

COMPUTER TECHNOLOGY DEPARTMENT

GREENVILLE TECHNICAL COLLEGE Greenville, South Carolina

COURSE SYLLABUS

Course Number: IST 222

Course Title: Introduction to Webpage Production

Lecture hours per week: 3.0 **Semester credit hours:** 3.0

Pre or co-requisite: CPT 101 (within the last five years)

Catalog course description: This course is designed to develop skills in using common office and web development software to produce webpage content. (*FrontPage 2003 will be used in this course.*)

Purpose of the course:

1. To provide a basic knowledge of planning, creating, and customizing the appearance of a FrontPage Web site.
2. To provide a basic knowledge of creating user-defined styles and cascading style sheets in a Web site and finalizing a Web site for publication.
3. To provide hands-on experience creating a Web site directly on a Web server.
4. To provide hands-on experience creating and maintaining hyperlinks, working with pictures, creating tables, and Web pages with frames and forms.
5. To provide hands-on experience by enhancing the utility of a Web site by inserting Office Components in its pages such as spreadsheets and databases.
6. To increase knowledge of HTML forms by sending form results to a Microsoft Access database that is stored in a Web site.

Required text(s) or other materials:

1. Microsoft Office FrontPage 2003 Coursecard Edition; Jessica Evans; Course Technology; ISBN: 1-4239-0491-5
2. All students must access CampusCruiser regarding final course grades/transcripts, information postings, financial records, etc. Students in traditional classes must access CampusCruiser for postings regarding assignments, grades, and e-mail. Students in online classes must access WebCT for specific course information regarding assignments and due dates, test dates, and e-mail correspondence; online courses require weekly participation.
3. A USB portable storage device such as a flash drive will be needed for coursework storage. *CD/RW CDs or 3 1/2 floppy disks may still be needed to submit assignments as directed by your instructor.*

Students for Whom the Course is Intended: Students seeking a course in Internet literacy and preparation for higher level Internet skills courses.

Instructor: _____ Telephone Ext: _____

Office Location: _____ Office Hours: _____

Approved by: Kim Cannon

Kim Cannon
Computer Technology/Programming Department Head
Kim.Cannon@gvltec.edu, ET 305, 864-250-8425

Date: January 7, 2008

Approved by: Susan McDonald

Susan McDonald
Dean of Technical Business
Susan.McDonald@gvltec.edu, ET 104, 864-250-8442

Date: January 7, 2008

COLLEGE OF TECHNICAL BUSINESS STUDENT/INSTRUCTION POLICY AGREEMENT

The following policy information is provided in expanded text in the document entitled *College of Technical Business Policies and Procedures* provided to you in a separate document via *CampusCruiser*. Although the following information is in an abbreviated form, students are responsible for knowing the policies and any procedures related to the policies in their entirety. The policies and procedures are also provided in the current *College Catalog and Student Handbook* as indicated, and additional information may also be found on the College's website, www.gvltec.edu.

TECHNICAL BUSINESS DIVISION ATTENDANCE POLICIES

TRADITIONAL CLASSES: It is the student's responsibility to be present for all scheduled classes and labs and to communicate with instructors regarding absences. While missing 10 percent of the class may result in an administrative withdrawal, the College of Technical Business does not routinely administratively withdraw students.

ONLINE CLASSES: It is the student's responsibility to commit themselves to online classes and participate regularly, i.e., continuous communication with the instructor by e-mail, bulletin board postings, and turning in assignments. Students who stop sending weekly e-mails, or bulletin board postings and/or stop submitting work will be assumed as not "attending" class and will be marked absent. Consistent absences will make a student eligible for being withdrawn from the course or denied access to the course. Students who finds him/herself falling behind should contact the instructor. In other words, if a student simply accesses the course but doesn't communicate, then it doesn't count as "attendance;" and if the student does not withdraw, he/she may receive a final grade of "FA," meaning "failed due to lack of attendance." Such a grade can affect a student's financial aid status.

WITHDRAWAL FROM CLASSES

It is the student's responsibility to complete the required paperwork and process it at the Office of Student Records located at the McAlister Square facility. Instructors or staff members will not process course withdrawal requests.

CLASSROOM CONDUCT Refer to the *College Catalog/Student Handbook*, pages 63-73, for additional information.

Classroom conduct and manners are founded in courtesy and respect for others. Conduct that interferes with the freedom of instructors to teach and the rights of other students to learn is not acceptable and could result in dismissal from the class.

CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES

To avoid any unnecessary disruption of College functions, these devices must be turned off and placed out of sight in all academic settings including classrooms, laboratories, clinical / externship settings, study spaces, and computer labs and should not be used near classroom doors or hallways while classes are in session. If a circumstance exists that makes a device required, the student must seek the instructor's permission in advance and it must be set to silent/vibrate mode. Disruption of class from electronic devices may result in the student's dismissal from the class. Issues related to academic dishonesty using these devices will follow the Academic Honesty Policy.

ACADEMIC HONESTY Refer to the *College Catalog/Student Handbook*, pages 12 & 65-66, for additional information.

Students should know what activities constitute cheating, plagiarism, and collusion as defined in the Student Code for South Carolina Technical Colleges. A student involved in any of these activities will, at a minimum, receive a grade of "0" for that portion of the course. This grade will be computed in the final course grade. **Note: Refer to the Department Academic Honesty Policy under the Grading Information for specific information.**

POLICY FOR REPEATING A COURSE Refer to the *College Catalog/Student Handbook*, page 17, for additional information.

A student may register for a class a maximum of three times including withdrawals. There is an appeal process for extenuating circumstances.

COUNSELING SERVICES Refer to the *College Catalog/Student Handbook*, page 48, for additional information.

René Sawyer, Counselor for Technical Business, is available to assist Technical Business students with personal, academic, or career counseling. Ms. Sawyer is located at the Barton Campus in the Engineering Technology Building (#103), Room 119; she can be reached by phone at 250-8528 or by e-mail at rene.sawyer@gvltec.edu. In addition the College has an Intervention Counseling Office which offers confidential professional counseling as well as resources and referrals to agencies. This office is located at the Barton Campus in the Student Center (Building 105), Room 140. Jackie Bradham, counseling, can be reached by phone at 250-8176 or 250-8318 or by e-mail at jackie.bradham@gvltec.edu. Appointments can be scheduled as needed.

STUDENT WITH DISABILITIES Refer to the *College Catalog/Student Handbook*, page 48, for additional information.

All students who have a disability and need accommodations should visit, call, or e-mail the Student Disability Services Office at the beginning of each semester. Students are strongly encouraged to obtain their accommodation forms within the first 2 weeks of class to ensure appropriate services. The office is located at the Barton Campus in the Student Center (Building 105), Room 124, and can be reached by phone at 250-8202 or 250-8408 or by e-mail at sharon.bellwood@gvltec.edu. The Disability Service Counselor is available to meet with students on satellite campuses by appointment.

The above information is only a portion of the College's policies and procedures for which each student is responsible. For the most current information, please direct your attention to www.gvltec.edu for the most current student handbook information. The information is listed under *Current Student* and then under *Student Resources*.

CPT/PROGRAMMING PROGRAM COMPETENCIES

Upon successful completion of the CPT/Programming program, the graduate will be able to:

1. Analyze, design, develop, and document system solutions that will satisfy the information needs of business users using structured design methodologies and established standards.
2. Design, create, test, and document logical programming solutions to prescribed specifications following established standards and using current development environments and languages for application development and database management.
3. Demonstrate the knowledge and ability to evaluate, configure, maintain, and troubleshoot microcomputer hardware and software.
4. Demonstrate the knowledge and skills necessary to install, configure, and maintain network operating systems such as Windows and Unix.
5. Demonstrate the use of a minimum of three business application software packages.
6. Demonstrate fundamental team building, project management, and presentation skills by participating in team projects that include team goals and values, a development methodology for documentation and coding, group presentations, and exposure to topics such as diversity, time management, and goal setting.
7. Demonstrate the ability to take initiative, assume responsibility, and work under pressure with minimum supervision by successfully completing "hands-on" computer lab assignments.

IST 222 TERMINAL OBJECTIVES

Students who successfully complete this course will have demonstrated the skills necessary to accomplish the following objectives with a minimum competency of 70 percent.

1. Use FrontPage 2003 to create and publish a disk-based Web site.
2. Apply a theme to a Web site and customize it to change its attributes and other features.
3. Create and use tables in a Web page.
4. Create a new Web site on a Web server and import files into the site.
5. Use spreadsheet, chart, and pivot table list components in a Web page.
6. Apply knowledge of HTML forms by sending form results to a Microsoft Access data based that is stored in a Web site.
7. Create a subweb in a Web site and find and replace text in a Web site.

The objectives of the IST 222 course are intended to meet the CPT/Programming program competencies numbered 2 and 6 above.

Business Division Student Lab Rules

The following lab rules are in addition to those mandated by the college as outlined in the Computing Facilities Use Policy (*College Catalog/Student Handbook, pages 62*). By signing the Syllabus Acknowledgement Form for this course, you agree to follow all of the guidelines specified by both the college and the division. Failure to comply with all computer policies will result in the loss of privileges involving campus computer facilities.

