



# Grande Prairie Regional College

Department: Office Administration

## OA2090DE (0-0-5)– Internet Technology (3) On Line Section

**Instructor:** Diane Kinderwater

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**Contacts:** Please call or e-mail whenever you need assistance or have questions or concerns. If I plan to be away from the above contact numbers, I will have my Blackberry to check your e-mails. If I plan to be away for a period of time (several days), I will advise through Blackboard. Normally I can be reached within the hour. Please leave a message on my answering machine if calling. Throughout the regular semester, I check my e-mails and phone messages several times a day.

**Prerequisite(s)/corequisite(s):** OA1140, OA 1150, or consent of instructor

**Credit/Contact Hours:** 3 credits 75 hours

**Delivery Mode(s):** Internet, e-mail, telephone

**Required Text/Resource Materials:**

“The Internet”, 5<sup>th</sup> edition, Perry & Schneider, Course Technology, Thomson Learning  
“Designing Your Webpage” Kinderwater (you can print this out from Blackboard under “Web Module” section).

### **Required Computer Hardware and Software:**

- Operating System MS Windows 2000, ME, XP, Vista
- Processors Pentium III - 500 Mhz or higher
- Memory (RAM) 512 MB or more
- Free Hard Disk Space 1 GB
- CD-ROM
- Internet Connection Cable/DSL high-speed internet
- Audio/Video Color monitor - 800 x 600 screen resolution  
sound card, and speakers or headset
- MS Frontpage V 2003 web design software (or similar software) Kompozer, a free downloadable design software is available on the Internet.
- MS Word 2007 word processing software for screen captures
- E-mail client software with attachment capabilities
- Direct X and Flash plug and play software (these are most likely already installed on your computer)
- It is recommended that you have Windows XP operating system on your computer as our text uses that format as it's standard

### **Course 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, e-mail 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 learn to digitally enhance images and photographs for use on the Internet as well as 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.

### **Course Goals:**

- To use the internet as an effective resource
- To produce a website
- To publish a website
- To communicate clearly and effectively via e-mail
- To use photo editing software to digitally enhance image files

**Course Objectives:** students will:

- Access Internet resources efficiently
- Evaluate internet security to limit unauthorized access
- 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 webpages published on the Internet
- Recognize computer virus invasions, eliminate them and prevent further occurrences
- Download spyware and adware programs, test your system and eradicate malware
- Extend browser capabilities to enhance display and viewing elements
- Use webpage design principles and software to effectively design and create web sites
- Access, download and install data files and programs from FTP sites
- Access relevant clipart and digital images from websites
- Create digital files from photographs, scanned images
- Manipulate attributes of these files in order to edit them and make them web-ready through the use of photo editing software
- Publish (upload) websites to the net
- Promote (list on search engine) and maintain websites on the Internet

**Transferability:** Transferability is negotiated on a case-by-case basis in consultation with the receiving institution

**Grading Criteria:**

Assignments **30%**

Quizzes **30%**

Webpages & Final Exam: **40%\***

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

Grades will be assigned on the Letter Grading System, as follows:

**Office Administration Department  
Grading Conversion Chart**

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
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

**Statement on Plagiarism:** The instructor reserves the right to use electronic plagiarism detection services.

**Although it is understood that Distance Students set their own study times and timelines, the following may be useful in setting up a schedule for your distance course. If you are able to work ahead and are comfortable doing so, please go ahead.**

Week	Topic	Assignment
1	Introduction to Course Unit A: Understanding Internet Basics	Pg 20 Concepts Review Pg 21 Independent Challenge (a), pg 22 RLIC (a & b)
2	Unit B: Understanding Browser Basics	Pg 46-7 Concepts Review Pg 48-9 Skills Review #7 (screenprint ) Pg 51, RLIC
3	Unit C: Using Email	Pg 86-7 Concepts Review Pg 91 RLIC
	<b>Exam #1</b>	
4	Unit D: Searching the Web	Pg 112-113 Concepts Review Pg 113 Skills Review #1, #3, #5 and #6 Pg 115 Independent Challenge #2 RLIC on page 115 (a & b only)
5		
6	Unit E: Getting Information from the Web	Pg 134-5 Concepts Review Pg 135 Skills Review #2, #3, #6 Pg 137, IC #1 just do (a) and the Advanced Challenge Exercise Pg 138, IC #3, do a and b pg 139, do RLIC choose any city you wish to visit Pg 140 Visual Workshop
7		
8	Unit F: Communicating on the Web	Pg 158-9 Concepts Review Pg 160, Skills Review #2, #4
	<b>Exam #2</b>	
9	Unit G: Downloading Programs and Sharing Files	Pg 186-7 Concepts Review Pg 183, Skills Review #1, #2, #3, #6 #7 Pg 190, Independent Challenge #3
10	Unit H: Extending Browser Capabilities	Pg 208-9 Concepts Review, Pg 209, Skills Review, #2 Pg 210, Independent Challenge #2, pg 211 #3 Pg 211, RLIC
11		
12	Unit I: Increasing Web Security	Pg 236-7 Concepts Review Pg 239, Skills Review #5, pg 240 Independent Ch #1, #2, #3
	<b>Exam #3</b>	
14	Web Module	Web 1: resume Web 2: Hobby or family site Web 3: Business site published at www.topcities.com
15		
16		
	<b>Final Exam</b>	