

## **School for New Learning**

### **DePaul University**

**Course Syllabus:** SW 201 Web Page Design

**Year and Quarter:** Summer 2009

### **General Information**

Faculty: Michael W. Lightfoot, MEd  
9352 So. Rhodes, Chicago, IL 60619  
Email: [michael\\_lightfoot@msn.com](mailto:michael_lightfoot@msn.com)  
Tel: (773) 928-0103

Location Naperville

Dates: Thursday, June 18th – August 20th, 2009

Hours: 06:30 p.m. – 09:30 p.m.

### **Course Description and Faculty Biographical Sketch**

With so many people jumping on the Web publishing bandwagon, you can easily feel like you've been let in the dust. Today, people are cranking out publications with worldwide distribution and impact as a result of Web publication software.

This course is designed for Web page content creators and aims to give you the skills needed to build basic pages on the internet using Microsoft's FrontPage . FrontPage allows Web publishing without knowledge of HTML (the language used to create Web pages). FrontPage allows you to write and design your web site on your own computer and publish the final product to a distant server. Once your site is on the server, you can republish changes or you can open the site directly on the server for minor changes and updates.

The framework of this course is based on the use of Microsoft FrontPage software with specific hands-on exercises in the computer lab. We will examine the use of other Web publishing software and its relationship to Microsoft FrontPage.

Michael Lightfoot is a visiting faculty member at SNL. He was formally Vice President, Manager of Technology Support at First Chicago NBD Bank (Chase). He has over thirty years of comprehensive computer information systems and management experience to include computer center operations management, networking, systems auditing, application development, project management and systems hardware/software training. Mr. Lightfoot has a B.A degree in information systems and an M.S. in education. He currently has his own consulting business and provides technical training and consulting services for the University of Chicago Hospital, and the Chicago Public Schools.

### **Competencies:**

#### **Individual Focus Area**

**FX:** Can design a web page for workplace use.

#### **Experiencing Science**

**S-1-D:** Can design and plan an information technology solution for a problem.

#### **Science, Technology and Society**

**S-3-X:** Can analyze and used web based technology and can assess its efficiency.

### **Learning Experience:**

Through lectures, discussions, demonstrations and lab work, we will learn how to use Microsoft FrontPage software for creating Web pages. The students are expected to read the required material and practice the activities performed in the computer lab. We will learn how to build and manage a Web site.

You will be asked to: 1) read the assigned readings for each class and locate additional material on your own; 2) participate in class discussions; 3) participate in computer lab assignments and create a Web page; 4) and perform an individual presentation of your Web page.

### ***Required Textbook:***

**Microsoft FrontPage 2003 for Dummies**, by Asha Dornfest (Author).

ISBN 0-7645-08892-9, Wiley Publishing, Inc. (We are certainly not 'Dummies' in seeking to learn more about Web design - this is simply one of the best and least expensive book available!)

### ***Recommended Reading***

**Microsoft Office Expression Web for Dummies**, by Linda Hefferman and Asha Dornfest (Authors). ISBN: 978-0-470-11509-1, Wiley Publishing, Inc.

### **Outcomes:**

Upon successful completion of this course, you, the participant

- Will understand the purpose of Web authoring.
- Will understand the overall structure and components of Microsoft FrontPage software.
- Create, format and edit a Web page and publish the final product.
- Evaluate the quality and content of a Web site.
- Access and use FrontPage tools on the Internet.
- Identify a problem or problems that require(s) a Web Page solution and apply a solution demonstrating knowledge of FrontPage software tools and techniques.

### **Evidence the students will submit:**

The students will demonstrate their competence through class participation, individual presentations and lab work. Each student will demonstrate achievement of their competence by creating a Web page and doing a 10 minute class presentation of that Web site. Each student will explain in detail the layout of the site, its purpose and will evaluate its content and determine what problem is being resolved by the creation of the Web page.

### **Criteria for Assessment:**

- 30%** Lab Activities: - How well are you able to perform the requirements listed in the ***Evidence the students will submit*** above.
- 30%** Participation and Contribution - Did you attend all sessions? How well did your questions and comments advance your own learning and support the learning of others in the class?
- 40%** Individual Presentation/Website.

**Work Will be Evaluated As Follows:**

**A=** designates work of superior quality; reflects thorough and comprehensive understanding of the Microsoft suite of applications and their advanced features. Demonstrates creativity in the development of your application product. Demonstrates advanced features specific to the applications covered in class that will help enhance the learning experience of the class.

