Class Hours: 0.0  Credit Hours: 1.0
Laboratory Hours: 3.0  Date Revised: Spring 00

Catalog Course Description:
Fundamental concepts and applications of Microsoft FrontPage to build and publish Web sites, manage existing Web sites, use FrontPage with existing Microsoft Office applications, and create hyperlinks and HTML documents. Features, commands, and capabilities of Microsoft's Internet Explorer as a Web browser are also covered. NOTE: MS FrontPage and Internet Explorer are not tested in the MOUS Certification program for Microsoft Office products. This course is delivered through Computer Based Training materials; some basic computer-use knowledge is required.

Entry Level Standards:
Keyboard speed of 23 wpm (minimum)
Basic knowledge of a personal computer and its operation

Prerequisite:
OST 1100 or equivalent

Textbook(s) and Other Reference Materials Basic to the Course:


I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Windows 95--Getting Started</td>
</tr>
<tr>
<td></td>
<td>Windows basics: using the Start button, managing Windows, creating and saving files, manipulating files, finding files, customizing the desktop.</td>
</tr>
<tr>
<td>2</td>
<td>Windows 95--Up and Running</td>
</tr>
<tr>
<td></td>
<td>Renaming My Computer, date and time settings, changing fonts, customizing mouse and keyboard settings, copying and moving files and folders, checking for errors, defragmenting disks, plug and play, installation wizards, customizing the taskbar, the</td>
</tr>
</tbody>
</table>
Network Neighborhood.

3  FrontPage
Getting Started with FrontPage; Working with Web Pages; Enhancing Web Pages.

4  FrontPage
Managing, Automating, and Publishing Web Pages.

5  FrontPage
Creating Frames and Tables; Working with HTML Forms; Adding Graphics Features to Web Pages; Enhancing and Maintaining a Web Site.

6  Internet Explorer
Navigating the Web with Internet Explorer; Finding What's Out There; Corresponding with Outlook Express; Developing Web pages with FrontPage Express; Creating a Hypertext Document.

7  Microsoft FrontPage and Internet Explorer Tests
CBT Windows, FrontPage, and Outlook theory tests online; Windows, FrontPage, and Internet Explorer textbook theory tests in Testing Center.

II. Course Objectives*:

A. Demonstrate basic fundamentals of Microsoft Windows, Microsoft FrontPage, Internet Explorer, and personal computer concepts. I, II, III, VI, XII

B. Use Windows, FrontPage, and Internet Explorer features. I, II, III, VI, XI, XII

C. Use FrontPage to create Web pages. I, II, III, VI, X, XI

D. Use FrontPage to manage a Web site. I, II, III, VI, X, XI

E. Use browser features of Internet Explorer and integrate use with other applications. I, II, III, VI, X, XI

F. Use multimedia features of Internet Explorer. I, II, III, VI, XI, XII

*Roman numerals after course objectives reference goals of the Business and Computer Technologies department.

III. Instructional Processes*:

Students will:

1. Use technology to promote the objectives of this course; specifically, the Windows operating system, the Internet, email, and MS Outlook concepts. Technological Literacy Outcome

2. Use email to communicate problems, questions, and issues to instructor. Communication Outcome, Technological Literacy Outcome

3. Using a personal computer, browser software, and the Internet, read and respond to tutorials on how to use the application packages presented in this course to gain user proficiency. Technological Literacy Outcome, Problem Solving and Decision Making Outcome, Active Learning Strategy

4. Use the skills and applications taught in the CBT tutorials in actual work required in
exercises that simulate real-world applications. *Transitional Strategy*

5. Download applications from the Web and install the applications on the student's personal computer to complete research activities required in exercises. *Active Learning Strategy, Technological Literacy Outcome*

*Strategies and outcomes listed after instructional processes reference Pellissippi State’s goals for strengthening general education knowledge and skills, connecting coursework to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.*