- Children are **not** allowed in labs and classrooms nor left in hallways (*College Catalog/Student Handbook, page 62*).
- Food and drinks are **not** allowed in computer labs.
- Labs are to be used only for students enrolled in Computer/Business Program courses and for educational purposes only and may not be used for commercial or personal purposes.
- A Student ID is required. You may be asked to show your student ID and also a copy of your current class schedule.
- **You must log into the computer when you arrive. You will enter your first and last names and your CampusCruiser ID. You will then receive a listing of courses for the current semester, and you will need to select the course for which you are completing work. Remember to log out of the computer before you leave the computer and the lab.**
- Inappropriate or unethical use of the Internet is strictly prohibited (i.e., chat rooms, pornographic web site access, etc.) On the first offense, a written warning will be issued. Lab privileges will be revoked upon the second offense.
- **Printing in the Business Division Student Lab is now available.** Students will need to purchase a pay-to-print card (one is located in the lab), and the student will be charged per page for printing. Printing from the Internet is allowed; however, all regulations regarding the use of the Internet also apply to printing from the Internet.
- Printing in the lab classrooms may only be done at the request of the instructor during class time. Then only one copy of the final assignment may be printed for submission. No other printing is permitted in these labs.
- Lab assistants are on duty to handle hardware/software problems; they do not provide tutoring.
- The Lab Assistant's office and telephone are not to be used by students; a pay phone is located in the canteen.
- All equipment malfunctions are to be reported to the lab assistant; do not attempt repairs.
- Labs are **closed** to all students **during exam days** (except for scheduled exam use), holiday breaks, and between semesters.
- Copying of any software programs and applications which are licensed or protected by copyright is theft.
- Copying of computer programs, documents, spreadsheets, databases, presentations, computer codes, etc. is not tolerated.
- You must keep the labs neat and clean by picking up after yourself.
- Labs are occasionally reserved for classes; adhere to posted signs.
- **You must leave the lab and/or classroom to answer or return cell phone calls. Please put your cell phone on manner-mode or vibrate when in the lab and/or classroom; disruptive and loud ring tones are not acceptable. Students may be asked to change inappropriate ring tones that are disruptive to the learning environment in the lab and/or classroom.**
- The lab assistant may be asked to perform corrective activity for a disk, but it is done so at your own risk with no guarantees that data will not be lost.
- **Loading of ANY software onto campus computers is prohibited.**
- **Internet downloading is prohibited!**
- **Use of personal laptops is not permitted in the lab.** Only computers owned by the College may be plugged into any College network.
- Instant messaging is prohibited.
- All students must use the Business Division Student Lab to complete work outside of the scheduled course times. Students will not be allowed to remain in the classroom to complete work after the class is over. Instructors will ask all students to leave the classroom and report to the Student Lab if they desire to continue working on a computer.

The Business Division Student Lab is located on the Barton Campus in the Engineering Building (103), Room 115.

You will be required to sign in and out when using this lab. Be sure to keep your student ID and class schedule with you; you may be asked to show your current student ID and/or your current class schedule.

***Lab Hours: Monday – Friday 8:00 am to 9:30 pm ▪ Saturday 8:00 am to 1:00 pm ▪ Sunday Closed**

IST 222 – Introduction to Webpage Production

GRADING POLICY ***

Fifteen (15) percent of the final grade will be based on successful completion of homework assignments.

Sixty (60) percent of the final grade will be based on the average of the unit tests.

Twenty-five (25) percent of the final grade will be based on the comprehensive final examination.

Departmental Policy for the Submission and Grading of Assignments

- All assignments (i.e., labs, projects, research papers, etc.) for this course must be completed and submitted to the instructor by the due date established in order to receive full credit for the assignment.
- Assignments not submitted by the due date can receive up to a maximum of 80 percent credit if it is submitted within one week of the due date.
- Assignments submitted after one week of the due date will have a zero (0) grade recorded for the assignment.
- In the event that an assignment is made less than one week prior to the end of the course, the assignment must be submitted by the last day of class prior to the beginning of the final exam period and will not be accepted late.

