

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

OA 2090 - INTERNET TECHNOLOGIES

- TEXT:** The World Wide Web Featuring Netscape Navigator 2 Software, by Don and Chia-Ling Barker
- Publishing on the Web (Featuring Netscape Navigator Gold) by Don and Chia-Ling Barker
- 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 Gold), Pegasus 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.
- 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
 - Publish, promote and maintain a website on the Internet
- GRADING CRITERIA:** It will be necessary to complete some assignments out of class time.
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| Assignments | 25% |
| Web Page Design | 25% |
| Internet Projects | 25% |
| Exams | 25% |