many helpful computer tips. If you would like to subscribe to her weekly newsletter, daily tip, or daily cool site, just put your email address in the box and Click the box to subscribe. You will receive these tips every day in your email box. For this assignment, print the first page of **Kool Site of the Day** and the **Tip of the Day**. **Please mark the Period, Room, Class, and Assignment Number portion of the assignment cover sheet before you submit your work for grading.** Happy surfing!

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## ASSIGNMENT 15 — EBAY ONLINE AUCTION

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If you haven't had the opportunity before, go to [ebay.com](http://ebay.com) to view an online bidding auction. Instead of having or going to a garage sale, you can use ebay to purchase or sell many interesting things. Use the search box to narrow your criteria, and search for three different items that interest you. It is important if you are buying something on e-bay to read the feedback on the sellers. If the seller has a low feedback rating, you may be wasting your money. Practice caution when buying on this site. It is also important to find the shipping and handling costs for an item before you bid. Your bid is a contract. If the shipping and handling price is not listed, e-mail the seller for more information. Some sellers charge exorbitant fees. Print the pages for three items that interest you. **Please mark the Period, Room, Class, and Assignment Number portion of the assignment cover sheet before you submit your work for grading.**

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## ASSIGNMENT 16 — TODAY'S NEWS

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To keep current with today's news, go to <http://www.msn.com> and read two topics of the **news of the day**. Go to <http://pressdemo.com> and select and read one topic from the **local news** for the day. Click on the **weather** and look at the weekly forecast. This is an easy way to stay informed about the local and International news as it changes daily. **Have your instructor date and sign your check list for this assignment for today's news and the weather.**

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## ASSIGNMENT 17 — COMPARISON SHOPPING

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If you are buying something on the Internet or at a local store, it is easy to compare prices on the Internet. For this assignment, you will be comparing the prices on something that interests you. You may search and compare prices on floral arrangements, plasma televisions, furniture, CD or DVD players, etc. Remember to choose a specific model number or item to compare. Go to <http://shopping.com>, <http://smarter.com>, <http://bizrate.com>, or <http://pricegrabber.com>, great sites for comparison-shopping. (If you are considering buying something from one of these sites, read the store reviews written by customers.) Pick two different kinds of products to compare and **have your instructor date and sign your check list.**

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## ASSIGNMENT 18 — CREATING MAPS

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Search for a map giving directions **from Empire College to the San Francisco airport**. Some sites you may wish to use are <http://mappoint.msn.com> or <http://maps.yahoo.com>. Your starting point is 3035 Cleveland Ave., Santa Rosa, CA 95403. Your destination is San Francisco Airport, 800 S. Airport Blvd. San Francisco, CA 94128. This should give you written directions from Empire College and a map; **have your instructor date and sign your check list**. Notice that often the maps will give you the driving directions, the miles, and approximate time for travel. These sites are helpful when you need to find any location quickly.

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## ASSIGNMENT 19 — E-CARDS

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It is easy to send e-cards to your friends and family members. Go to [yahooligans.com](http://yahooligans.com), a Yahoo Web site designed for children and young adults. (Ignore the Flash Plug-in message and scroll down to the bottom of the page.) If you have children, they may enjoy going to this site. It has a lot of valuable information designed to assist students with homework. For this assignment, select the e-card category, and view the many cards available; the cards are free on this site. Even though we do not have sound in our labs, if you send this to someone with a sound card, these cards often have music and animation. If your e-mail address is working, send an e-card to someone. **For this assignment, send an e-card to [bharland@empirecollege.com](mailto:bharland@empirecollege.com).**

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## ASSIGNMENT 20 — FINANCIAL AID AND SCHOLARSHIPS

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An important quote on the Web site [www.finaid.org](http://www.finaid.org) is *"If a man empties his purse into his head, no one can take it from him. An investment in knowledge always pays the highest return."* **Ben Franklin**. Go to [empirestudent.com](http://empirestudent.com) and go to **School of Business, Student Services, and the Financial Aid** section. Take the time to find information that may be helpful to you and your family. Print the first page of one of the lenders from this section.

