



# Grande Prairie Regional College

## Department of Office Administration

### COURSE OUTLINE – WINTER 2011 OA 2090 A3 Internet Technology 3 (0-0-5)

<b>Instructor</b>	Wendy Campeau	<b>Phone</b>	(780) 539-2988
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<b>Office Hours</b>	M/W: 11:30am – 1:00pm Or by appointment	<b>Class</b>	T/R: 11:30 – 12:50 Rm. A312

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#### **Prerequisite(s)/Co-requisite(s):**

OA1140, OA1150, or consent of the instructor

#### **Required Text/Resource Materials:**

- 1) *Schneider et al. **The Internet - Illustrated**, 6<sup>th</sup> Edition. Thomson Learning*
- 2) *Kinderwater, Diane. **Designing Your Webpage**, (available on Moodle)*

#### **Description:**

This course is designed to give students exposure to and a working knowledge of the Internet and its powerful research and interactive capabilities. You will learn the most relevant internet concepts such as browser and search engine basics, how to get information from the web, email use, how to download programs and share files, how to extend your browser capabilities and web security issues such as viruses, spyware, adware and hoaxes. In the web design module, you will webpage design theory and practice. You will publish a completed website to the internet which may serve as a valuable addition to your electronic portfolio.

#### **Credit/Contact Hours:**

3 credits/ 75 contact hours

#### **Delivery Mode(s):**

Lab/Lecture

## **Objectives:**

Upon completion of the course students will obtain the following skills:

- 1) Access Internet resources efficiently
- 2) Evaluate internet security to limit unauthorized access
- 3) Understand how search engines work and how to employ them effectively
- 4) Use electronic mail efficiently
- 5) Be familiar with the Canada Copyright Act and its relevancy for software and web pages published on the Internet
- 6) Recognize computer virus invasions, eliminate them and prevent further occurrences
- 7) Download spyware and adware programs, test computer systems, detect and eradicate malware
- 8) Extend browser capabilities to enhance display and viewing elements
- 9) Use webpage design principles and software to effectively design and create web sites
- 10) Access, download and install data files and programs from FTP sites
- 11) Access relevant clipart and digital images from websites
- 12) Understand legal issues surrounding use of graphic images
- 13) Create digital files from photographs, scanned images
- 14) Manipulate attributes of these files in order to edit them and make them web-ready
- 15) Publish (upload) websites to the net

## **Grading Criteria:**

Assignments (9)	45%
Web Pages (3)	30%
Final Exam	25%

\* All assignments and three web pages must be completed before writing the final exam. \*

## **Late Assignments:**

Late assignments will result in a grade of 0 unless prior arrangement has been made with your instructor. It is your responsibility as a student to keep track of deadlines and hand projects in on time. If a deadline cannot be made for whatever reason, **arrangements must be made before the deadline** and a new deadline will be arranged for this exception only (medical or other documentation may be asked to be provided).

## **Statement on Plagiarism:**

Plagiarism is unacceptable and the penalty is severe. It can result in a forced withdrawal from the college and a permanent record on your transcript, or an automatic failing grade in the course. (See college calendar, p.44-45)

The instructor reserves the right to use electronic plagiarism detection services.

## **Department of Office Administration**

### **Policy on Cell Phones, Other Personal Electronic Devices & Social Media:**

Users of cell phones and other personal electronic devices must be attentive to the needs, sensibilities and rights of other members of the College community. The use of these devices must not disrupt the functions of the College overall and its classrooms and labs. Instructors have the right to have strict individual policies related to cell phones in order to provide and maintain a classroom environment that is conducive to learning and the respect of others.

Cell phones, PDA's and pagers must be turned off and placed out of sight in classrooms and computer labs during instructional time. Devices can only be turned on and set to silent mode with the expressed consent of individual instructors. Sending or receiving text messages or gaming on a cell phone during class is not acceptable. In addition, cell phones and other personal electronic devices incorporating cameras must be turned off and out of sight in any area in which individuals have reasonable expectations of privacy. This includes classrooms and computer labs.

When class and lectures begin, please refrain from online activities that do not bring value to your learning and content being discussed. Think of personal time online in the same way employers view personal phone calls and emails at work. Instructors may utilize software monitoring programs or limit access to online applications during class time to eliminate distractions at your individual workstations. Instructors may have penalties for violations of this policy.