**B=** designates work of good quality; reflects clearly organized and comprehensive understanding of the Microsoft suite of applications and able to clearly demonstrate their features. Demonstrates creativity in the development of your application product.

**C=** designates work which minimally meets requirements set forward in assignment; reflects some knowledge of the Microsoft suite of applications but no creativity or originality in the development of you application product .

**D=** designates work of poor quality which does not meet minimum requirements set forth in the assignment; demonstrates lack of understanding of the Microsoft suite of applications and are not able to demonstrate the use of these products

This class is graded using letter grades; students always have the option of taking this course Pass/Fail. If you intend to do so, you must inform me early in the course. Once you commit to taking a course Pass/Fail, you cannot switch back to a letter grade.

**Policy on Incompletes:**

It is expected that students will complete course assignments and evidence by specified due dates within the quarter. In circumstances which the instructor determines to be exceptional, when a student is unable to complete required course work by the established due dates, the student may request that a grade of Incomplete (IN) be issued. This request must be made formally, in writing, by completion of an IN Request Form that the student signs. The form specifies the final date by which all outstanding coursework must be completed. Failure to submit outstanding work by the specified due date will result in a grade change from IN to W or FX for each enrolled competence, along with serious academic and/or financial consequences. **After the final submission deadline, the student will have no further opportunities to submit work for a passing grade.**

**Class Schedule: Topic and Time Frame:**

| Date     | Topic  | Assignment   |
|----------|--|--|
| 06/18/09 | <p><b>Microsoft FrontPage (Web Authoring Software)</b></p> <ul style="list-style-type: none"> <li>• Review of syllabus</li> <li>• The First session will introduce students to Microsoft FrontPage.               <ul style="list-style-type: none"> <li>○ What is the Internet?</li> <li>○ What is a Website?</li> <li>○ What are Web pages?</li> <li>○ What is HTML?</li> <li>○ What is a browser – types?</li> <li>○ What is Web Hosting?</li> <li>○ What is Web page software?</li> <li>○ Sample Websites – Good/Bad</li> <li>○ Internet connectivity – Dial-up/DSL/T1</li> <li>○ The Do’s and Don’ts of a Website</li> <li>○ File Formats</li> <li>○ Copyright Laws</li> </ul> </li> </ul>  |  |
| 06/25/09 | <p><b>Hands-on Lab activities</b><br/> <b>Computer Lab: 06:30 - 09:30</b></p> <ul style="list-style-type: none"> <li>• Preparing your computer for Web design activities               <ul style="list-style-type: none"> <li>○ My Web folders (Empty)</li> <li>○ Screen settings</li> <li>○ Tool Bars</li> <li>○ Spell check/Preview Panes/Full Menu/Off Assistant</li> </ul> </li> <li>• FrontPage features</li> <li>• Creating a Web site from scratch</li> <li>• Importing a Existing Web site</li> <li>• Open, closing and deleting a Web site</li> <li>• Creating a New Web Page</li> <li>• Opening a Web Page</li> <li>• Converting documents into Web Pages</li> <li>• Creating a customized template</li> <li>• Creating a Web site using a template</li> </ul> | <p><u>Part 1</u> Ch.1,2</p> <p><i>Students should only scan the chapters and be familiar with the content prior to class</i></p> |
| 07/02/09 | <p><b>Hands-on Lab activities</b><br/> <b>Computer Lab: 06:30 - 09:30</b></p> <ul style="list-style-type: none"> <li>• Creating a Table</li> <li>• Inserting things into a Table</li> <li>• Table Properties, height, alignment, borders, background</li> <li>• Cell Properties, height, alignment, borders, background</li> <li>• Fiddling with Columns and Rows</li> <li>• Working with Layers</li> <li>• Creating new pages</li> <li>• Copying/Pasting text into your Website               <ul style="list-style-type: none"> <li>○ Files</li> <li>○ Internet</li> </ul> </li> </ul>   | <p><u>Part II</u> Ch.7</p> <p><i>Students should only scan the chapters and be familiar with the content prior to class</i></p>  |

