

I. COURSE DESCRIPTION:

This course will continue to develop a more in depth implementation of the various aspects of a multimedia computer as introduced in the preceding course. Students will work with various computer applications and web tools to become computer proficient in the resort environment. Students will continue improving their design and development skills using a variety of multi-media presentation tools. They will use these tools and applications in the training and management of the hotel and resort environment. Further, students will learn about website design for internet promotion and develop the skills required to produce hospitality marketing brochures and materials.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the CICE student, with the assistance of a Learning Specialist will demonstrate a basic ability to:

1. CREATING A FRONTPAGE WEB SITE USING A TEMPLATE

Potential Elements of the Performance:

- Discuss the basic components of the World Wide Web
- Identify common elements of a Web page
- Define and describe a FrontPage Web site
- Start and quit FrontPage
- Describe FrontPage window elements
- Create a FrontPage Web site using a template
- Apply a theme to a FrontPage Web site
- Add and modify text elements on a Web page
- Save and preview a Web page
- Delete a Web page from a FrontPage Web site
- Add and modify hyperlinks on a Web page
- Print a Web page
- Publish and test a FrontPage Web site
- Use the FrontPage Help system

2. **ADDING A NEW WEB PAGE TO A WEB SITE**

Potential Elements of the Performance:

- List Web page design criteria
- Add a new Web page to an existing FrontPage Web site and rename the Web page
- Change the title and label of a Web page
- Change the theme and set the background color for a single Web page
- Insert a table on a Web page
- Merge cells in a table and change table properties
- Undo and redo actions in FrontPage
- Insert a clip art image in a Web page and replace an image
- Copy and paste items on a Web page
- Add a heading and normal text to a Web page
- Insert a horizontal rule
- Add a link bar and a Photo Gallery component to a Web page
- Print preview a Web page
- Save a Web page with embedded images
- Publish changes to an existing FrontPage Web site

3. **CUSTOMIZING AND MANAGING WEB PAGES AND IMAGES**

Potential Elements of the Performance:

- Discuss the types of images used on the Web
- Create and apply a custom theme
- Expand an existing table
- Add a hit counter
- Add a shared border and change the navigation structure of a Web site
- Copy and paste from a Word document
- Insert bookmarks into a Web page
- Display the Pictures toolbar
- Modify image properties
- Insert an AutoShapes drawing object in FrontPage
- Create an image map hotspot
- Use a graphical image as a hyperlink
- Use FrontPage to create and view reports
- Verify the hyperlinks in a FrontPage Web site

4. **CREATING AND USING INTERACTIVE FORMS ON THE WEB**

Potential Elements of the Performance:

- Describe forms and types of form fields
- Describe available form handlers
- Describe the methods and format used to submit form data
- Manage files in Folders view
- Modify a page title in Folders view
- Copy and paste a page banner and a link bar
- Hide the Folder List pane
- Insert a form in a Web page and a table
- Insert a table, text box, text area, and check box in a form
- Insert a line drawing AutoShape in a table
- Create a nested table
- Insert a drop-down box, group box, and option button in a form
- Modify form button properties
- Choose a form handler
- Modify HTML code directly in FrontPage

5. **USING FRAMES TO DISPLAY DATABASE RESULTS IN WEB PAGES**

Potential Elements of the Performance:

- Describe frames pages and explain how they work
- Use the Database Results Wizard
- Use a custom SQL query
- Use a frames page template
- Save a frames page
- Set an existing Web page as the initial page in a frame
- Modify the size of a frame
- Create a new Web page for the initial page in a frame
- Modify the properties of a frame
- Modify the properties of a frames page
- Import files into an existing FrontPage Web site
- Create hyperlinks to pages in a frame
- Create a hyperlink to a whole page
- Display the No Frames view
- Print framed Web pages

6. USING SUBSITES, THE DATABASE INTERFACE WIZARD, AND SOURCE CONTROL

Potential Elements of the Performance:

- Create a new folder in an existing Web site
- Move files and folders into another folder
- Convert a folder to a subsite
- Open a subsite for editing
- Set an existing page as the home page for a Web site
- Use the default page as a hyperlink target
- Use the Database Interface Wizard to create Database Editor pages
- Apply a theme to a subsite
- Publish a Web site and all subsites
- Enable source control for a Web site and subsite
- Check files in and out using source control
- View the Checkout Status report

WORKING WITH MULTIMEDIA CONTENT IN WEB PAGES

Potential Elements of the Performance:

- Add a Macromedia Flash movie to a Web page
- Add video to a Web page
- Add audio to a Web page
- Understand multimedia formats and streaming

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Microsoft FrontPage 2003, Comprehensive Concepts and Techniques
By: Shelly, Cashman, Quasney ISBN:0-619-25475-0

V. EVALUATION PROCESS/GRADING SYSTEM:

Tentative Breakdown*:

The marks for this course will be arrived as follows:

Tests / Quizzes	60%
Major Project	30%
Attendance / Professionalism	10%

* Some Minor modifications to the above percentages may be necessary. The professor reserves the right to adjust the mark up or down 5% based on attendance, participation, leadership, and creativity and whether there is an improving trend.

