

Microsoft FrontPage

Course Design

2000-2001

Course Information

Organization: EASTERN ARIZONA COLLEGE

Division: General Education

Course Number: CMP

Title: Microsoft FrontPage

Credits: 1

Developed by: Dr. Barbara Ganz

Lecture/Lab Ratio: 1 Lec/1 Lab

Transfer Status: Non-Transferable to ASU, UofA and NAU

Extended Registration

Class: Not an extended registration course

CIP Code: 52.0408

Awareness Course: No

Intensive Writing

Course: No

Prerequisites: 1. None

Educational Value: This class is designed for Intermediate Computer and Internet users who desire to learn the basic of web site development.

Goals: 1. To introduce students to the uses of Microsoft FrontPage.

Description: An introduction to web page development using Microsoft FrontPage in a non-programming approach. Includes hyperlinks, graphic, frames, tables, ftp. Emphasis on good website design strategies. Experience using the Internet and basic computers skills are recommended.

Textbooks: Joyce Fox and Christina Dudley. *Quick Course in Microsoft FrontPage 2000*. Microsoft Press,

Supplies: None

Competencies and Performance Standards

1. Define a website and web page and describe their basic elements.			
<i>Domain--Cognitive</i>	<i>Level--Evaluation</i>	<i>Importance--Useful</i>	<i>Difficulty--Low</i>
<p>Criteria--Performance will be satisfactory when:</p> <ul style="list-style-type: none"> • learner can define website, web page, and other applicable Internet terms. • learner can explain the characteristics of an effective website and web page. • learner can describe the basic elements of a web page. 	<p>Conditions--Competence will be demonstrated:</p> <ul style="list-style-type: none"> • By oral report in a class discussion. 	<p>Learning Objectives:</p> <ol style="list-style-type: none"> Define website, web page, and other applicable Internet terms. Explain the characteristics of an effective website and web page. Describe the basic elements of a web page. 	
2. Demonstrate how to start and end a FrontPage session.			
<i>Domain--Psychomotor</i>	<i>Level--Practice</i>	<i>Importance--Important</i>	<i>Difficulty--Medium</i>
<p>Criteria--Performance will be satisfactory when:</p> <ul style="list-style-type: none"> • learner can demonstrate how to start FrontPage from the Programs menu. • learner can describe how to create a "start" shortcut on your desktop. • learner can utilize the FrontPage icon on your desktop to start the program. 	<p>Conditions--Competence will be demonstrated:</p> <ul style="list-style-type: none"> • By an in-class demonstration of proficiency. 	<p>Learning Objectives:</p> <ol style="list-style-type: none"> Demonstrate how to start FrontPage from the Programs menu. Describe how to create a "start" shortcut on your desktop. Utilize the FrontPage icon on your desktop to start the program. 	
3. Demonstrate how to create and publish a simple web page.			
<i>Domain--Psychomotor</i>	<i>Level--Practice</i>	<i>Importance--Essential</i>	<i>Difficulty--Medium</i>
<p>Criteria--Performance will be satisfactory when:</p> <ul style="list-style-type: none"> • Demonstrate how to add and delete pages. • Demonstrate how to add and edit text. • Explain how to format text. • learner can demonstrate how to add and format graphics. • learner can show how to add hyperlinks to the webpage. • learner can show how to add email links to the webpage. • learner can explain how to add page navigation to the webpage. • learner can explain how to publish the website by using file transfer protocol (ftp). 	<p>Conditions--Competence will be demonstrated:</p> <ul style="list-style-type: none"> • By creating a simple web page to display to class. 	<p>Learning Objectives:</p> <ol style="list-style-type: none"> Demonstrate how to add and delete pages. Demonstrate how to add and edit text. Explain how to format text. Demonstrate how to add and format graphics. Show how to add hyperlinks to the webpage. Show how to add email links to the webpage. Explain how to add page navigation to the webpage. Explain how to publish the website by using file transfer protocol (ftp). 	

