BOT 165.4 Course Outline as of Fall 2009

CATALOG INFORMATION

Dept and Nbr: BOT 165.4   Title: CREATING A WEB PAGE
Full Title: Creating a Web Page Using Microsoft Word
Last Reviewed: 9/15/2008

Units			Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0.50		Lecture Scheduled	0.50	17.5	Lecture Scheduled	8.75
Minimum	0.50		Lab Scheduled	0	2	Lab Scheduled	0
			Contact DHR	0		Contact DHR	0
			Contact Total	0.50		Contact Total	8.75
			Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 17.50   Total Student Learning Hours: 26.25

Title 5 Category: AA Degree Applicable
Grading: P/NP Only
Repeatability: 34 - 4 Enrollments Total
Also Listed As:
Formerly: BOT 86.66

Catalog Description:
Course designed to create a web page using Microsoft Word software. Designed for the office professional or other serious personal computer user. Emphasizes the layout and design of a web page using Word software.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: Course designed to create a Web Page using Microsoft Word software. Designed for the office professional or other serious personal computer user. Emphasizes the layout and design of a Web Page using Word software.   (P/NP Only)
Prerequisites/Corequisites:
Recommended:
Limits on Enrollment:

Transfer Credit:
Repeatability: 4 Enrollments Total

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**			Effective:	Inactive:
CSU GE:	**Transfer Area**			Effective:	Inactive:
IGETC:	**Transfer Area**			Effective:	Inactive:
CSU Transfer:		Effective:		Inactive:	
UC Transfer:		Effective:		Inactive:	

CID:

Certificate/Major Applicable:
Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:
Upon completion of the course, students will be able to:
1. Design a web page using MS Word software.
2. Insert graphics and background on the Web Page.
3. Create hyperlinks to other web sites.
4. Create hyperlinks for ease of movement.
5. Determine appropriate steps to post the web page on the Internet using a server.
6. Students repeating this course will complete projects of increasing difficulty and complexity each semester.

Topics and Scope:

1. Design a Web Page Using Word Software
    A. Determine goal of Web Page
    B. Compose text for Web Page
2. Insert Graphics and Background on the Web Page
    A. Choose appropriate image(s)
    B. Insert image into Word document
    C. Determine background for Web Page
3. Save the Web Page to Disk
4. Determine the Steps to Post the Web page on the Internet
    A. Transfer Web Page from disk to server
    B. Determine appropriate Web address.
5. Students repeating this course will complete projects of increasing difficulty and complexity each semester.

Assignment:

Complete exercises and drills

Tests and quizzes
Participate in class discussions
Completion of class performances
Repeating students will report on revision changes

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None, This is a degree applicable course but assessment tools based on writing are not included because problem solving assessments and skill demonstrations are more appropriate for this course.	Writing 0 - 0%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Application problems	Problem solving 20 - 50%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Software functions	Skill Demonstrations 10 - 65%

Exams: All forms of formal testing, other than skill performance exams.

Quizzes and tests	Exams 5 - 20%

Other: Includes any assessment tools that do not logically fit into the above categories.

Attendance and participation	Other Category 10 - 50%

Representative Textbooks and Materials:
Instructor prepared materials.