ATTENDANCE:

- In order to remain up to date with the delivery of course material students will be required
To do the following:
 - Be present for each class.
 - Report to class within 5 minutes of the scheduled start time.
 - Bring the required course text and resource materials.
 - Sign the class attendance book at the beginning of each class.
- Any student who is absent for 3 or more times without any valid reason or effort to resolve the problem will result in either of:
 - a) marks being deducted
 - b) his / her removal from the course.

ASSIGNMENTS

- All Assignments must be completed satisfactorily to complete the course.
- Assignments will not be accepted past the designated due date unless there are documented, legitimate circumstances.

TESTS

- The professor reserves the right to adjust the number of tests, practical tests and quizzes. Students will be given prior notice to any changes.
- All course materials (electronic lessons, classroom lectures, printed handouts etc.) are subject to evaluation and may be used in the creation of tests and quizzes. If not in class at the time of their delivery it will be the student's responsibility to obtain the information.
- Written tests will be conducted as deemed necessary; generally at the end of each block of work, and will be announced in advance.
- Quizzes may be conducted without advance warning.
- Students who are absent on the day of a test or quiz will be marked absent and given a failing grade for the evaluation.
- Students who provide a signed written statement that explains their absence (to the satisfaction of the course professor) will be granted a one-time opportunity to write the missing test or quiz.

The following semester grades will be assigned to students in postsecondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	3.00
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 area.	
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.	

UPGRADE OF INCOMPLETE WORK

- When a student's course work is incomplete or below 55%, there is the possibility of upgrading to a pass when the student's performance warrants it. Attendance and assignment completion will have a bearing on whether upgrading will be allowed.
- The method of upgrading is at the discretion of the teacher and may consist of one or more of the following options:
 - assigned make-up work
 - re-doing assignments
 - re-writing of tests
 - writing a comprehensive supplemental examination.
- **A failing grade will remove the option of any upgrading and an R grade will result.**

Where a student's overall performance has been consistently unsatisfactory, an R grade may be assigned without the option of make-up work.

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 professor 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.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in the *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.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

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.

CICE Modifications:

Preparation and Participation

1. An Integrative Educational Assistant will attend class with the student(s) to assist with inclusion in the class and to take notes.
2. Students will receive support in and outside of the classroom (i.e. tutoring, assistance with homework and assignments, preparation for exams, tests and quizzes.)
3. Study notes will be geared to test content and style which will match with modified learning outcomes.
4. Although the Integrative Educational Assistant may not attend all classes with the student(s), support will always be available. When the Integrative Educational Assistant does attend classes he/she will remain as inconspicuous as possible.

A. Tests may be modified in the following ways:

1. Tests, which require essay answers, may be modified to short answers.
2. Short answer questions may be changed to multiple choice or the question may be simplified so the answer will reflect a basic understanding.
3. Tests, which use fill in the blank format, may be modified to include a few choices for each question, or a list of choices for all questions. This will allow the student to match or use visual clues.
4. Tests in the T/F or multiple choice format may be modified by rewording or clarifying statements into layman's or simplified terms. Multiple choice questions may have a reduced number of choices.

B. Tests will be written in CICE office with assistance from an Integrative Educational Assistant.

The Integrative Educational Assistant may:

1. Read the test question to the student.
2. Paraphrase the test question without revealing any key words or definitions.
3. Transcribe the student's verbal answer.
4. Test length may be reduced and time allowed to complete test may be increased.

C. Assignments may be modified in the following ways:

1. Assignments may be modified by reducing the amount of information required while maintaining general concepts.
2. Some assignments may be eliminated depending on the number of assignments required in the particular course.

The Integrative Educational Assistant may:

1. Use a question/answer format instead of essay/research format
2. Propose a reduction in the number of references required for an assignment
3. Assist with groups to ensure that student comprehends his/her role within the group
4. Require an extension on due dates due to the fact that some students may require additional time to process information
5. Formally summarize articles and assigned readings to isolate main points for the student
6. Use questioning techniques and paraphrasing to assist in student comprehension of an assignment

D. Evaluation:

Is reflective of modified learning outcomes.