4. Describe how to utilize colors, fonts, and other page characteristics to design the web page.			
<i>Domain--Cognitive</i>	<i>Level--Analysis</i>	<i>Importance--Important</i>	<i>Difficulty--Medium</i>
<p>Criteria--Performance will be satisfactory when:</p> <ul style="list-style-type: none"> • learner can select the web page background color. • learner can create a color master. • learner can select the font, character size and shading of text elements defined in a theme. • learner can modify graphics and graphic elements, such as banner and bullet list. • learner can modify selected text using the font dialog box. 	<p>Conditions--Competence will be demonstrated:</p> <ul style="list-style-type: none"> • By successfully incorporating skills on a web page. 	<p>Learning Objectives:</p> <ol style="list-style-type: none"> Select the web page background color. Create a color master. Select the font, character size and shading of text elements defined in a theme. Modify graphics and graphic elements, such as banner and bullet list. Modify selected text using the font dialog box. 	
5. Describe how to enhance a page using forms and special effects.			
<i>Domain--Cognitive</i>	<i>Level--Evaluation</i>	<i>Importance--Important</i>	<i>Difficulty--Medium</i>
<p>Criteria--Performance will be satisfactory when:</p> <ul style="list-style-type: none"> • learner can describe how to create forms. • learner can modify the field properties of forms. • learner can show how to collect data used in forms. • learner can show how to use graphics as hyperlinks. • learner can demonstrate how to add hot-spots. • learner can describe how to incorporate animated objects onto the web page. • learner can show how to add a hit counter. • learner can describe how to use sound effects. • learner can describe briefly how non-html components are used. • learner can add a heading to the web page. 	<p>Conditions--Competence will be demonstrated:</p> <ul style="list-style-type: none"> • By successfully incorporating skills on a web page. 	<p>Learning Objectives:</p> <ol style="list-style-type: none"> Describe how to create forms. Modify the field properties of forms. Show how to collect data used in forms. Show how to use graphics as hyperlinks. Demonstrate how to add hot-spots. Describe how to incorporate animated objects onto the web page. Show how to add a hit counter. Describe how to use sound effects. Describe briefly how non-html components are used. Add a heading to the web page. 	
6. Demonstrate how to insert graphic images, hyperlinks, and email addresses.			
<i>Domain--Psychomotor</i>	<i>Level--Practice</i>	<i>Importance--Important</i>	<i>Difficulty--Medium</i>
<p>Criteria--Performance will be satisfactory when:</p> <ul style="list-style-type: none"> • learner can insert graphic images. • learner can insert hyperlinks. • learner can insert an email address. 	<p>Conditions--Competence will be demonstrated:</p> <ul style="list-style-type: none"> • By successfully incorporating skills on a web page. 	<p>Learning Objectives:</p> <ol style="list-style-type: none"> Insert graphic images. Insert hyperlinks. Insert an email address. 	

7. Describe how to use frames and tables.			
<i>Domain--Cognitive</i>	<i>Level--Evaluation</i>	<i>Importance--Important</i>	<i>Difficulty--Medium</i>
<p>Criteria--Performance will be satisfactory when:</p> <ul style="list-style-type: none"> • learner can utilize a template to create frames. • learner can set up a contents frame. • learner can set up a main frame. • learner can add a table. • learner can format a table. • learner can add and delete rows and columns. • learner can format rows, columns, and cells. 	<p>Conditions--Competence will be demonstrated:</p> <ul style="list-style-type: none"> • By successfully incorporating skills on a web page. 	<p>Learning Objectives:</p> <ol style="list-style-type: none"> Utilize a template to create frames. Set up a contents frame. Set up a main frame. Add a table. Format a table. Add and delete rows and columns. Format rows, columns, and cells. 	
8. Describe how to upload files using ftp.			
<i>Domain--Cognitive</i>	<i>Level--Evaluation</i>	<i>Importance--Important</i>	<i>Difficulty--Medium</i>
<p>Criteria--Performance will be satisfactory when:</p> <ul style="list-style-type: none"> • learner can establish a dial-up connection to the Internet through your Internet Service Provider (ISP). • learner can start the FrontPage application and open the FrontPage web you want to publish to the Web server. • learner can select the File menu Publish Web option, Front Page, in turn, will display a Publish Web dialog box. • learner can use the Uniform Resource Locator (URL) and enter publish destination field. • learner can enter a valid username and password pair to login to the FTP server. • learner can tell FrontPage to publish any subwebs. • learner can click on the Publish button. 	<p>Conditions--Competence will be demonstrated:</p> <ul style="list-style-type: none"> • By uploading file to Internet. 	<p>Learning Objectives:</p> <ol style="list-style-type: none"> Establish a dial-up connection to the Internet through your Internet Service Provider (ISP). Start the FrontPage application and open the FrontPage web you want to publish to the Web server. Select the File menu Publish Web option, Front Page, in turn, will display a Publish Web dialog box. Use the Uniform Resource Locator (URL) and enter publish destination field. Enter a valid username and password pair to login to the FTP server. Tell FrontPage to publish any subwebs. Click on the Publish button. 	