**Attach the printout to an assignment cover sheet for grading. Please mark the Period, Room, Class, and Assignment Number portion of the assignment cover sheet before you submit your work for grading.**

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## ASSIGNMENT 21 — E-LIBRARY

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Go to [empirestudent.com](http://empirestudent.com), **School of Business, Student Services, eLibrary** to research two topics in your career field. You **may** be asked to provide the campus access code and password. (The access code and password may already be saved on your computer.)

**Account Name = 04PCNVFDKC**

**Password = WELCOME**

Print two topics related to your career field. This e-library site will be utilized in other classes for research and discussion. **Please have your instructor date and sign your check list.**

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## ASSIGNMENT 22 — LIBRARY OF CONGRESS

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In this assignment, you are going to look at the United States Library of Congress Web site. Type in the following Web address into the address bar at the top of your Web browser: **www.loc.gov**

This takes you to the main page of their Web site. Take a minute to read through the many resource areas available to you. You are going **to find and print 3 things** from this Web site.

**1.** Click on the **"American Memory"** section, and then the **"Today in History"** article. Read and print out the first page of this article. Find two other pages that interest you and print one of each of those pages and **attach the printout to a completed assignment cover sheet. Please mark the Period, Room, Class, and Assignment Number portion of the assignment cover sheet before you submit your work for grading.**

**2.** View and enjoy a virtual tour of the **Lewis & Clark expedition** by going to the following Web address: <http://www.loc.gov/exhibits/lewisandclark/virtualltour>

Make sure you click on the link that takes you to the Web version of Rivers, Edens, Empires on the bottom of the page.

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## ASSIGNMENT 23 — CALIFORNIA’S UNCLAIMED PROPERTY WEBSITE

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Here’s a fun (and possibly profitable) assignment. There is a possibility that you may have unclaimed money waiting for you listed on the California Unclaimed Property Web site. To search, go to <http://scoweb.sco.ca.gov/UCP/> and type in your last name, first name, and city to search for you, your family, and friends. You never know, you may have something there! **Print the first page and submit with a completed assignment cover sheet.**

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## ASSIGNMENT 24 — JOB OPENINGS

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For this assignment go to the Empire College web site, <http://empirestudent.com> and click on **School of Business, Career Services, and Job Openings**. You will find the job cards that are posted by the bookstore in the glass cases. If you are interested in any of these positions, please see Lucille Inman, Director of Career Services downstairs. **Print the first page from job listings. Turn in your printout attached to an assignment cover sheet. Please mark the Period, Room, Class, and Assignment Number portion of the assignment cover sheet before you submit your work for grading.** This site will be very valuable when you begin looking for employment.

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## ASSIGNMENT 25 — TRIAL VERSION OF OFFICE 2007

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For a 60-day trial version of Office 2007, go to <http://trial.trymicrosoftoffice.com/>. For this assignment, **have your instructor date and sign your check list.**

**If you are interested in a purchasing a copy of Microsoft Office 2007 for your home computer, students at Empire College may go to <http://www.microsoft.com/student/discounts/theultimatesteal-us/default.aspx> and purchase a copy for \$59.95. Remember to use your Empire College email address to confirm you are a student to get this special price.**

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## ASSIGNMENT 26 — THE PACIFIC INSTITUTE

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In this assignment you will sign up for free e-mail from Lou Tice at The Pacific Institute.

- Go to <http://www.pac-inst.com> and near the bottom of the page you will see a link for **Free Winner Circle Email from Lou Tice**. Click on that link and put in your Empire College student email account, your first and last name without spaces @empirecollege.com—example [janedoe@empirecollege.com](mailto:janedoe@empirecollege.com). Put in a password and read the information to be included in the email. You will need to check your email and respond to be put on the mailing list.
- Print the first page of this site and attach to a completed cover sheet for this assignment.

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## ASSIGNMENT 27 — WEB PAGE CONTEST

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### **\$50 cash prize for the “Student Web Page of the Module”**

This assignment will allow you to be creative and professional. If your page is chosen, you will have your page published for a year on the Empire College Web site. **To view the previous winning Web pages and get ideas for your own, go to—[empirestudent.com](http://empirestudent.com), **Student Services**, **Student Web Pages**.** In addition to the published Web page, the winner receives \$50 and is mentioned in the *Empire Writes Back*, the college newsletter.

