



**I. COURSE DESCRIPTION:**

Information technology is an integral part of the workplace. This course will prepare students to utilize the Internet and its tools to enhance communication and business opportunities. Email, research, production and maintenance of web pages will be studied and used as well as the networks, transfer protocols and equipment required to support these technologies.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

Upon successful completion of this course, the student will demonstrate the ability to:

1. Communicate globally through the advanced use of available software (Microsoft Outlook).

Potential Elements of the Performance:

- Operate a network to access the email package
- Compare alternate methods of connecting to the Internet
- Configure the email software to suit individual needs
- Set up and configure a web-based email service
- Send, receive, reply to, forward, delete, and file messages
- Work with attachments on both incoming and outgoing messages
- Create folders to store messages
- Create and maintain an electronic address book
- Find, join, leave, post to and retrieve mailing lists
- Discuss wireless technology alternatives
- Utilize web-based chat sites
- Search, read and post to Usenet newsgroups

*This module will constitute 35% of the course grade.*

2. Retrieve specific information/software from the global community using File Transfer Protocols and a web browser (Microsoft Internet Explorer).

Potential Elements of the Performance:

- Utilize a web browser to search out pertinent web sites, software and data
- Configure the browser to suit individual needs
- Formulate an effective Web search strategy to find a wide variety of information

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- Differentiate between the search tools available
- Evaluate the validity and quality of Internet resources
- Understand the affect of copyright on the use of Web information
- Utilize compression/decompression software
- Apply virus management strategies
- Use FTP to download programs
- Trace the connection path used during information transfer
- Utilize storage options available on the Internet
- Add browser extensions when required
- Identify security risks and defenses
- Apply appropriate business ethics to their use of the Internet
- Utilize Web portals and customize them
- Create and customize a Web calendar
- Create and customize a Web address book
- Discuss the basics of electronic commerce

*This module will constitute 40% of the course grade.*

3. Build and maintain a basic business web site.

Potential Elements of the Performance:

- Prepare a basic web page using HTML language
- View an HTML document in a Web browser
- Insert tag elements including headings, paragraphs and lists.
- Insert graphic images, special characters and horizontal lines
- Create hypertext links between elements within a document and between documents
- Create hyperlinks to Internet pages, FTP servers and newsgroups
- Apply absolute and relative pathnames appropriately
- Analyze basic Web page structures
- Discuss alternate methods of preparing Web pages.

*This module will constitute 25% of the course grade.*

**III. TOPICS:**

Note: These topics sometimes overlap several areas of skill development and are not necessarily intended to be explored in isolated learning units or in this order.

1. Introduction to the Internet and the World Wide Web
2. Browser Basics
3. Email Basics
4. Searching the Web

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5. Information Resources on the Web
6. FTP and Downloading and Storing Data
7. Advanced Email
8. Advanced Communication Tools
9. Advanced Web Topics
10. Web Portals and Electronic Commerce
11. Creating a Web Page
12. Adding Hyperlinks to a Web Page
13. Putting a Document on the World Wide Web

#### IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

The Internet, 3<sup>rd</sup> Edition, by Gary P. Schneider/Jessica Evans, published by Course Technology/Thomson Learning, 2002.

Three manila file folders (letter size)  
 Five 3 ½" high density disks  
 Three individual diskette pockets  
 Disk labels  
 Mouse pad  
 Carrying/storage case for disks

#### V. EVALUATION PROCESS/GRADING SYSTEM:

Tests: students will be evaluated on their use of the Internet. Two tests will be administered based on projects assigned in class.

Test 1 – 45%, Test 2 – 50%

**95%**

Projects: Completion of projects as assigned in class

**5%**

The following semester grades will be assigned to students in post-secondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 - 100%	4.00
A	80 - 89%	3.75
B	70 - 79%	3.00
C	60 - 69%	2.00

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R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see <i>Policies &amp; Procedures Manual - Deferred Grades and Make-up</i> ).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has been impossible for the faculty member to report grades.	

## VI. SPECIAL NOTES:

### Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.

### Retention of course outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

### Plagiarism:

Students should refer to the definition of "academic dishonesty" in *Student Rights and Responsibilities*. Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

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Course outline amendments:

The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

Students are expected to be present to write all tests during regularly scheduled classes.

In the event of a failed course grade, a supplementary test based on the semester's work will be administered to replace EITHER the lowest failed OR one missed test.

Each student will be required to keep a file in a designated room. This will facilitate the return of assignments, grades, and any messages the Office Administration faculty needs to relay to the students.

A disk labeled with the student's name, professor's name, and the course name MUST be available with the assignment. At the professor's discretion, disks will be checked. Students are advised to maintain at LEAST one backup of all files. A lost or damaged diskette will not be an acceptable reason for a late or incomplete assignment.

It is expected that 100 percent of classroom work be completed and submitted on time. A late assignment with an attached Extension form will be accepted if submitted within 72 hours of the due date and time. Twenty-five percent will be deducted from late assignments automatically. Failure to follow this procedure will result in a zero grade for the assignment.

Marks will be deducted for incomplete work.

All work must be labeled with the student's name and the project information on each page. All work must be submitted in a labeled folder complete with a plastic disk pocket.

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During testing, the program's on-line help may be available. Tests will not be "open book." Students must ensure that they have the appropriate tools to do the test (i.e. diskettes, pencil, pen, etc.).

Test papers will be returned to the student after grading in order to permit verification of the results and to review the tests. However, the student will be required to return all test papers to the professor who will keep them on file for one year.

Keyboarding proficiency is encouraged. Students who are unable to keyboard with a touch type technique are encouraged to use (or purchase) the *All the Right Type* typing tutor software located on the A-wing network and in The Learning Centre.

Regular attendance is expected so the professor can observe work and provide guidance as necessary.

#### **VII. PRIOR LEARNING ASSESSMENT:**

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

#### **VIII. DIRECT CREDIT TRANSFERS:**

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.