

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ONTARIO**



Sault College

**COURSE OUTLINE**

**COURSE TITLE: WEB PUBLISHING**

**CODE NO. : COM 115 SEMESTER:**

**PROGRAM: OFFICE ADMINISTRATION**

**AUTHOR: LYNN DEE EASON**

**DATE: APRIL 2007 PREVIOUS OUTLINE DATED: APRIL 2006**

**APPROVED:**

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	<b>DEAN</b>	<b>DATE</b>

**TOTAL CREDITS: 3**

**PREREQUISITE(S): NONE**

**HOURS/WEEK: 6 hours/7 weeks**

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**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, frames, and dynamic templates 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
- Understanding and creating dynamic Web templates
- Adding locked content to a dynamic Web template
- Creating an editable region in a dynamic Web template
- Attaching a dynamic Web template to a Web page
- Formatting text in a dynamic Web template
- Adding a background picture to a dynamic Web template
- Updating a dynamic Web template
- Understanding styles and cascading style sheets
- Changing font properties for a style
- Changing paragraph properties for a style
- Creating a new style

- Creating a cascading style sheet (CSS)
- Saving and linking a CSS to a Web page
- Creating a custom theme and using FrontPage style sheets

#### 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)	60%
One completed Web project	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:

1. 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 2493 so that support services can be arranged for you as soon as possible.
2. 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.
3. Plagiarism:  
Students should refer to the definition of “academic dishonesty” in the “Statement of 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/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.
4. Course Outline Amendments:  
Substitute course information is available in the Registrar's office.
5. 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.
6. 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 based on the semester’s work will be administered to replace EITHER the lowest failed OR one missed test.

7. A disk labeled with the student's, professor's, and the course name MUST be available for each test. 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.
8. It is expected that 100 percent of classroom work be completed to properly prepare for each test. Work will be evaluated both during class and by the professor outside of class so attendance is critical to success.
9. 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.). One 3x5 index card of information may be brought into the test.
10. Proofreading is an integral part of this course. Marks will be deducted for all proofreading and spelling errors as per the departmental grading scheme.
11. Regular attendance 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.
12. 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 instructor who will keep them on file until the end of the next module. Any questions regarding grading of individual tests must be brought to the professor's attention within two weeks of the test paper being returned.

#### **VII. PRIOR LEARNING ASSESSMENT:**

Students who wish to apply for advanced credit in the course should consult the instructor.

#### **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.