



Grande Prairie Regional College

School of Business

Department: Administrative Technology

COURSE OUTLINE

OA2090DE (3 credits)– Internet Technology (by Distance)

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Prerequisite(s)/corequisite(s):

OA1140, OA 1150, or consent of instructor

Required Text/Resource Materials:

“The Internet”, 4th edition, Perry & Schneider, Course Technology, Thomson Learning

“Designing Your Webpage” Kinderwater

Small address book for URL's, duotang for research paper.

MS Frontpage2003 web design software

FTP software (available at Tucows.com)

Internet connection (high speed is best)

Direct X and Flash plug and play software

Description:

This course is designed to give students exposure to and a working knowledge of the Internet and its powerful research and interactive capabilities. Browsers, search engines, webpage design (HTML, MS Frontpage 2003, ftp uploads to servers and website maintenance), electronic mail, Internet resources, Internet security issues and Multimedia are included. Additional topics may include: viruses, spyware and adware issues, hoaxes

Credit/Contact Hours:

75 hours

Delivery Mode(s):

Internet, Blackboard Delivery, e-mail, fax, snail mail

Objectives:

- Configure hard drive system for the Internet (high speed and dial-up access)
- Access Internet resources efficiently
- Understand how search engines work and how to employ them effectively
- Use electronic mail efficiently
- Be familiar with the Canada Copyright Act and its relevancy for software and the Internet
- Be able to recognize computer virus invasions, eliminate them and prevent further occurrences
- Be aware of spyware and adware, its purpose and how to eradicate it from computer systems
- Download spyware and adware programs, test your system and eradicate unwanted files
- Use webpage design principles and theories to effectively design and create web sites
- Access, download and install data files and programs from FTP sites
- Access clipart, create digital files from photographs, scanned images, manipulate attributes of these files in order to edit them and make them web-ready
- Publish (using ftp) , promote (list on search engine) and maintain websites on the Internet

Grading Criteria:

Assignments and Quizzes: **35%**

Web page Design: **25%**

Internet Projects: **20%**

Final Exam: **20%***

*All assignments and three webpages must be completed before attempting the final examination

Grades will be assigned on the Letter Grading System.

**Administrative Technology Department
Grading Conversion Chart**

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

Course Schedule/Timeline:

<u>Week</u>	<u>Topic</u>	<u>Required Reading</u>
1	Understanding Browser Basics (Unit B)	
2	Searching the Web (Unit D)	
3	Getting Information from the Web (Unit E)	
4	Research Project #1 Travel Binder	
5	Understanding Internet Basics (Unit A)	
6	Downloading-Sharing Files (Unit G)	
7	Extending Browser Capabilities (Unit H)	
8	E-Mail Using Outlook	
9	E-Mail Practical	
10	Increasing Web Security (Unit I) Research Project #2 Report on Spyware, Adware, Viruses, Internet Security Issues	
11	Web Design Principles Web Page #1	
12	Web Page #2	
13 & 14	Web Site – Assignment #3	
15	Publishing (Uploading) and Maintaining Websites	

Statement on Plagiarism:

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