

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

SEP. 12 2001

OA 2090 - INTERNET TECHNOLOGIES

- INSTRUCTOR:** Diane Kinderwater, A313A, phone 539-2783 (office)
E-mail: kinderwater@gprc.ab.ca
- TEXT:** Understanding and Using the Internet Bruce J. McLaren, South-Western Publishing
- PREREQUISITE:** OA 1210, OA 1140, OA 1150, their equivalents or consent of instructor
- COURSE 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, web page design (using HTML and Netscape's Composer), 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 HotMail/Mailcity. If time permits, IRC and newsgroups are included. Students will have an opportunity to design and construct a web page for a local business as a hands-on project.
- COURSE OBJECTIVES:** The student will:
- Be able to configure a hard drive system for the Internet
 - Access Internet resources efficiently
 - Employ search engines effectively
 - Use electronic mail
 - 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
 - Access, download and install data and programs from FTP sites
 - Design and create a web page using various authoring methods
 - Access clipart, create digital files from photographs, and manipulate the attributes of these files in order to make them web-ready
 - Publish, promote and maintain a website on the Internet

GRADING CRITERIA:

It will be necessary to complete some assignments out of class time

Assignments	25%
Web Page Design	25%
Internet Projects	25%
Exams	25%

Due to the vastness and complexities of the Internet, students must be prepared to spend time exploring websites and search engines on their own. Students will not develop an acceptable comfort level with the Internet by attending only scheduled classes. Please make use of the after-hours labs.

Although it would be a benefit for students to have an Internet connection on their home computer, it is not a necessity.

SUPPLIES: Two file folders, clearly marked with your name and class ID, two HD computer disks, set of earphones, notebook for class notes, small address book or notepad for Internet address database.

NOTES:

Students must inform instructor if they plan to miss class. In the event of illness or other emergency on the day of an exam, excused absences only accepted when instructor has been informed prior to exam.