| Date     | Topic  | Assignment  |
|----------|--|---|
| 07/09/09 | <p><b>Hands-on Lab activities</b><br/> <b>Computer Lab: 06:30 - 09:30</b></p> <ul style="list-style-type: none"> <li>• Cross – Platform Mania</li> <li>• Give your site a purpose</li> <li>• Planning your Web site</li> <li>• Using fonts, Changing, Color, Spacing</li> <li>• Creating stylish paragraphs</li> <li>• Lists, horizontal lines</li> <li>• Borders and shading</li> <li>• Hyper linking</li> <li>• Bookmarks</li> <li>• Creating Hotspots and linking</li> </ul>  | <p><u>Part II</u> Ch.3,4,5</p> <p><i>Students should only scan the chapters and be familiar with the content prior to class</i></p>                           |
| 07/16/09 | <p><b>Hands-on Lab activities</b><br/> <b>Computer Lab: 06:30 - 09:30</b></p> <ul style="list-style-type: none"> <li>• Getting to know Web Graphic formats</li> <li>• Adding a Picture to you Page</li> <li>• Using clipart and Word Art</li> <li>• Controlling How a Picture is Displayed</li> <li>• Adding Borders, Surrounding Text and Alternative Text</li> <li>• Using Image Composer/Microsoft Picture It.</li> <li>• Editing a Picture</li> <li>• Using Thumbnails, Background Images</li> <li>• Using Auto Shapes</li> </ul>  | <p><u>Part II</u> Ch. 6</p> <p><i>Students should only scan the chapters and be familiar with the content prior to class</i></p>                              |
| 07/23/09 | <p><b>Hands-on Lab activities</b><br/> <b>Computer Lab: 06:30 - 09:30</b></p> <ul style="list-style-type: none"> <li>• Inserting an Interactive Button\Hover Buttons</li> <li>• Interactive Button Properties</li> <li>• Adding Components to your Web site <ul style="list-style-type: none"> <li>○ Hit Counters</li> <li>○ Keyword search</li> <li>○ Marques</li> <li>○ Stock Quotes</li> <li>○ News Headlines</li> <li>○ Photo Albums</li> </ul> </li> <li>• Adding Dynamic HTML Effects</li> <li>• Creating a Form</li> <li>• Working with Form Fields <ul style="list-style-type: none"> <li>○ Text boxes</li> <li>○ Text areas</li> <li>○ Check boxes</li> <li>○ Drop-down boxes</li> </ul> </li> </ul> <p>Adding submission buttons</p> | <p><u>Part III</u> Ch.11,12<br/> <u>Part II</u> Ch.8</p> <p><i>Students should only scan the chapters and be familiar with the content prior to class</i></p> |

| Date     | Topic   | Assignment   |
|----------|---|--|
| 07/30/09 | <b>Hands-on Lab activities</b><br><b>Computer Lab: 06:30 - 09:30</b> <ul style="list-style-type: none"> <li>• Adding Multimedia to Your web site <ul style="list-style-type: none"> <li>○ Adding Animations</li> <li>○ Adding Music/Video</li> <li>○ Creating Hyperlink drop-down menus</li> <li>○ Behaviors</li> </ul> </li> <li>• Working with Views</li> <li>• Creating Files and Folders</li> <li>• Renaming, deleting Files and Folders</li> <li>• Importing Files and Folders</li> </ul>                    | Part III Ch.13<br>Part IV Ch.15, 18<br><br><i>Students should only scan the chapters and be familiar with the content prior to class</i> |
| 08/06/09 | <b>Hands-on Lab activities</b><br><b>Computer Lab: 06:30 - 09:30</b><br><b>Review and Website Development</b><br><br>During this session, the students will create an entire Website from the beginning focusing on the tools and techniques covered in the class. The instructor will guide the students through the process during the creation of this Website.<br><br><ul style="list-style-type: none"> <li>• Publishing Your Website</li> <li>• Editing and updating your Website via the online</li> </ul> | Part V Ch.17   |
| 08/13/09 | <b>Student Presentations</b><br><b>Computer Lab: 06:30 - 09:30</b><br><br>During this session half of the students will demonstrate their Websites to the class and will explain in detail the layout of the site, its purpose and evaluate its content.  |  |
| 08/20/09 | <b>Student Presentations</b><br><b>Computer Lab: 06:30 - 09:30</b><br><br>During the final session the second half of the students will demonstrate their Websites to the class and will explain in detail the layout of the site, its purpose and evaluate its content.  |  |
|          | <b>Follow - up</b>  |  |

**Computer Labs:**

Computer Labs are at all DePaul campuses. In **'the Loop**, the Lab: is located in Lewis Center in room 1420. At **Lincoln Park**, the Lab: is located in the Schmidt Academic Center (SAC) in room 238. At **O'Hare** the computer is near the Library. **At Oak Forest and Naperville**, ask at the front desk for directions.