# SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

# SAULT STE. MARIE, ONTARIO

Sault College

# COURSE OUTLINE

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| **COURSE TITLE:** | WEB PUBLISHING |
| **CODE NO. :** | COM 115        **SEMESTER:** Four / Two |
| **PROGRAM:** | Office Administration<br>Computerized Business Systems |
| **AUTHOR:** | Rosemary LeBlanc and Lynn Dee Eason |
| **DATE:** | Dec. 2001    **PREVIOUS OUTLINE DATED:** Jan. 2001 |

**APPROVED:**

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                              **DEAN**                  **DATE**

| | |
|---|---|
| **TOTAL CREDITS:** | 3 |
| **PREREQUISITE(S):** | None |
| **HOURS/WEEK:** | 3 |

**I.   COURSE DESCRIPTION:**

Communicating with others over the World Wide Web has become an important part of the business world.  Graduates of this course will be able to prepare, update, and publish web pages using both HTML coding and FrontPage 2000.

**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

Five (5) 3.5" pre-formatted high density disks
A hard plastic disk case, plastic disk pockets
Two (2) labeled 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          20%
     Two in-class tests (includes hands-on and theory)        50%
               Test #1 - 25%
               Test #2 - 25%
     One completed web project                               30%

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% | 3.75 |
| B | 70 - 79% | 3.00 |
| C | 60 - 69% | 2.00 |
| R (Repeat) | 59% or below | 0.00 |
| CR (Credit) | Credit for diploma requirements has been awarded. | |
| S | Satisfactory achievement in field placement or non-graded subject areas. | |
| X | A temporary grade.  This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see *Policies & Procedures Manual – Deferred Grades and Make-up*). | |
| NR | Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has been impossible for the faculty member to report grades. | |

**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, 717, or 491 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 may be decided by the professor.  Talking with other students during the test will result in an automatic deduction of 5 marks per occasion.

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 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.

Each student will be required to keep a file in designated classroom.  This will facilitate the return of assignments, grades, and any messages the Office Administration faculty needs to relay to the students.

A disk labeled 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 labeled with the student's name and the project information on each page.  All work must be submitted in a labeled 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.)

Proofreading is an integral part of this course.  Marks will be deducted for all proofreading and spelling errors.

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.