

### Course Outline

**COURSE:** CSIS 155                      **DIVISION:** 50                      **ALSO LISTED AS:**

**TERM EFFECTIVE:** Fall 2011                      **Inactive Course**

**SHORT TITLE:** MICROSOFT FRONTPAGE

**LONG TITLE:** Microsoft FrontPage

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
2	18	Lecture:	2	36
		Lab:	0	0
		Other:	0	0
		Total:	2	36

**COURSE DESCRIPTION:**

Students will learn how to use the Web authoring software FrontPage to create and modify Web pages. Topics include formatting text, using tables, frames, images, and links. Also, the class will cover the syntax and use of HTML commands for modifying Web pages. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. **ADVISORY:** CSIS 1 or CSIS 2 or equivalent computer experience.

**PREREQUISITES:**

**COREQUISITES:**

**CREDIT STATUS:** D - Credit - Degree Applicable

**GRADING MODES**

- L - Standard Letter Grade
- P - Pass/No Pass

**REPEATABILITY:** R - Course may be repeated  
Maximum of 3 times

**SCHEDULE TYPES:**

- 02 - Lecture and/or discussion
- 72 - Dist. Ed Internet Delayed

**STUDENT LEARNING OUTCOMES:**

1. Create web pages with different font sizes, types and faces.

ILO: 7,3,2

Measure: Homework, projects, lab exercises

2. Create web pages with lists and tables.

ILO: 3,7,5,2

Measure: Homework, projects

3. Create web pages with different types of paragraphs.

ILO: 3,7,5,2

Measure: Homework, lab exercises, projects

4. Create web pages with frames and simple forms.

ILO: 3,7,5,2

Measure: Homework, projects, tests, quizzes

5. Create web pages with links and anchors.

ILO: 3,7,5

Measure: Homework, projects, lab exercises

## **CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS**

Inactive Course: 04/25/2011

### **WEEK HOUR CONTENT**

Students who repeat this class study new and advanced techniques for FrontPage.

Supervised instruction will increase student skills in creating web pages.

Before coming to the class, read the lecture chapters, and research material for creating web pages in the lab.

1-2 4 Lecture: Introduction to FrontPage.

Introduction to the Internet: www, HTML, and web servers. Using web pages, components of web pages:

URLs, frames, links and forms. Using FrontPage (FP)

views: page, folders, reports, navigation, and links.

Understanding HTML commands, viewing HTML commands.

Homework: Read the chapters in the book related to the material for the class. Use the browser to review the material covered in the lecture. Use FrontPage to view and modify web pages. Use Internet Explorer (IE) and Netscape Navigator (NN) to view the same web pages to see how they differ by browser.

3-4 4 Lecture: Creating a web site and web page. Developing

a web site: defining and designing. Building and

testing a web site. Entering text, spell checking, and

adding a link. Saving, closing, printing, and testing

a web site. Formatting a web page: fonts, sizes, colors.

Using headings and special characters. Revising a web

page: changing, adding, and inserting items. Using

colors, images, marquees, and horizontal lines in web

pages.

Homework: Read the chapters in the book related to the material for the lecture. While out of the class/lab, do research on material to create your web pages. Use

the material covered in the lecture to create web pages.

Use text commands, lines, images, and colors.

Modify the web page using different text, text formatting, and other items.

5-6 4 Lecture: Using lists, hyperlinks, pictures, and the tasks list. Importing web pages and files into FP. Creating lists: numbered, bulleted, and nested lists. Working with bookmarks, links, and e-mail links. Working with pictures, colors, and backgrounds.

Homework: Read the chapters in the book related to the material for the lecture. Use the material covered in the lecture to create and modify web pages.

Use several types of lists in your web page. Use bookmarks, links, and e-mail links in your web pages.

Use and modify colors, backgrounds, and pictures.

7-8 4 Lecture: Creating tables and frames in a web page.

Importing web pages. Using tables: aligning and formatting tables, and table cells and contents.

Inserting, selecting, moving and deleting rows and columns. Splitting and merging table cells. Nesting tables and using images in tables. Using and misusing frames, and frame problems. Designing and constructing frames.

Homework: Read the chapters in the book related to the material for the class and outline a web page you can do in the lab. Use the material covered in the lecture to create and modify web pages. Use FP to put tables in your web pages. Use FP to put frames in your tables.

Use nested tables and nested frames in your web pages.

9-10 4 Lecture: Using pictures, shared borders, and themes.

Creating a thumbnail picture. Changing picture characteristics: text over a picture, hover buttons and status bar. Using dynamic HTML: page transition and animated text, and viewing HTML code.

Creating and modifying a web site structure. Using themes, photo, and shapes in a web page.

Homework: Read the chapters in the book related to the material for the lecture and study the sample lecture web pages. Use the material covered in the lecture to create and modify web pages. Create web pages with pictures, and use the different picture commands. Use DHTML to control and automate web pages.

Using a design done at home create a web site and then modify the structure. Use visuals such as photos and shapes in your web site.

