



GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

w.01

OA 2090 Internet Technologies

INSTRUCTOR

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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, Wizards, and Netscape Composer) Pegasus electronic mail, Internet resources and multimedia are included. Additional topics are e-commerce, viruses, software piracy, ethics, ftp file transfers, Internet access and connectivity, Real Audio and Hotmail/Mailcity. If time permits, IRC and newsgroups are included.

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 Canadian 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 for 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

ATTENDANCE

Daily attendance is essential for successful completion of course material. Attendance is mandatory; attendance will be taken at each class. If you are ill, please call your instructor and have a classmate inform you of the work covered that day. More than 3 missed classes may result in a recommendation of "Debarred from Exam." (See College calendar, p. 29)

GRADING CRITERIA

<i>Assignments</i>	25%
✓ It will be necessary to complete some assignments out of class time.	
<i>Web Page Design</i>	25%
<i>Internet Projects</i>	25%
✓ Projects will not be accepted after finished projects have been graded and returned (please note due dates)	
<i>Exams</i>	25%
✓ students will not be allowed makeup exams after an exam has been graded and returned (please note the dates of exams and quizzes)	

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.

PLAGIARISM: The penalty for plagiarism is SEVERE! It can consist of EXPULSION from the program and the institution or receiving and grade of one in the course. DON'T DO IT!!!