

I. COURSE DESCRIPTION:

Web sites are a major communication tool for business. Graduates of this course will be able to prepare, update, and publish web pages using FrontPage 2000. Advanced features of the program will be used as well as some HTML coding. Image Composer software will be used to prepare graphics for use on the Web.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. Create and Modify a FrontPage web. (30% of course content)

Potential Elements of the Performance:

- Use the FrontPage views
- Use the help program
- Import text into FrontPage
- Modify font properties
- Create and format Lists
- Use templates to create new pages
- Add and modify themes to a web
- Modify shared borders

2. Add special elements to a simple web. (30% of course content)

Potential Elements of the Performance:

- Add links to pages
- Work with graphics including resampling, aligning, resizing, creating transparent gifs, and creating hot spots
- Create tables and adjust their properties
- Create forms including adding drop-down menus, check boxes, radio buttons, scrolling text, and saving form results to a file or database
- Create and work with frames

3. Use Image Composer to work with graphics. (15% of course content)

Potential Elements of the Performance:

- Create pictures
- Add text to a picture
- Add objects from a file
- Apply effects to an object
- Cut out and replace an area within a picture

- Save a picture for the web
4. Add advanced Web Page features. (15% of course content)

Potential Elements of the Performance:

- Add a hit counter
 - Add a hover button
 - Add a page banner and navigation bar
 - Add a background image and sound
 - Add Information from a Database
 - Inserting an Office Web Component into a Web
5. Manage and Publish a Web Site (10% of course content)

Potential Elements of the Performance:

- Organize the structure of a web
- Verify hyperlinks
- Check spelling
- Use Global Find and Replace
- Use Source Control

III. TOPICS:

1. Create and Modify a FrontPage web. (30% of course content)
2. Add special elements to a simple web. (30 % of course content)
3. Use Image Composer to work with graphics. (15% of course content)
4. Add advanced Web Page features. (15% of course content)
5. Manage and Publish a Web Site (10% of course content)

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Web Page Fundamentals with Front Page 2000. Paul H. Zimmerman.
ISBN 0-13-026193-9

Three (3) 3.5" pre-formatted high density disks
A hard plastic disk case, plastic disk pockets
Two (2) labelled file folders
Mouse Pad (optional, but highly desirable)

V. EVALUATION PROCESS/GRADING SYSTEM:**Mid-Term Reporting:**

- S Satisfactory Progress
- U Unsatisfactory Progress
- R Repeat (objectives have not been met)
- NR Grade not reported to Registrar's Office

Breakdown of Final Grade:

For success of this course, students must complete:

Assigned projects in a timely, accurate manner	10%
One in-class test (includes hands-on and theory)	60%
One completed web project (including presentation of web)	30%

The following semester grades will be assigned to students in post-secondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 - 100%	4.00
A	80 - 89%	4.00
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50-59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject areas.	
U	Unsatisfactory achievement in field/ clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

VI. SPECIAL NOTES:Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493 so that support services can be arranged for you.

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 postsecondary institutions.

Plagiarism

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course, as decided by the professor.

The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

Test papers will be returned to the student after grading in order to permit verification of the results and to review the tests. However, the student will be required to return all test materials to the professor who will keep them on file for one year.

Students are expected to be present to write all tests during regularly scheduled classes. In the event of a failed course grade, a supplementary test will be administered at the end of the semester to replace EITHER the lowest failed OR one missed test. The supplementary test is a comprehensive test drawing upon all of the material covered during the regular semester.

A disk labelled with the student's name, professor's name, and the course name MUST be available with the assignment. At the professor's discretion, disks will be checked. Students are advised to maintain at LEAST one backup of all files. A lost or damaged diskette will not be an acceptable reason for a late or incomplete assignment.

It is expected that 100 percent of classroom work be completed and submitted on time. A late assignment with an attached Extension form will be accepted if submitted within 72 hours of the due date and time. Twenty-five percent will be deducted from late/incomplete assignments automatically. Failure to follow this procedure will result in a zero grade for the assignment.

All work must be labelled with the student's name and the project information on each page. All work must be submitted in a labelled folder complete with a plastic disk pocket.

During testing, the program's on-line help may be available. Tests will not be "open book." Students must ensure that they have the appropriate tools to do the test (i.e. diskettes, pencil, pen, etc.)

Producing accurate work is fundamental to this course. Marks will be deducted for inaccuracies..

Regular attendance is required to obtain the information required for successful course completion.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the instructor. Credit for prior learning will be given upon successful completion of the following:

VIII. DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.