



COURSE OUTLINE – WINTER 2014
OA 2090 A3 Internet Technology 3 (0-0-5)

Instructor	Kelly Coulter	Phone	(780) 539-2829
Office	C415	Email	kcoulter@gprc.ab.ca
Office Hours	T/R: 10:00 am – 11:30 am Or by appointment	Class	M 11:30-1:00 & T/R: 8:30-10:00 Rm. A307

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

OA1140, OA1150, or consent of the instructor

Required Text/Resource Materials:

- 1) *TBA*

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

This course will involve components of exploratory learning. As emerging technologies are introduced at such a rapid pace, the goal is to identify applications which can be implemented in our daily lives, promote collaboration, and have an impact on how we conduct business using the internet and mobile applications to be more efficient.

Course Goals:

1. To gain an in-depth understanding of the advanced workings of the internet and its applications.
2. To use the internet as an effective resource in carrying out business related tasks
3. To utilize cloud computing capabilities
4. To utilize collaborative tools (Google Apps) and work with groups
5. To utilize mobile applications for business purposes.
6. Identify areas of technology related to the workplaces that warrant further exploration, investigation and monitoring.

Objectives:

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

1. Evaluate internet security to limit unauthorized access
2. Understand how search engines work and how to employ them effectively
3. Recognize computer virus invasions, eliminate them and prevent further occurrences
4. Extend browser capabilities to enhance display and viewing elements
5. Use webpage design principles and software to effectively design and create web sites
6. Publish websites to the net
7. Identify and explain the potential use of emerging technologies for information settings
8. Examine and justify the feasibility of implementing a new technology within the context of the student's own workplace.

Grading Criteria:

Assignments	50%
Participation & Moderating a Blog Discussion	20%
Job Success Skills.....	10%

the student will demonstrate job success skills through:

- a) regular attendance and punctuality
- b) timely completion of work
- c) maintaining a high standard of work

Final Project	20%
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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 and Social Media Applications**

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. 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.

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.

Office Administration Final Exam Conflict Policy

Page 41 of the college calendar under Student Academic Regulations states that “Where students make plans that might interfere with their ability to attend a scheduled examination, the College is not obliged to provide an alternate examination time”.

However, under extraordinary circumstances where a student has a time conflict, that cannot be easily changed, with the final exam an accommodation may be requested. Your request for an exam accommodation will be considered by the Exam Conflict Committee, comprised of Office Administration faculty, if the following conditions have been met:

The student must be passing the course at the time of the request.

The request must be made no later than one week after the final exam schedule has been posted.

The request must be submitted in writing to the chair of the department.

Further documentation may be required.

Grades will be assigned on the Letter Grading System.

**Office Administration
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