



Grande Prairie Regional College

School of Health, Wellness and Career Studies

Department: Office Administration

COURSE OUTLINE – Fall 2008

OA 2090 A2 Internet Technology 3(0-0-5) 75 Hours

Instructor Garth Finlay

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Office Monday – Thursday 1:00 –

Hours 2:30

Prerequisite(s)/corequisite(s):

OA 1140, OA 1150 or consent of instructor

Required Text/Resource Materials:

Fehl, Marshall Baker, Internet Systems and Applications 2nd edition, Paradigm Publishing

Finlay, Kinderwater, Designing Webpages

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, electronic mail, Internet resources and Multimedia are included. Additional topics are: viruses, software piracy, ethics, FTP file transfers, Internet access and connectivity, Real Audio and IRC.

Credit/Contact Hours:

3 credit/ 75 Contact Hours

Delivery Mode(s):

Lecture/ Lab

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

Transferability:

NA

Grading Criteria:

Assignments	40%
Webpage #1	15%
Webpage #2	15%
Final Exam	30%

All assignments and quizzes must be completed before the final exam can be written.

Grades will be assigned on the Letter Grading System.

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

Course Schedule/Timeline:

Day	Activity	Required Reading	Assignment
September 4	Introduction		
8	Using a Web Browser	Pages 102-130	
9	Using a Web Browser		
11	Accessing the Internet	Pages 32-62	
15	Accessing the Internet		
16	Accessing Information Resources	Pages 132-167	
18	Accessing Information Resources		
22	Research Project		Research Project Due on September 29
23	Research Project		
25	Understanding the Internet	Pages 2-29	
29	Understanding the Internet		Research Project Due
30	Downloading & Storing Information	Pages 170-197	
October 2	Downloading & Storing Information		
6	Ensuring Internet Security	Pages 64-97	
7	Ensuring Internet Security		
9	Quiz		

Day	Activity	Required Reading	Assignment
14	E-mail/Outlook	Handouts	
16	E-mail/Outlook		
20	Blogging/Wikis	Handouts	E-mail Quiz
21	Blogging/Wikis		
23	Photoshop	Handouts	
27	Photoshop		
28	Photoshop		Photo Editing Assignment Due on November 6
30	Photoshop		
November 3	Photoshop		
4	Photoshop		
6	Dreamweaver	Handouts	
13	Dreamweaver		
17	Dreamweaver		
18	Dreamweaver		
20	Dreamweaver		
24	Dreamweaver		

Day	Activity	Required Reading	Assignment
25	Webpage #1		Webpage #1 Due on December 1
27	Webpage #1		
December 1	Webpage #2		
2	Webpage #2		
4	Webpage #2		Webpage #2 Due On Final Exam Day (To Be Determined)
TBD	Final Exam	All Course Materials	

Statement on Plagiarism:

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

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.48-49)

Department of Office Administration

Policy on Cell Phones and Other Personal Electronic Devices

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.