



# Grande Prairie Regional College

## Department of Office Administration

### Course Outline

#### OA2090 ECampus (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 am 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 my residence. 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, SkyDrive

**Required Text/Resource Materials:**

“The Internet” New Perspectives, Introductory, 9<sup>th</sup> edition, Schneider and Evans, Course Technology, Cengage Learning ISBN# 978-1-111-52912-3

“Webpage Creation V5” Kinderwater (you can print this out from Moodle under “Web Module” section).

## **Required Computer Hardware:**

- Operating System: MS Windows XP, Vista or higher
- 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
- Printer

## **Required Computer Software:**

- Web authoring software (Kompozer, a free downloadable design software is available on the Internet)
- MS Word 2007 or higher word processing software for screen captures and assignments submissions
- 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)
- MS Internet Explorer 8 or higher (or Google Chrome or Firefox 4 or higher) for your Internet Browser
- SkyDrive Account (access will be facilitated during the course)

Basic computer literacy skills, such as saving and retrieving digital files and the ability to use MS Word are required.

## **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, advanced search and filtering techniques, how to get and evaluate information from the web, e-mail use and security, copyright issues, how to extend your browser capabilities web security, and pull and push technologies. 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. Additional course topics include a short history on the structure and technologies of the web, as well as an introduction to cloud computing.

### **Course Goals:**

- To use the internet as an effective resource
- To communicate clearly and effectively via e-mail
- To use off-site computer infrastructures to store, edit and share digital files
- To employ critical-thinking skills to take advantage of Internet resources
- To employ problem-solving skills to take advantage of Internet resources
- To produce websites using web-authoring computer software
- 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
- Use web search tools (web directories, search engines, metasearch engines, web bibliographies) effectively
- Apply Boolean logic and filtering techniques for complex web searches
- Assess validity and quality of web research resources
- Formulate an effective web search strategy to answer research questions
- Use electronic mail efficiently
- Understand the need for anti-virus software
- Be familiar with the Canada Copyright Act and its relevancy for software and webpages published on the Internet
- Customize and extend browser capabilities to enhance display and viewing elements
- Understand push and pull technology
- Explore methods of chat communication
- Examine online social and business networks, blogs and microblogs
- Use a mashup site
- Use cloud computing to store, share and edit files
- Use webpage design principles and software to effectively design and create web 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
- Additional objectives are outlined at the beginning of each Tutorial.

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

**Grading Criteria:**

Assignments	<b>10%</b>
Quizzes	<b>35%</b>
Forum Participation	<b>5%</b>
Webpages	<b>20%</b>
Final Exam:	<b>30%*</b>

\*All assignments, quizzes and websites must be completed before requesting the final examination. Grades are assigned on the Letter Grading System, as follows:

**Office Administration 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

## STUDENT ASSIGNMENT SCHEDULE: OA 2090 EC INTERNET TECHNOLOGIES

### LIST OF ASSIGNMENTS

WEEK	TOPIC	ASSIGNMENT/INSTRUCTIONS
1	<u>APPENDIX "A"</u> <u>TUTORIAL 1</u> <u>SESSION 1.1</u>	Screenprint of "History" on page 21 Screenprint of your screen as shown on page 30. Quick Check page 33. CASE PROBLEM 1, page 68 Screenprint for item 12, page 69 into Word rather than WordPad. Send to instructor as email attachments OR upload to SkyDrive with a "Share" to <a href="mailto:dkindewater@gprc.ab.ca">dkindewater@gprc.ab.ca</a>
2	<u>TUTORIAL 1</u> <u>SESSION 1.2</u>	Quick Check on page 66. CASE PROBLEM 1, page 68 Screenprint for item 12, page 69 into Word rather than WordPad. Be sure to label your documents with the assignment number or page number. Send to instructor as email attachments OR upload to SkyDrive with a "Share" to <a href="mailto:dkindewater@gprc.ab.ca">dkindewater@gprc.ab.ca</a> <b>Quiz</b>
3	<u>TUTORIAL 2</u> <u>SESSION 2.1</u>	Quick Check for Session 2.1
4	<u>TUTORIAL 2</u> <u>SESSION 2.2</u>	Page 112: do a screenprint of your "Festivals" folder Page 116: once you have input your contacts, do a screenprint showing the names Page 122: once you have signed on to SkyDrive and created your folders, screenprint Page 123: do Quick Check for Session 2.2 Page 124: Review Assignments Case Problem 4, page 127. For item 6, share via SkyDrive with your instructor, it is not necessary to share with others for this assignment. Page 127-8: Do Case Problem 5. Share, via SkyDrive with your instructor, it is not necessary to share with other individual contacts <b>Quiz</b>

5	<a href="#"><u>TUTORIAL 3</u></a> <a href="#"><u>SESSION 3.1</u></a>	Do Quick Check on page 157
6	<a href="#"><u>TUTORIAL 3</u></a> <a href="#"><u>SESSION 3.2</u></a>	Do Quick check on page 177 Case Problem 1, page 178-9 Case Problem 4, page 180 Three URLs with information on job openings instead of five is sufficient for this assignment <b>Quiz</b>
7	<a href="#"><u>TUTORIAL 4</u></a> <a href="#"><u>SESSION 4.1</u></a>	Quick Check on page 207
8	<a href="#"><u>TUTORIAL 4</u></a> <a href="#"><u>SESSION 4.2</u></a>	Quick Check on page 236 Case Problem 2, page 238-9. Please substitute Canadian copyright law for item 4 on page 239. Case Problem 5, page 241 <b>Quiz</b>
9	<a href="#"><u>TUTORIAL 5</u></a> <a href="#"><u>SESSION 5.1</u></a>	Do Quick Check on page 261
10	<a href="#"><u>TUTORIAL 5</u></a> <a href="#"><u>SESSION 5.2</u></a>	Quick Check on page 286 Review Assignment on page 287 Case Problem 5 on page 291 <b>Quiz</b>
11	<a href="#"><u>WEB DESIGN</u></a> <a href="#"><u>INTRODUCTION</u></a>	HTML source code file (trial.html) Edited photo image (Claire.jpg)
12	<a href="#"><u>WEB DESIGN</u></a>	Website #1 is your online resume
13	<a href="#"><u>WEB DESIGN</u></a>	Website #2 is your personal or hobby website
14	<a href="#"><u>WEB DESIGN</u></a>	Website #3 is your business website
15	<a href="#"><u>STUDY</u></a>	<a href="#"><u>REQUEST AND WRITE FINAL EXAM</u></a>