9. Describe how to maintain a website.		
<i>Domain--Cognitive</i>	<i>Level--Evaluation</i>	<i>Importance--Important</i> <i>Difficulty--Medium</i>
Criteria-- Performance will be satisfactory when: <ul style="list-style-type: none"> • Modify design elements of web page. • Update information contained on web page. • Describe how to add shortcuts/new hyperlinks. 	Conditions-- Competence will be demonstrated: <ul style="list-style-type: none"> • By modifying web site once posted. 	Learning Objectives: <ol style="list-style-type: none"> a. Modify design elements of web page. b. Update information contained on web page. c. Describe how to add shortcuts/new hyperlinks.

Types of Instruction

- Classroom Presentation
- On Campus Laboratory and Clinicals

Grading Policy

Evaluation Methods: Students will be evaluated as follows in accordance with the weights assigned to course requirements:

1. Pre Test: Weight: 0%
2. Web Site Project: Weight: 90%
3. Post Test: Weight: 10%

Grading Scale:

Grade	Requirement
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Below 60%
	or
P	Pass
F	Fail

Learning Plans

Learning Plan 1-- Learning Plan 1

Overview: The student will learn terminology and definitions relating to web page development.

Competency: 1. **Define a website and web page and describe their basic elements.**

Learning Activities:

- _____ 1. PARTICIPATE in class discussion.
- _____ 2. LISTEN to a presentation.
- _____ 3. SELECT a method for completing a task.
- _____ 4. TAKE notes.

Performance Assessment Activities: _____ 1. Participate in lecture/demonstrations.
 _____ 2. Successfully complete each task/assignment.

Learning Plan 2-- Learning Plan 2

Overview: The student will demonstrate how to start and end a FrontPage session.

Competency: 2. **Demonstrate how to start and end a FrontPage session.**

Learning Activities:

- _____ 1. FOLLOW directions to perform a task.
- _____ 2. ANSWER objective questions.
- _____ 3. LISTEN to a presentation.
- _____ 4. PRACTICE a hands-on skill.
- _____ 5. SELECT a method for completing a task.
- _____ 6. TAKE notes.
- _____ 7. PARTICIPATE in lecture/demonstrations.
- _____ 8. COMPLETE lab assignment.

Performance Assessment Activities: _____ 1. Participate in lecture/demonstrations.
 _____ 2. Perform skills as assigned.

- _____3. Successfully complete each task/assignment.

Learning Plan 3-- Learning Plan 3

Overview: The student will demonstrate how to create and publish a simple web page.

Competency: 3. **Demonstrate how to create and publish a simple web page.**

Learning Activities:

- _____1. FOLLOW directions to perform a task.
- _____2. ANSWER objective questions.
- _____3. LISTEN to a presentation.
- _____4. PRACTICE a hands-on skill.
- _____5. SELECT a method for completing a task.
- _____6. TAKE notes.
- _____7. PARTICIPATE in lecture/demonstrations.
- _____8. COMPLETE lab assignment.

Performance

Assessment Activities:

- _____1. Participate in lecture/demonstrations.
- _____2. Perform skills as assigned.
- _____3. Successfully complete each task/assignment.

Learning Plan 4-- Learning Plan 4

Overview: The student will learn to use color, fonts, and other web page characteristics and tools.

Competency: 4. **Describe how to utilize colors, fonts, and other page characteristics to design the web page.**

Learning Activities:

- _____1. PARTICIPATE in lecture/demonstrations.
- _____2. COMPLETE lab assignment.
- _____3. FOLLOW directions to perform a task.
- _____4. ANSWER objective questions.
- _____5. LISTEN to a presentation.
- _____6. PRACTICE a hands-on skill.

- _____ 7. SELECT a method for completing a task.
- _____ 8. TROUBLESHOOT a specific process.
- _____ 9. TAKE notes.

Performance**Assessment Activities:**

- _____ 1. Participate in lecture/demonstrations.
- _____ 2. Perform skills as assigned.
- _____ 3. Successfully complete each task/assignment.