Departmental Test Policy for Computer Technology Courses

- A minimum of three (3) tests and a Comprehensive Final Exam will be given.
- Test dates will be announced in class and posted on *CampusCruiser*.
- Periodic announced and unannounced quizzes may be given to encourage attendance; make-ups are not allowed.
- The student assumes responsibility for materials and announcements missed when absent.
- **Tests must be taken on the announced day. Early tests may be arranged at the instructor's discretion.**
- **Only one make-up test without bonus options is allowed for the course; scheduling of the make-up test is at the instructor's discretion. . If the first missed test is prior to the last date to withdraw for the course, the test must be completed prior to the withdrawal date. Bonus options will not be allowed on the make-up test. If a second test is missed, the student will automatically receive a failing grade for the course.**
- A failing grade will be given if two or more tests are missed.
- A comprehensive final exam must be taken as scheduled with no exemptions or exceptions.

Exceptions to the Departmental Test Policy will be made on an individual basis as a result of a decision involving the department head, instructor, student, and/or the Dean of Technical Business.

Departmental Academic Honesty Policy for Cheating and Plagiarism

Cheating and Plagiarism will not be tolerated in any Computer Technology course. If cheating and/or plagiarism are found, the following grading penalty will be assessed:

1st Offense – A grade of zero (0) will be assessed for the assignment/test on which the incident occurred.

2nd Offense – A grade of zero (0) will be assessed for the entire assignment/test portion for the course in which the incident occurred. For this course the penalty would be 15 percent of the final grade for assignments and 60 percent of the final grade for tests.

Departmental Grading Scale

Final letter grades will be issued as follows:

A	=	90 - 100 points
B	=	80 - 89 points
C	=	70 - 79 points
D	=	60 - 69 points
F	=	0 - 59 points

INCOMPLETES: An INCOMPLETE ("I") will only be approved if ALL of the following conditions exist:

- The student must have no more than 3 weeks (15-week term) or 1.5 weeks (8-week/10-week term) remaining to complete the course.
- The student must have a validated, documented reason why he/she cannot complete the course by the prescribed end date (illness, work situation, death, etc.).
- The student must be up to date with all work up to the point of the request for an Incomplete (no untaken tests or un-submitted labs, homework, etc.), and the student must have a passing grade average (C or higher) for all work submitted.

IST 222 – Introduction to Webpage Production Tentative Schedule of Topics and Class/Lab Meetings

NOTE: *Students enrolled in the online class will have a Class Calendar/Outline to follow.*

Tutoring is now available in the Business Division Student Lab located on the Barton Campus in the Engineering Building (#103), Room 115. The hours for tutoring are posted in the lab (ET 115); no appointment is necessary. There are no fees required for this service.

General Course Introduction and Syllabus Review

Unit A: Getting Started with FrontPage 2003

1. Understanding FrontPage
2. Planning a Web site
3. Starting FrontPage 2003
4. Opening an Existing Web site
5. Changing the Web site view
6. Using Tasks view
7. Getting Help
8. Closing a Web site and FrontPage

Unit B: Creating a New Web Site

1. Creating a new Web site
2. Setting the Web site's page options
3. Entering and inserting text in a Web page
4. Inserting a file into a Web page
5. Formatting text
6. Importing pages into a Web site
7. Checking the spelling in a Web site
8. Previewing and print a Web page

Unit C: Working on the Web's Hyperlinks and Appearance

1. Understanding Navigation view
2. Adding existing pages to Navigation structure
3. Adding blank pages to Navigation structure
4. Turning on shared borders
5. Changing link bar properties
6. Changing the content of a shared border
7. Applying a theme to a Web site
8. Customizing a theme

Unit D: Working with Pictures

1. Inserting a picture
2. Changing a picture's properties
3. Adding text over a picture
4. Creating an image map
5. Creating WordArt
6. Creating a thumbnail picture
7. Creating a photo gallery
8. Changing a photo gallery's properties

UNIT TEST #1

IST 222 – Introduction to Webpage Production Tentative Schedule of Topics and Class/Lab Meetings

Unit E: Creating a Table

1. Adding a table to a Web page
2. Changing table properties
3. Entering table data and resizing cells
4. Inserting and deleting cells
5. Merging and splitting cells
6. Inserting a picture in a cell
7. Aligning and formatting cells
8. Applying an AutoFormat to a table

Research Paper Due – Involving Web Careers

Unit F: Creating a Frames Page

1. Understanding frames
2. Creating a frames page using a template
3. Setting pages to open in a frames page
4. Creating a new page in a frames page
5. Setting multiple pages to open in a frame
6. Creating a new frame in a frames page
7. Deleting a frame from a frames page
8. Setting frame properties

Unit G: Creating a Form

1. Understanding forms
2. Opening a Web page that contains a form
3. Adding a text box and text area
4. Adding a drop-down box
5. Adding an option button group
6. Adding a check box
7. Setting form properties
8. Creating a search form

