

I. COURSE DESCRIPTION:

This course will develop the student's ability to install, configure and manage a WINDOWS NT network in an internet/intranet environment. It will focus on the installation, use, and support of office suites, groupware, and web servers, as well as the development of interactive web sites using both server and client techniques. Software tools such as Java, Javascript, and Perl will be studied, as well as their application in internet/intranet applications. The student will study the use of web tools in an office environment, and will utilize a desktop management system to manage systems resources.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

A. Learning outcomes:

1. Support users and applications in web-based client-server environments.
2. Install and support contemporary office software suites.
3. Support groupware applications in NT Server environments.
4. Install and support groupware applications to implement such things as mail, messaging, database sharing.
5. Utilize a desktop management system to manage network resources
6. Specify, install and configure application software to support a variety of environments with due consideration of licensing, legal and ethical issues.

B. Learning Outcomes and Elements of the Performance:

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

1. *Support users and applications in web-based client-server environments*

Elements of the Performance:

- Use Javascript and Vb Script to develop interactive Web Pages.
- Understand the principles of CGI systems and use C++ or Perl to create interactive pages.
- Use advanced HTML features.
- Use Microsoft Word to create web content.
- Use a variety of HTML editors.
- Configure and compare Internet Explorer and Netscape Navigator.
- Use software such as IIS, FrontPage, and LiveWire to manage a web site.
- Discuss the Business aspects of internets/intranets.

This learning outcome will constitute approximately 30 % of the course.

2. *Install and support contemporary office software suites*

Elements of the Performance:

- Install and configure Microsoft Office in a network environment.
- Study the use of the suites in the generation of web content.

This learning outcome will constitute approximately 15 % of the course.

3. *Support groupware applications in NT Server or Netware Intranetware environments.*

Elements of the Performance:

- Install, configure and use Microsoft Backoffice suite.
- Install, configure and use Netscape Suitespot.
- Discuss the application of the various components of the applications.
- Compare the two applications.

This learning outcome will constitute approximately 30 % of the course.

- 4. Install and support groupware applications to implement such things as mail, messaging, database sharing.*

Elements of the Performance:

- Install and configure Exchange Server and Mail.
- Administer the Exchange Server.

This learning outcome will constitute approximately 10 % of the course.

- 5. Utilize a desktop management system to manage network resources*

Elements of the Performance:

- Discuss the characteristics of network management systems.
- Use the Seagate Desktop Network Management System.

This learning outcome will constitute approximately 10 % of the course.

- 6. Specify, install and configure application software to support a variety of users with due consideration of licensing, legal and ethical issues*

Elements of the Performance:

- Discuss the licensing issues associated with software applications.
- Discuss the techniques used to monitor network licensing and use.

This learning outcome will constitute approximately 5 % of the course.

III. TOPICS TO BE COVERED:

1. Web-based application support.
2. Office Suites.
3. Groupware.
4. Mail Systems.
5. Desktop management.
6. Application Support and Installation issues.

IV. REQUIRED STUDENT RESOURCES/TEXTS:

V. EVALUATION PROCESS/GRADING SYSTEM:

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|---|-----|
| 1. Personal web page demonstrating advanced techniques. | 20% |
| 2. Tests | 40% |
| 3. Quizzes | 20% |
| 4. Assignments and labs. | 20% |

(The percentages shown above may vary slightly if circumstances warrant.)

NOTE: *It is necessary to pass both the theory and the lab part of this course. For example, it is not possible to pass the course if a student has a failing average in the written tests but is passing the lab portion, (or vice versa).*

GRADING SYSTEM

A+	90	-	100%
A	80	-	89%
B	70	-	79%
C	60	-	69%
R	<i>Repeat Less than 60%</i>		
X	<i>Incomplete</i>		

UPGRADING OF INCOMPLETES

When a student's course work is incomplete or final grade is below 60%, there is the possibility of upgrading to a pass when a student meets all of the following criteria;

1. The student's attendance has been satisfactory.
2. An overall average of at least 50% has been achieved.
3. The student has not had a failing grade in all of the theory tests taken.
4. The student has made reasonable efforts to participate in class and complete assignments

The nature of the upgrading requirements will be determined by the instructor and may involve one or more of the following: completion of existing labs and assignments, completion of additional assignments, re-testing on individual parts of the course or a comprehensive test on the entire course.

LABS:

Lab activities represent a very important component of this course. Because of this, **attendance is mandatory** and the satisfactory completion of all lab activities is required. *It is the student's responsibility to discuss absences from regularly scheduled labs with, the instructor so that alternate arrangements (where possible) can be made to complete the lab requirements. A penalty will be applied to labs not handed in by the due date.*

LAB REPORTS

Required lab report requirements will be detailed before labs are assigned.

ATTENDANCE:

Absenteeism will affect a student's ability to succeed in this course. Absences due to medical or other unavoidable circumstances should be discussed with the instructor.

VI. SPECIAL NOTES:

- **Special Needs**
Students with special needs (e.g. physical limitations, visual or hearing impairments, or learning disabilities) are encouraged to discuss any required accommodations confidentially with the instructor and/or contact the Special Needs Office so that support services can be arranged.
- **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 post-secondary institutions.
- **Course Modifications**
Your instructor reserves the right to make reasonable modifications to the course as deemed necessary to meet the needs of students or take advantage of new or different learning opportunities.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced standing in the course should consult the instructor. This course is not eligible for challenge at the present time.