Some instructors may have penalties for violations. If cell phones, pagers, calculators, recorders, digital cameras, PDA's MP3 players or other personal electronic devices are used inappropriately for the purposes of cheating or academic dishonesty, then students who do so will be penalized appropriately under the Academic Honesty policy of Grande Prairie Regional College.

Grades will be assigned on the Letter Grading System.

**Office Administration  
Grading Conversion Chart**

<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
A <sup>+</sup>	4	90 – 100	EXCELLENT
A	4	85 – 89	
A <sup>-</sup>	3.7	80 – 84	FIRST CLASS STANDING
B <sup>+</sup>	3.3	76 – 79	
B	3	73 – 75	GOOD
B <sup>-</sup>	2.7	70 – 72	
C <sup>+</sup>	2.3	67 – 69	SATISFACTORY
C	2	64 – 66	
C <sup>-</sup>	1.7	60 – 63	
D <sup>+</sup>	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL

## Course Schedule/Timeline:

Week	Date	Activity	Required Reading	Assignment
1	Jan. 3 – 7	Course Introduction & Course Outline		<b>Intro to Moodle</b>
2	Jan. 10 – 14	Unit A - Understanding Internet Basics	- Unit A - Pgs. 1 - 22	<b>Assignment 1</b> - Concepts Review pg. 20 - Independent Challenge A pg. 21 <b>Due Sun. Jan. 16</b>
3	Jan. 17 – 21	Unit B - Understanding Browser Basics	- Unit B - Pgs. 23 - 52	<b>Assignment 2</b> - Concepts Review pg. 46 - 47 - Skills Review #7 pg. 48 - 49 <b>Due Sun. Jan. 23</b>
4	Jan. 24 – 28	Unit C - Using Email	- Unit C - Pgs. 53 - 92	<b>Assignment 3</b> - Concepts Review pg. 86 - 87 - RLIC pg. 91 <b>Due Sun. Jan. 30</b>
5	Jan. 31 – Feb. 4	Unit D - Searching the Web	- Unit D - Pgs. 93 - 116	<b>Assignment 4</b> - Concepts Review pg. 112 - 113 - Skills Review #1, 3, 5 & 6 pg. 113 <b>Due Sun. Feb. 6</b>
6	Feb. 7 – 11	Unit E - Getting Information from the Web	- Unit E - Pgs. 117 - 140	<b>Assignment 5</b> - Concepts Review pg. 134 - 135 - Skills Review #2, 3 & 6 pg. 135 <b>Due Sun. Feb. 13</b>
7	Feb. 14 – 18	Unit F - Communicating on the Web	- Unit F - Pgs. 141 - 164	<b>Assignment 6</b> - Concepts Review pg. 158 - 159 - Skills Review #2 & 4 pg. 160 <b>Due Sun. Feb. 20</b>
8	Feb. 21 – 25	<b>Winter Break – No Classes</b>		
9	Feb. 28 – Mar. 4	Unit G - Downloading Programs & Sharing Files	- Unit G - Pgs. 165 - 192	<b>Assignment 7</b> - Concepts Review pg. 186 - 187 - Skills Review #1, 2, 3, 6 & 7 pg. 183 <b>Due Sun. Mar. 6</b>
10	Mar. 7 – 11	Unit H - Extending Browser Capabilities	- Unit H - Pgs. 193 - 212	<b>Assignment 8</b> - Concepts Review pg. 208 – 209 - Skills Review #2 pg. 209 <b>Due Sun. Mar. 13</b>
11	Mar. 14 – 18	Unit I - Increasing Web Security	- Unit I - Pgs. 213 - 244	<b>Assignment 9</b> - Concepts Review pg. 236 – 237 - Independent Challenge 1 - 3 pg. 240 <b>Due Sun. Mar. 20</b>
12	Mar. 21 – 25	Web Module - Resume	- Designing Your Webpage (Moodle)	<b>Web Page 1</b> - Resume <b>Due Sun. Mar. 27</b>
13	Mar. 28 – Apr. 1	Web Module - Hobby or Family Site		<b>Web Page 2</b> - Hobby or Family Site <b>Due Sun. Apr. 3</b>
14	Apr. 4 – 8	Web Module - Business/Charity Site		<b>Web Page 3</b> - Business/Charity Site <b>Due Sun. Apr.10</b>
15	Apr. 11 – 15	Final Exam Review & Preparation	- Units A – I - Web Module	<b>FINAL EXAM DATE TBA</b>