



# **Grande Prairie Regional College**

## **Department of Office Administration**

### **Course Outline**

### **OA2090DE/EC (0-0-5)– Internet Technology (3)**

### **On Line Section**

**Instructor:** Diane Kinderwater

**Telephone:** Toll-Free 1-877-832-7667 or 250-752-6656 (residence)

**E-Mail Addresses:** [dkinderwater@gprc.ab.ca](mailto:dkinderwater@gprc.ab.ca) or alternate: [kinderdb@shaw.ca](mailto:kinderdb@shaw.ca)

**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 Moodle. 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", 6<sup>th</sup> edition, Perry & Schneider, Course Technology, Thomson Learning  
"Webpage Creation V2" Kinderwater (you can print this out from Moodle 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 Drive DVD
- Internet Connection Cable/DSL high-speed internet
- Audio/Video Color monitor - 800 x 600 screen resolution  
sound card, and speakers or headset
- Web authoring 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 (you will have your student e-mail account from GPRC, but a personal account such as Hotmail is also acceptable for this course)
- Direct X and Flash plug and play software (these are most likely already installed on your computer)
- It is recommended that you have Windows Vista operating system on your computer as the text uses that format as it's standard (Windows XP is also acceptable)

### **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 using web-authoring computer software
- 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 computer systems, detect 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
- Understand legal issues surrounding use of graphic images
- 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

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

## **Grading Criteria:**

|                        |             |
|------------------------|-------------|
| Assignments            | <b>30%</b>  |
| Quizzes                | <b>30%</b>  |
| Webpages & Final Exam: | <b>40%*</b> |

\*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, you do not have to wait to have previous chapter returned.**

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