



**COURSE OUTLINE – WINTER 2012**  
**OA 2090 A3 Internet Technology 3 (0-0-5)**

<b>Instructor</b>	Kelly Coulter	<b>Phone</b>	(780) 539-2829
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<b>Office Hours</b>	T/R: 10:00 – 11:30 pm Or by appointment	<b>Class</b>	M/T/R: 11:30 – 12:50 Rm. A307

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**Prerequisite(s)/Co-requisite(s):**

OA1140, OA1150, or consent of the instructor

**Required Text/Resource Materials:**

- 1) *Schneider et al. **The Internet - Illustrated**, 6<sup>th</sup> Edition. Thomson Learning*
- 2) *Darbyshire & Darbyshire. **Getting StartED with Google APPS**, Friends Of, an Apress Company*

**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, email 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. This course will also explore, discuss, and research emerging technologies in the web arena. Emphasis is placed on exposure to up-and-coming technologies relating to the web, providing hands-on experience, assignments and discussion of practical implications of these emerging fields and their application in the workplace. Upon completion, students should be able to articulate issues relating to these technologies.

**Credit/Contact Hours:**

3 credits/ 75 contact hours

**Delivery Mode(s):**

Lab/Lecture

## Course Goals:

- To gain an understanding of the history of the internet and its applications
- To use the internet as an effective resource and understand the history of the internet
- To utilize cloud computing capabilities
- To utilize collaborative tools (Google Apps) and work with groups

## Objectives:

Upon completion of the course students will obtain the following skills:

- 1) Access Internet resources efficiently
- 2) Evaluate internet security to limit unauthorized access
- 3) Understand how search engines work and how to employ them effectively
- 4) Use electronic mail efficiently
- 5) Be familiar with the Canada Copyright Act and its relevancy for software and web pages published on the Internet
- 6) Recognize computer virus invasions, eliminate them and prevent further occurrences
- 7) Download spyware and adware programs, test computer systems, detect and eradicate malware
- 8) Extend browser capabilities to enhance display and viewing elements
- 9) Use webpage design principles and software to effectively design and create web sites
- 10) Access, download and install data files and programs from FTP sites
- 11) Access relevant clipart and digital images from websites
- 12) Understand legal issues surrounding use of graphic images
- 13) Publish (upload) websites to the net

## Grading Criteria:

Assignments	40%
Quizzes	30%
Final Exam/Project	30%

## Late Assignments:

Late assignments will result in a grade of 0 unless prior arrangement has been made with your instructor. It is your responsibility as a student to keep track of deadlines and hand projects in on time. If a deadline cannot be made for whatever reason, **arrangements must be made before the deadline** and a new deadline will be arranged for this exception only (medical or other documentation may be asked to be provided).

**Statement on Plagiarism:**

Plagiarism is unacceptable and the penalty is severe. It can result in a forced withdrawal from the college and a permanent record on your transcript, or an automatic failing grade in the course. (See college calendar, p.44-45)

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

**Department of Office Administration**

**Policy on Cell Phones, Other Personal Electronic Devices & Social Media:**

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.

When class and lectures begin, please refrain from online activities that do not bring value to your learning and content being discussed. Think of personal time online in the same way employers view personal phone calls and emails at work. Instructors may utilize software monitoring programs or limit access to online applications during class time to eliminate distractions at your individual workstations. Instructors may have penalties for violations of this policy.

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.

Grades will be assigned on the Letter Grading System.

**Office Administration  
Grading Conversion Chart**

<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
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

## OA 2090

### TENTATIVE TIMELINE

<b>Week</b>	<b>Date</b>	<b>Activity</b>	<b>Required Reading</b>	<b>Assignment</b>
1	Jan. 5	Course Introduction & Course Outline		<b>Form Groups</b>
2	Jan. 9- 13	Understanding Internet Basics – Schneider  Creating a Google Acct -	Unit A- Pgs. 1 – 22	<b>Group Work</b> – Table or PPT Concepts Review pg. 20 Real Life Independent Challenge pg. 22 Assignment #1 - Common Internet & Web Terms  Set up File Folders in Google Docs
3	Jan. 16– 20	Understanding Browser Basics – Schneider Getting Started with Google Chrome - Darbyshire	Unit B -Pgs. 23 – 52  Ch. 1	Concepts Review pg. 46 - 47  Assignment #2  <b>Quiz #1</b>
4	Jan. 23 – 27	Introduction to Google Docs - Darbyshire	Ch. 3	Group Task – Complete Internet & Web Terms collaboratively
5	Jan. 30 – Feb. 3	Searching the Web - Schneider	Unit D Pgs. 93 - 116	Concepts Review pg. 112 - 113 Skills Review #1, 3, 5 & 6 pg. 113
6	Feb. 6 – 10	Getting Information from the Web - Schneider	Unit E Pgs. 117 - 140	Concepts Review pg. 134 - 135 Skills Review #2 & 3 pg. 135 Fill out Web Page Evaluation RLIC – Pg. 139
7	Feb. 13 – 17	Unit F Communicating on the Web - Schneider	Unit F Pgs. 141 - 164	Concepts Review pg. 158 - 159  <b>Quiz #2</b>

8	Feb. 20 – 24	<b>Winter Break – No Classes</b>		
9	Feb. 27 – Mar. 2	Downloading Programs & Sharing Files - Schneider Extending Browser Capabilities - Schneider	Unit G Pgs. 165 – 192  Unit H - Pgs. 193 - 212	Concepts Review pg. 186 - 187 Skills Review #1, 2, 3, 6 & 7 pg. 183 Pg. 208-9 Concepts Review, Pg. 209, Skills Review, #2 Pg. 210, Independent Challenge #2, pg. 211 #3 Pg. 211, RLIC
10	Mar. 5 – 9	Unit I - Increasing Web Security	- Unit I - Pgs. 213 - 244	- Concepts Review pg. 236 – 237 - Independent Challenge 1 - 3 pg. 240 <b>Quiz #3</b>
11	Mar. 12 – 16	Getting Started with Google Apps – Google Calendar	Ch. 8	
12	Mar. 19 – 23	Getting Started with Google Apps – Google Sites	Ch. 9	Designing Your Webpage with Google Sites Family Site, Fan Site or Travel Site
13	Mar. 26– Mar. 30	Getting Started with Google Apps – Google Maps	Ch. 10	<b>Google Map &amp; Earth Assignment</b>
14	Apr. 2 – 6	Final Project/Final Exam		
15	Apr. 9 – 13	Final Project/Final Exam		