



A POLYTECHNIC INSTITUTION

School of Business

Program: IMS

Option:

BUSA4620
Internet Applications**Start Date:** January 2006**End Date:** March 2006**Total Hours:** 30 **Total Weeks:** 10**Term/Level:** 4 **Course Credits:** 2**Hours/Week:** 3 **Lecture:** 1 **Lab:** 2**Shop:** **Seminar:** **Other:****Prerequisites****BUSA 4620 is a Prerequisite for:****Course No.** **Course Name****Course No.** **Course Name**

N/A

N/A

Course Description

Strengthens the understanding of the role of the Internet in a business setting. Continues the development of web building skills and looks at the benefits and limitations of the Internet and its supporting software. A major component of the course is the planning and development of a small business web site.

Evaluation

Assignments	80	%	Comments: The assignments are made up of seven individual lab assignments and one in class presentation. There will be one written, and one computer based, quiz.
Quizzes (2 in total)	20	%	
Mid Term		%	
Participation		%	
Final Exam		%	
TOTAL	100	%	

Course Learning Outcomes/Competencies

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

- *Design, develop, and maintain an effective web site for a small business*
- *Understand basic html*
- *Use simple WYSIWYG tools to create a web site*

Verification

I verify that the content of this course outline is current.

David Meers

Authoring Instructor

2005-12-19

Date

I verify that this course outline has been reviewed.

Program Head/Chief Instructor

Date

I verify that this course outline complies with BCIT policy.

Chris Jaques

Dean/Associate Dean

19 Dec '05

Date

Note: Should changes be required to the content of this course outline, students will be given reasonable notice.

Instructor(s)

David Meers

Office Location: SE6-317
Office Hrs.: Posted outside
instructor office

Office Phone: (604) 412-7496
E-mail Address: David_Meers@bcit.ca

Learning Resources

Required:

1. Microsoft FrontPage 2003 Illustrated Introductory, Jessica Evans, Course Technology, ISBN: 0-619-27353-4

Recommended:

2. USB memory stick, to store your web files.

Information for Students

(Information below can be adapted and supplemented as necessary.)

Assignments: Late assignments, lab reports or projects will **not** be accepted for marking. Assignments must be done on an individual basis unless otherwise specified by the instructor.

Makeup Tests, Exams or Quizzes: There will be **no** makeup tests, exams or quizzes. If you miss a test, exam or quiz, you will receive zero marks. Exceptions may be made for **documented** medical reasons or extenuating circumstances. In such a case, it is the responsibility of the student to inform the instructor **immediately**.

Ethics: BCIT assumes that all students attending the Institute will follow a high standard of ethics. Incidents of cheating or plagiarism may, therefore, result in a grade of zero for the assignment, quiz, test, exam, or project for all parties involved and/or expulsion from the course.

Attendance: The attendance policy as outlined in the current BCIT Calendar will be enforced. Attendance will be taken at the beginning of each session. Students not present at that time will be recorded as absent.

Illness: A doctor's note is required for any illness causing you to miss assignments, quizzes, tests, projects, or exam. At the discretion of the instructor, you may complete the work missed or have the work prorated.

Attempts: Students must successfully complete a course within a maximum of three attempts at the course. Students with two attempts in a single course will be allowed to repeat the course only upon special written permission from the Associate Dean. Students who have not successfully completed a course within three attempts will not be eligible to graduate from the appropriate program.

Course Outline Changes: The material or schedule specified in this course outline may be changed by the instructor. If changes are required, they will be announced in class.

