



# Grande Prairie Regional College

## School of Business

### Department: Administrative Technology

COURSE OUTLINE – Winter, 2008

### OA2090 (0-0-5)– Internet Technology

**Instructor** Diane Kinderwater

**Phone** 539-2783

**Office** A313A, Phone 539-2783

**E-mail** [dkinderwater@gprc.ab.ca](mailto:dkinderwater@gprc.ab.ca)

**Office Hours** As per posting on office door

---

#### **Prerequisite(s)/corequisite(s):**

OA1140, OA 1150, or consent of instructor

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

"The Internet", 4<sup>th</sup> edition, Perry & Schneider, Course Technology, Thomson Learning

"Designing Your Webpage" Kinderwater

Small address book or notebook in which to record various URL resources, standard file folders, 2 data disks, notepaper, pens, binder, 2 duo tangs or folders for report submissions.

#### **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 2002, 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):**

Lecture/Lab/Internet

## **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 pages
- 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: 20%

Web page Design: 40%

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 <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

### **Cell Phone Policy:**

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.

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.

### **Statement on Plagiarism:**

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