Learning Plan 5-- Learning Plan 5

Overview: The student will learn to enhance a webpage.

Competency: 5. **Describe how to enhance a page using forms and special effects.**

Learning Activities:

- _____ 1. PARTICIPATE in lecture/demonstrations.
- _____ 2. COMPLETE lab assignment.
- _____ 3. FOLLOW directions to perform a task.
- _____ 4. ANSWER objective questions.
- _____ 5. LISTEN to a presentation.
- _____ 6. PRACTICE a hands-on skill.
- _____ 7. SELECT a method for completing a task.
- _____ 8. TROUBLESHOOT a specific process.
- _____ 9. TAKE notes.

Performance**Assessment Activities:**

- _____ 1. Participate in lecture/demonstrations.
- _____ 2. Perform skills as assigned.
- _____ 3. Successfully complete each task/assignment.

Learning Plan 6-- Learning Plan 6

Overview: The student will learn to insert graphic images, hyperlinks, and email addresses.

Competency: 6. **Demonstrate how to insert graphic images, hyperlinks, and email addresses.**

Learning Activities:

Microsoft FrontPage

- _____ 1. PARTICIPATE in lecture/demonstrations.
- _____ 2. COMPLETE lab assignment.
- _____ 3. FOLLOW directions to perform a task.
- _____ 4. ANSWER objective questions.
- _____ 5. LISTEN to a presentation.
- _____ 6. PRACTICE a hands-on skill.
- _____ 7. SELECT a method for completing a task.
- _____ 8. TROUBLESHOOT a specific process.
- _____ 9. TAKE notes.

**Performance
Assessment Activities:**

- _____ 1. Participate in lecture/demonstrations.
- _____ 2. Perform skills as assigned.
- _____ 3. Successfully complete each task/assignment.

Learning Plan 7-- Learning Plan 7

Overview: The student will learn to use frames and tables.

Competency: 7. **Describe how to use frames and tables.**

Learning Activities:

- _____ 1. PARTICIPATE in lecture/demonstrations.
- _____ 2. COMPLETE lab assignment.
- _____ 3. FOLLOW directions to perform a task.
- _____ 4. ANSWER objective questions.
- _____ 5. LISTEN to a presentation.
- _____ 6. PRACTICE a hands-on skill.
- _____ 7. SELECT a method for completing a task.
- _____ 8. TROUBLESHOOT a specific process.
- _____ 9. TAKE notes.

**Performance
Assessment Activities:**

- _____ 1. Participate in lecture/demonstrations.
- _____ 2. Perform skills as assigned.
- _____ 3. Successfully complete each task/assignment.

Learning Plan 8-- Learning Plan 8

Overview: The student will learn how to upload files using FTP.

Competency: 8. **Describe how to upload files using ftp.**

Learning Activities:

- _____ 1. PARTICIPATE in lecture/demonstrations.
- _____ 2. COMPLETE lab assignment.
- _____ 3. FOLLOW directions to perform a task.
- _____ 4. ANSWER objective questions.
- _____ 5. LISTEN to a presentation.
- _____ 6. PRACTICE a hands-on skill.
- _____ 7. SELECT a method for completing a task.
- _____ 8. TROUBLESHOOT a specific process.
- _____ 9. TAKE notes.

Performance

Assessment Activities:

- _____ 1. Participate in lecture/demonstrations.
- _____ 2. Perform skills as assigned.
- _____ 3. Successfully complete each task/assignment.

Learning Plan 9-- Learning Plan 9

Overview: The student will learn how to maintain a website.

Competency: 9. **Describe how to maintain a website.**

Learning Activities:

- _____ 1. PARTICIPATE in lecture/demonstrations.
- _____ 2. COMPLETE lab assignment.
- _____ 3. FOLLOW directions to perform a task.
- _____ 4. ANSWER objective questions.
- _____ 5. LISTEN to a presentation.
- _____ 6. PRACTICE a hands-on skill.
- _____ 7. SELECT a method for completing a task.
- _____ 8. TROUBLESHOOT a specific process.
- _____ 9. TAKE notes.

**Performance
Assessment Activities:**

- _____ 1. Participate in lecture/demonstrations.
- _____ 2. Perform skills as assigned.
- _____ 3. Successfully complete each task/assignment.
- _____ 4. Complete Web Page and Post on Internet.