Assignment Details

All assignments will be saved to your file folder on the Share_In drive. There are 8 units (creating the Marathon web site) in the text which you are required to complete on your own (10% of course evaluation). You will be completing one presentation (10% - details to come) and the remaining 60% is for the following assignments:

Assignment	Additional details	Due Date
Independent Challenge 4, page B-23	Create an electronic version using word. Use the print screen function to paste the images of the 3 home pages into your document. (click on print screen while visiting the web site and then switch to word and paste)	Jan 16 Set B Jan 19 Set A
Independent Challenge 1, page C-21	Ignore any print instructions	Jan 23 Set B Jan 26 Set A
Independent Challenge 1, page D-21	Ignore any print instructions	Feb 6 Set B Feb 9 Set A
Independent Challenge 1, page E-20	Ignore any print instructions	Feb 13 Set B Feb 16 Set A
Independent Challenge 4, page F-23	Create a word document for your report and save to your project disk.	Feb 20 Set B Feb 23 Set A
Independent Challenge 1, page H-21		Feb 27 Set B Mar 2 Set A

All assignments are due at the beginning of your lab. Late assignments will be penalized 20% per day. The final Marathon web site is due at the start of your last lab. You are also required to hand in a progress report (maximum 1 page) on the Marathon web site February 8, 8:30am.

Schedule

Week Number/ Week Starting Monday	Outcome/Material Covered	Reference/ Reading	Assignment or Quiz	Due Date
1/ Jan 4	<ul style="list-style-type: none"> • Understand FrontPage • Planning a Web Site • Starting FrontPage 2003 • Opening an Existing Web Site • Changing the Web Site View • Changing the Page View • Using Tasks View • Getting Help • Closing a Web Site and FrontPage 		Unit A	
2/ Jan 9	<ul style="list-style-type: none"> • Creating a New Web Site • Setting the Web Site's Page Options • Entering and Inserting Text in a Web Page • Formatting Text • Applying Paragraph Styles • Importing Pages into a Web Site • Checking the Spelling in a Web Site • Previewing and Printing a Web Page 		Unit B	
3/ Jan 16	<ul style="list-style-type: none"> • Understanding Navigation View • Adding Existing Pages to the Navigation Structure • Adding Blank Pages to the Navigation Structure • Turning on Shared Borders • Changing Link Bar Properties • Changing the Content of a Shared Border • Applying a Theme to a Web Site • Customizing a Theme 		Unit C	
4/ Jan 23	<ul style="list-style-type: none"> • Inserting a Picture • Changing a Picture's Properties • Adding Text over a Picture • Creating an Image Map • Creating WordArt • Creating a Thumbnail Picture • Creating a Photo Gallery • Changing a Photo Gallery's Properties 		Unit D	
5/ Jan 30	<ul style="list-style-type: none"> • Adding a Table to a Web Page • Changing Table Properties • Entering Table Data and Resizing Cells • Inserting and Deleting Cells • Merging and Splitting Cells • Inserting a Picture in a Cell • Applying an AutoFormat to a Table 		Unit E Quiz 1 – Tue, Feb 3 (written)	
6/ Feb 6	<ul style="list-style-type: none"> • Understanding Frames • Creating a Frames Page Using a Template • Setting Pages to Open in a Frames Page • Creating a New Pages in a Frames Page • Setting Multiple Pages to Open in a Frame • Creating a New Frame in a Frames Page • Deleting a Frame from a Frames Page • Setting Frame Properties 		Unit F Presentations	

Week Number/ Week Starting Monday	Outcome/Material Covered	Reference/ Reading	Assignment or Quiz	Due Date
7/ Feb 13	<ul style="list-style-type: none"> • Understanding Forms • Opening a Web Page That Contains a Form • Adding a Text Box and a Text Area • Adding a Drop-Down Box • Adding an Option Button Group • Adding a Check Box • Setting Form Properties • Creating a Search Form 		Unit G Presentations	
8/ Feb 20	<ul style="list-style-type: none"> • Publishing a Web Site • Opening a Web Site from a Server • Recalculating and Verifying Hyperlinks • Testing a Page That Contains a Form Component • Setting Permissions in a Web Site • Creating a Hit Counter • Maintaining a Published Web Site 		Unit H Presentations	
9/ Feb 27	Presentations		Presentations Quiz 2 – in lab (computer)	
10/ Mar 6	Exam Week		Exam Week	