Unit H: Working in a Published Web Site

1. Publishing a Web site
2. Opening a Web site from a server
3. Recalculating and verifying hyperlinks
4. Testing a page that contains a form component
5. Testing a page that contains a search component
6. Setting permissions in a Web site
7. Creating a hit counter
8. Maintaining a published Web site

UNIT TEST #2

IST 222 – Introduction to Webpage Production Tentative Schedule of Topics and Class/Lab Meetings

Unit I: Creating a Web Site on a Web Server

1. Locating a Web presence provider
2. Using the Import Web Wizard to create a new Web
3. Setting a Web site's page options
4. Creating an executable Web folder
5. Opening an Office document in a Web
6. Checking out a Web page
7. Checking in a Web page
8. Troubleshooting server problems

Unit J: Using File Management Techniques

1. Creating a subweb
2. Finding and replace text
3. Using Hyperlinks view
4. Creating navigation options
5. Displaying a Web site's hidden folders
6. Changing the publish status of a Web page
7. Creating a shared template
8. Using File Transfer Protocol (FTP)

Unit K: Working with Advanced Table and Positioning Features

1. Drawing a new table
2. Setting table properties
3. Creating a nested table
4. Creating a hover button
5. Customizing a Table AutoFormat
6. Adding a custom background to a table
7. Positioning text in a page
8. Layering text in a page

Unit L: Creating a Discussion Group

1. Planning a discussion group
2. Using the Discussion Web Wizard
3. Posting a message
4. Replying to a message
5. Searching for a message
6. Examining a discussion group's files
7. Editing a message in a discussion group
8. Examining a discussion group's shared borders

UNIT TEST #3

IST 222 – Introduction to Webpage Production Tentative Schedule of Topics and Class/Lab Meetings

Unit M: Using Office Components

1. Understanding Office components
2. Creating a spreadsheet component
3. Importing data into a spreadsheet component
4. Formatting a spreadsheet component
5. Creating a chart
6. Formatting a chart component
7. Changing a chart component
8. Understanding PivotTable List components

Unit N: Integrating a Database with a Web Site

1. Reviewing database concepts
2. Importing a database into a Web site
3. Creating a data access page
4. Using a data access page
5. Sending form results to a database
6. Using an Active Server Page
7. Creating a Database Results region
8. Creating a search form in a Web Page

Unit O: Working with User-Defined Styles

1. Understanding styles
2. Changing font properties for a style
3. Changing paragraph properties for a style
4. Creating a new style
5. Creating a cascading style sheet (CSS)
6. Saving a CSS
7. Linking a CSS to a Web site
8. Applying a theme to a Web page that uses styles

Unit P: Finalizing a Web Site

1. Testing a Web site's function
2. Reporting broken hyperlinks
3. Customizing a Site Summary report
4. Reporting file status
5. Setting publishing options
6. Publishing a Web site to another server
7. Learning about your FrontPage installation
8. Troubleshooting FrontPage problems

COMPREHENSIVE FINAL EXAM

Technical Business Division - Important Semester Date Information
Spring 2008 Semester - January 7 through May 2, 2008

	Classes Begin	Drop/Add Period	Holiday Break - No Classes	Last Day to Withdraw	Last Day of Classes	Exams
Full Session Courses	January 7	January 7 - 11	January 21 - MLK Birthday March 24 - 29 - Spring Break	March 17	April 28	April 29 - May 2
Weekend Classes - Full Session	January 11	January 11 - 16	March 24 - 29 - Spring Break	March 19	April 26	May 2 - 3
1st Session Courses - (8 Week Course)	January 7	January 7 - 9	January 21 - MLK Birthday	February 13	February 27	February 28 - 29
2nd Session Courses - (8 Week Course)	March 3	March 3 - 5	March 24 - 29 - Spring Break	April 15	April 28	April 29 - May 2
10 Week Courses -	February 12	February 12 - 14	March 24 - 29 - Spring Break	April 4	April 28	April 29 - May 2
AOT Department - 6 Week Courses (AOT 101)	January 7	January 7 - 8	January 21 - MLK Birthday	January 28	February 18	Last Day of Class
AOT Department - 9 Week Courses (AOT 106)	February 25	February 25 - 27	March 24 - 29 - Spring Break	March 25	May 2	Last Day of Class
CPT Department - 4 Week Course (CPT 150 W01)	January 7	January 7 - 8	January 21 - MLK Birthday	January 23	February 4	Last Day of Class

Note: The refund policy has changed. Please refer to the policy as published on Greenville Tech's Website.

— Summer/Fall 2008 Registration Begins: April 7, 2008 ■ Summer 2008 Classes Begin - May 12, 2008 —