

Grande Prairie Regional College
Administrative Technology Department
Course Outline
Winter OA 2090M3
Internet Technologies (3) (0-0-5)

Instructor:	Diane Kinderwater, A313A, phone 539-2783 (office) E-mail: kinderwater@gprc.ab.ca
Session Details	M Section MWF 8:30 – 10:00 A313
Delivery Mode	Lecture/Lab - internet
Text:	Course Technology, Thomson Learning <u>Illustrated Series: THE INTERNET</u> (2 nd Edition) Perry & Schneider Course Technology, Thomson Learning
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: <ul style="list-style-type: none">• 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	20%
Web Page Design	40%
Internet Projects	20%
Exams	20%

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.

Course Policy

1. Attendance is required and will be taken at each class. If you are ill, please call you instructor. More that 3 missed classes may result in a recommendation of "Debarred from Exam." (See College calendar,p.33)
2. In-class tests, mid-terms, and final exams must be completed at the scheduled times. Alternate or individualized examination times will not be considered. Failure to complete examinations at the scheduled times will result in a grade of zero (0).
3. If you miss a class, have a classmate call you with your assignments. You are responsible for any work missed.
4. Assignments are due on the dates set by the instructor. Assignments may be handed in early, but only in exceptional circumstances may assignments be handed in late.

5. If you miss an in-class or homework assignment, you receive a zero (0) for that assignment. Some of these assignments may be unannounced before that date.
This policy may change from course to course.
6. Plagiarism will not be tolerated.
7. All major assignments must be completed in order to complete a course.
Keep your work up-to-date. If you are absent, phone your study partner to find out what work you missed.

Study Partner's Name _____

Study Partner's Phone Number _____

Read your Rights & Responsibilities on page 30-40 of the College Calendar.