SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

Sault College

COURSE OUTLINE

COURSE TITLE:	WEB PUBLISHING		
CODE NO. :	COM 115	**SEMESTER:**	08S
PROGRAM:	OFFICE ADMINISTRATION		
AUTHOR:	LYNN DEE EASON		
DATE:	APRIL 2008	**PREVIOUS OUTLINE DATED:**	APRIL 2007

APPROVED:

_____   _____
                                          DEAN   **DATE**

TOTAL CREDITS: 3

PREREQUISITE(S):   NONE

HOURS/WEEK: 6 hours/7 weeks

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 2003. Advanced features such as forms and frames will be studied as well as the integration of Office components into a Web site.

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.

    Potential Elements of the Performance:
    - Creating disk-based and server-based Web sites
    - Creating a subsite
    - Using the Getting Started task pane
    - Working in Remote Web Site View
    - Completing and managing tasks
    - Creating a new Web site
    - Setting page options
    - Entering, inserting, formatting text and applying styles
    - Importing pages from the Internet
    - Previewing and printing Web pages

2. Add special elements to a simple Web.

    Potential Elements of the Performance:
    - Understanding navigation view
    - Adding existing or blank pages to the navigation structure
    - Working with shared borders
    - Changing Link Bar properties
    - Changing the content of a shared border
    - Applying, changing, customizing, and deleting a theme

3. Work with Graphics.

    Potential Elements of the Performance:
    - Inserting pictures and background pictures
    - Changing a picture's properties and estimating download times
    - Adding text over a picture
    - Creating an image map
    - Creating WordArt, inserting drawings and shapes
    - Creating and enhancing thumbnail pictures

- Creating a photo gallery
- Changing a photo gallery's properties

4. Add advanced Web Page features.

Potential Elements of the Performance:
- Adding a table to a Web page
- Changing table properties
- Entering data and resizing cells
- Adding borders, changing border colours, inserting, and deleting cells
- Converting existing text to a table
- Merging and splitting cells
- Inserting a picture in a cell
- Aligning and formatting cells
- Applying an autoformat to a table
- Understanding frames
- Creating a frames page using a template
- Setting pages to open in a frames page
- Creating and deleting pages in a frames page
- Printing a frames page
- Understanding forms
- Opening a Web page that contains a form
- Adding a text box and a text area
- Adding a drop-down box, option button group, or check box
- Setting form properties and options
- Creating a search form
- Designing Web pages with layout tables
- Using the draw pointer and creating nested tables
- Creating an interactive button
- Understanding layout tables
- Working with layout cells
- Creating a custom link bar

5. Manage and Publish a Web Site

Potential Elements of the Performance:
- Publishing a site to an Internet Web server
- Opening a Web site from a server
- Selecting an ISP to host a Web site
- Recalculating and verifying hyperlinks
- Testing a page that contains a form component
- Viewing the results file for a form
- Testing a page that contains a search component
- Setting permissions in a Web site and a subsite

- Creating a hit counter
- Maintaining a published Web site
- Submitting a Web site to search engines
- Registering and using a domain name
- Checking browser compatibility
- Creating an executable Web folder
- Troubleshooting server problems
- Changing the publish status of a Web page
- Displaying hidden folders
- Creating a shared template
- Using File Transfer Protocol (FTP)
- Testing a Web site's functionality
- Reporting broken hyperlinks
- Customizing a site summary report
- Reporting file status
- Setting publishing options
- Publishing a site to another server
- Troubleshooting FrontPage problems

6. Integrating Office Components
   - Understanding office components
   - Creating a spreadsheet component
   - Importing data into a spreadsheet component
   - Formatting a spreadsheet component
   - Creating, formatting, and changing a chart component
   - Understanding PivotTable List components
   - Importing a database into a Web site
   - Creating, using, and sending a data access page
   - Sending form results to a database
   - Using an active server page
   - Creating a database results region
   - Creating a search form in a Web page

III.   REQUIRED RESOURCES/TEXTS/MATERIALS:

Microsoft Office FrontPage 2003. Jessica Evans. ISBN 1-4239-0491-5

USB memory stick
Two (2) labeled file folders

IV. 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%**
Two tests (including both hands-on and theory)	
- Test 1 – 25%	
- Test 2 – 35%	**60%**
One completed Web project	**30%**
	100%

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

Grade	Definition	Grade Point Equivalent
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 E1101 or call Extension 2703 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.

Communication:
The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism:
Students should refer to the definition of "academic dishonesty" in *Student Code of Conduct*. 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/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course outline amendments:
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.

Students are expected to demonstrate respect for others in the class. Classroom disturbances will be dealt with through an escalating procedure as follows:
- Verbal warning
- E-mail notification
- Meeting with the Chair

It is expected that 100 percent of classroom work be completed as preparation for the tests. All work must be labeled with the student's name and the project information on each page. Students are responsible for maintaining back-ups of all completed files.

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 those students who have attended 75 percent of classes and have completed the course work. The mark achieved on the supplemental will replace the lowest failed test for the final grade calculation.

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 papers to the professor who will keep them on file for three weeks after the semester finish date. Any questions regarding the grading of individual tests must be brought to the professor's attention within two weeks of the test paper being returned.

Tests will not be "open book" but one double-sided index card will be allowed. Generic accounts will be used for all testing. Students must ensure that they have the appropriate tools to do the test (i.e. pencil, pen, etc.).

Proofreading is fundamental to this course. Marks will be deducted for inaccuracies.

Keyboarding proficiency is encouraged. Students who are unable to keyboard with a touch type technique are encouraged to use (or purchase) the All the Right Type typing tutor software located on the E-wing network and in The Learning Centre.

Regular attendance and participation is expected to ensure course information is communicated to all students. In-class observation of student work and guidance by the professor aids student success. Lectures will not be repeated in subsequent classes.

It is the student's responsibility to be familiar with the course outline and department manual. Students are expected to check college email twice daily as a minimum.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the program coordinator: Sheree Wright, (705) 759-2554 Ext. 2487.

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.