11-12 4 Lecture: Publishing a web site. Working with search components. Setting up a form: radio buttons, check boxes, drop-down boxes, and text boxes. Validating

and testing a form. Publishing a web page on a web server. Processing web page input and form data. Checking file links and file permissions.

Homework: Read the chapters in the book related to the lecture and study the sample web pages to get ready for the lab. Use the material covered in the lecture to create and modify web pages. Put a form on your web page with all form options. Upload the form, on your web page with all form options. Upload the form, test the form and links, then modify the uploaded form.

13-14 4 Lecture: Creating a new web site on a web server.

Using the Import Wizard to import a web site. Creating a site map and assigning web pages to categories. Using source control to manage multiple authors or departments. Creating templates for shared use and site standardization. Creating and managing a discussion group. Using a web site's hidden folders.

Homework: Read the chapters in the book related to the material for the lab and lecture. Study the sample web pages from the lecture and prepare some for the lab. Use the Import Wizard to import a web site. Create a site map and assigning web pages to categories. Use source control to manage multiple authors or departments. Create templates for shared use and site standardization. Set up a discussion group, and hidden folders.

15-16 4 Lecture: Integrating a database with a FP web site.

Understanding and using a database. Setting up access to a database and opening a database. Inserting a database results region in a web page. Using a web page to query a database. Creating a form for data input to a database.

Lab/Homework: Read the chapters in the book related to the material for the class. Study the material covered in the lecture to create and modify web pages. Use a database file for later integration into a web site. Link a database file to your web page for previewing, modification, and selection of data.

17-18 4 Lecture: Using office components and styles. Inserting spreadsheet components in a web page. Importing and resizing spreadsheet components. Inserting chart components in a web page. Resizing and labeling charts. Using a PivotTable list component in a web page. Adding and using fields in a PivotTable list component. Using the browser to interact with a PivotTable. Creating user-defined styles in a web page.

Homework: Read the chapters in the book related to the material for the class. Use the material covered in the

lecture to create and modify web pages. Create web page that use spreadsheet and chart components. Use commands to modify and format the spreadsheet and chart components. Use PivotTables in your web pages.

Finish final web page projects.

Final exam.

#### STUDENT PERFORMANCE OBJECTIVES:

##### Weeks 1-2

The students learn and use the components of a web page.

The students use FP to view and modify HTML commands.

The students learn how web pages work with browsers.

The students use both IE and NN to compare the same web page.

##### Weeks 3-4

The students create a web page using FP.

The students modify web pages using FP.

The students use text and color commands for their web page.

View the web page with both NN and IE to notice compatibility problems.

##### Weeks 5-6

The students use different types of lists and links in their web pages.

The students use color, backgrounds, and pictures in their web pages.

View the web page with both NN and IE to notice compatibility problems.

##### Weeks 7-8

The students use tables in their web pages.

The students use frames in their web pages.

The students use tables and frames to control layout in their web pages.

##### Weeks 9-10

The students place and modify pictures in web pages.

The students use DHTML commands in web pages.

The students design and modify web page structures.

The students add borders and link bar components to their web pages.

##### Weeks 11-12

The students use form and form components in their web pages.

The students upload, test, and modify their web page.

##### Weeks 13-14

The students gain more experience with managing a web page.

The students set up templates, site maps, hidden files, and discussion groups.

##### Weeks 15-16

The students link a database to a web page.

The students set up the database for record search and record modification.

The students view the HTML code that works with databases.

##### Weeks 17-18

The students learn how to insert spreadsheet and chart components.  
The students learn how to modify and format the spreadsheet and chart components.

**METHODS OF INSTRUCTION:**

Lecture, computer demonstrations, and handouts

**METHODS OF EVALUATION:**

The types of writing assignments required:

Written homework

The problem-solving assignments required:

Homework problems

Quizzes

Exams

The types of skill demonstrations required:

Class performance

Performance exams

The types of objective examinations used in the course:

Multiple choice

True/false

Matching items

Completion

Other category:

None

The basis for assigning students grades in the course:

Writing assignments: 1% - 20%

Problem-solving demonstrations: 10% - 50%

Skill demonstrations: 15% - 50%

Objective examinations: 10% - 40%

Other methods of evaluation: 0% - 0%

**REPRESENTATIVE TEXTBOOKS:**

Microsoft FrontPage 2000: Complete Concepts and Techniques,<sup>^s</sup>  
by Gary Shelly, Thomas Cashman and Michael Mick, Course Technology

Reading level of text: 11th grade

Other Materials Required to be Purchased by the Student:

disk

**ARTICULATION and CERTIFICATE INFORMATION**

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Transferable CSU, effective 200370

UC TRANSFER:

Not Transferable

**SUPPLEMENTAL DATA:**

Basic Skills: N

Classification: I

Noncredit Category: Y

Cooperative Education:

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department: CSIS

CSU Crosswalk Course Number: 155

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: C

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000095809

Sports/Physical Education Course: N

Taxonomy of Program: 070210