

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 SharePoint Designer 2007. Advanced features 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. Describe and work with the various elements involved in web publishing.
 - Work with HTML at a basic level
 - Work with SharePoint Designer 2007 and CSS.
 - Utilize good web design principles
 - Prepare web pages that adhere to accessibility and usability criteria commonly used in the field
2. Create and modify a SharePoint Designer 2007 Web.

Potential Elements of the Performance:

- Design a web site
 - Build a web site
 - Customize a web site
 - Import a web page
 - Work with subsites
 - Test and validate a web site
 - Publish changes to a web site
 - Add new pages to a web site
 - Format web pages
 - Add text and check spelling
 - Use hyperlinks and lists
 - Work with tables and layout tables
 - Add enhancements such as graphics, multimedia, and web components
3. Integrate Office 2007 documents and interactive forms to web sites.

Potential Elements of the Performance:

- Add Word, PowerPoint, Excel, and Access content to a web page
- Add and edit Word, PowerPoint, Excel, and Access content to a web site
- Design and create web forms
- Work with text box form fields, check boxes, option buttons, group box form fields, text area form fields, push buttons, labels, and

hidden form fields

III. REQUIRED RESOURCES/TEXTS/MATERIALS:

Exploring SharePoint Designer 2007 Brief. Grauer/Marghitu. ISBN 0-13-235051-3

USB memory stick (recommended)

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:

<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:

Disability Services:

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 professor and/or the Disability Services 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 post-secondary 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 Dean

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 all required course work. The mark achieved on the supplemental will replace the lowest failed test for the final grade calculation. An appropriately labeled cd containing completed daily work MUST be available prior to writing the test if requested by the professor.

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.

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.). Students are allowed to bring a 3x5" index card to each test.

During tests, students are expected to keep their eyes on their own work. Academic dishonesty will result in a grade of zero (0) on the test for all involved parties.

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 until the end of the next module. 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.

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

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.

Keyboarding proficiency is encouraged. Students who are unable to keyboard with a touch type techniques 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.

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

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.