**IV. Expectations for Student Performance***:

Upon successful completion of this course, the student should be able to:

1. Use Internet resources. A
2. Use correspondence tool: email. A
3. Identify basic components of a microcomputer system. A
4. Identify applications and operating systems levels of software. A
5. Identify types of memory. A
6. Identify types of storage. A
7. Demonstrate ability to handle disks correctly. A
8. Identify hardware used for input, output, storage, and processing. A
9. Format a disk. A
10. Backup disks. A
11. Identify and utilize the windows explorer and My Computer. A
12. Copy, delete, and move files. A
13. Describe Microsoft Windows 95 and user interface. A
14. Identify the objects on the Microsoft Windows 95 desktop. A
15. Perform the basic mouse operations: point, click, right-click, drag, and right-drag. A
16. Open, maximize, minimize, restore, and close a Windows 95 window. A
17. Resize and move a Windows 95 window. A
18. Scroll in a Window. A
19. Understand keyboard shortcut notation. A
20. Start an application program in Windows 95. A
21. Rename My Computer. A
22. Use and set date and time settings. A
23. Change fonts. A
24. Customize mouse and keyboard settings. A
25. Copy and move files and folders. A
26. Check for errors. A
27. Defragment disks. A
28. Use plug and play. A
29. Install wizards. A
30. Customize the taskbar. A
31. Use the Network Neighborhood. A
32. Use FrontPage Explorer. A,B
33. Use FrontPage Editor. A,B,C
34. Create Web pages. A,B,C
35. Present data. A,B,C
36. Add a heading. A,B,C
37. Enhance Web pages. A,B,C
38. Create hyperlinks. A,B,C
39. Create frames. A,B,C
40. Create forms. A,B,C
41. Add interactive fields. A,B,C
42. Add a checkbox. A,B,C
43. Use WebBots. A,B,C
44. Create a search form. A,B,C
45. Use the Server Administrator. A,B,D
46. Manage hyperlinks. A,B,D
47. Verify a hyperlink. A,B,D
48. Assign tasks. A,B,D
49. Reassign a task. A,B,D
50. Publish your Web site. A,B,D
51. Set security settings. A,B,D
52. Customize Internet Explorer 4. C
53. Browse the Web. C
54. Print and save Web pages. C
55. Use a Web image as a background. C
56. Address Web security features. C
57. Using IE4 with other applications. C
58. Use Content Advisor and advanced options. C
59. Create Web pages using FrontPage Express. D
60. Add hyperlinks. D
61. Use RealPlayer. D
62. Play a clip. D
63. Use NetShow Player. D
64. Play an ASF file. D
65. Customize the Netshow Player. D

*Letters after performance expectations reference the course objectives listed above.

V. Evaluation:

A. Testing Procedures: 90% of grade

Two types of tests will be given in this course for grade determination: (1) short-answer tests administered through the Computer Based Training tutorial software (taken over the Web) and (2) short-answer tests over the textbook material (taken in the Testing Center). The grades on these tests will be averaged to determine the course grade. Number of tests: 4 CBT tutorial tests delivered over Web (Windows Getting Started, Windows UP and Running, FrontPage, Internet Explorer Getting Started); 3 textbook tests taken in the Testing Center (Windows CTM 1-13, FrontPage CTM A-H, Internet Explorer CTM Tutorials 1-5)

B. Laboratory Expectations:

N/A

C. Field Work:

N/A

D. Other Evaluation Methods: 10% of grade

5%--Active involvement in email communication with instructors
5%--Successful download of necessary files and programs for coursework

E. Grading Scale:
A 93-100  
B+ 90-92  
B 85-89  
C+ 80-84  
C 75-79  
D 70-74  
F 69 and below

VI. Policies:

A. Use of Facilities:

   Students must have a valid PSTCC ID to be presented on demand to gain access to PSTCC facilities.

B. Academic Dishonesty:

   Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular Pellissippi State procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination or to assign an F in the course.