## SPECIAL INSTRUCTIONS

**PLEASE DO NOT USE ANY COPYWRITED MATERIAL FOR THIS PAGE BECAUSE IT IS ILLEGAL TO USE IT WITHOUT THE PERMISSION OF THE AUTHOR. If you go to [http://www.legalzoom.com/law\\_library/copyrights/introduction.html](http://www.legalzoom.com/law_library/copyrights/introduction.html), you will find the following quote about copyright information: "A Copyright is a form of protection provided by the laws of the United States to authors of "original works of authorship," including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. Material not protected by copyright (or otherwise protected) is available for use by anyone, without the author's consent. On the other hand, an author of a copyrighted work may prevent others from copying, performing or otherwise using the work without the author's consent." **Please do not use copyrighted material because Empire College will not be able to publish it to their Web site.****

**Open Microsoft Word and select Office Button, Save As.** Then choose **My Comuter** and select your **E** drive for saving you work. When you have located your E drive, under **Save as type** choose **Single File Web Page** and give it a name you can remember then hit **Save**. You will see a screen that looks very much like a word-processing screen. Take a look at the toolbars across the top of your screen. Slowly move your mouse across the buttons as the tool tips tell you what they do. It's your turn to be creative here. Remember that a web page is simply a place to share interests, information, or business. Make a Web page with **at least three graphics, one link to a related web site**, and **your Empire College e-mail address, [firstlast@empirecollege.com](mailto:firstlast@empirecollege.com)**.

Have fun! Type a paragraph or two with news or information you would like to share. Try using what you have already learned and the help available to you through Explorer. Have Fun! Remember to resave your information to you thumb drive. **When you have completed your page, please save your contest entry to the W drive in the Contest entry folder for your module. Create a new folder by clicking on the folder icon.** When the box opens for naming, type in your **first and last name** and hit OK, and then save your file in the folder.

**PLEASE ASK YOUR INSTRUCTOR TO HELP YOU SAVE YOUR CONTEST ENTRY ON THE NETWORK FOR THIS ASSIGNMENT. All web pages are judged from the contest folder.**

**Your instructor will review your web page and check to see if it is saved correctly to the W drive. Your instructor will also sign and date your check list for this assignment. There is nothing to print, but you must save a copy to the W drive for grading and the contest.**

**Remember: Every student has a chance of winning.**

## Congratulations!

You have completed CM050, Introduction to the Internet class! Turn in your signed check list for the class. Please check with your instructor to be sure that all assignments are recorded and your Empire College Web page is approved. Ask your instructor what you should work on next.

# CM050A Evening Schedule

<b>6-Week</b>	<b>3-Week</b>	<b>Assignments</b>
<b>Week 1</b>	<b>Week 1</b>	<b>Assignments 1-5</b>
<b>Week 2</b>		<b>Assignments 6-10</b>
<b>Week 3</b>	<b>Week 2</b>	<b>Assignments 11-15</b>
<b>Week 4</b>		<b>Assignments 16-20</b>
<b>Week 5</b>	<b>Week 3</b>	<b>Assignments 21-25</b>
<b>Week 6</b>		<b>Assignment 26</b>

# CM050—Internet Check List

Name: \_\_\_\_\_  
 Room: \_\_\_\_\_

Module Date: \_\_\_\_\_  
 Period: \_\_\_\_\_

Assignment	Topic	Signature	Date
1	Empire College's Student Site		
2	Search Engines		
3	Employment Information		
4	Study Skills		
5	Test Taking Tips		
6	Saving Graphics to Your Disk		
7	Travel Arrangements		
	Destination Information		
	Flights		
	Hotels		
	Rental car		
	Local restaurant		
	Map (optional)		
8	Empire's (Day & Evening) Academic Calendars		
9	Web Page Using HTML		
10	Going Green—CM050 syllabus		
11	Empire Student Business Cards		
12	Interview Tips		
13	Job Placement Information		
14	Computer Tips		
15	E-bay Online Auction		
16	Today's News		
17	Comparison Shopping		
18	Creating Maps		
19	E-Cards—send an e-card to <a href="mailto:bharland@empirecollege.com">bharland@empirecollege.com</a>		
20	Financial Aid And Scholarships		
21	E-Library		
22	Library of Congress		
23	California's Unclaimed Property Website		
24	Job Openings		
25	Trial Version of Office 2007		
26	The Pacific Institute		
27	Web Page Contest		