



Basic Web Design and Development Certificate – IT109

160 hours

This five-course program will provide you with the skills to get an entry-level job developing and designing Websites. **Courses:** HTML/XHTML Introduction, Adobe Acrobat, Dreamweaver Introduction, Flash Introduction, Dreamweaver Advanced. Book required, included.

All of the following courses are Instructor led:

- **HTML/XHTML Introduction**
- **Adobe Acrobat**
- **Dreamweaver Introduction**
- **Flash Introduction**
- **Dreamweaver Advanced**

Curriculum

HTML/XHTML Introduction - This class is a must for anyone who will be building web pages. Although there are many graphical applications that can be used to build web pages, anyone who is serious about building high-quality web sites will need a strong understanding of HTML. All web pages are built using HTML. Students will create web pages by hand by typing HTML code to add structure and formatting to the web pages. Students will add graphics, formatting using Cascading Style Sheets, and interactivity using JavaScript. HTML is being upgraded to XHTML, so students will be learning the next generation of web design. No software is needed.

Objectives

- Students will be able to create a basic HTML document using a text editor and validate it against XHTML standards.
- Using a text editor, students will be able to create an HTML document that includes headings, paragraphs, ordered lists and unordered lists that validates against XHTML standards.
- Using a text editor, students will be able to create an HTML document that includes links to documents, images and web sites that validates against XHTML standards.
- Using a text editor, students will be able to create an HTML document that includes a table for data and a table for layout that validates against XHTML standards.
- Using a text editor, students will be able to create an HTML document that includes at least two frames that validates against XHTML standards.
- Using a text editor, students will be able to create an HTML document that includes a form and form fields that validates against XHTML standards.



- Using a text editor, students will be able to create a web page that includes an image and a multimedia object.
- Using a text editor, students will be able to format web pages using Cascading Stylesheets.
- Using a text editor, students will be able to include JavaScript code in their web pages.
- Using a text editor, students will be able to create an HTML document that includes validates against XHTML standards and accessibility standards.

Required Text: HTML, XHTML, and CSS, Sixth Edition

Author: Elizabeth Castro

Publisher: Peachpit Press

ISBN: 0321430840

Lesson 1: History, Overview and Introduction

Read the Introduction and Chapters 1 - 3.

Lesson 2: Marking Up Text and Lists

Read Chapter 6

Lesson 3: Hypertext and Links

Chapter 7

Lesson 4: Tables

Chapter 8

Lesson 5: Frames

Chapter 9

Lesson 6: Forms

Chapter 10

Lesson 7: Images, Objects and Multimedia

Read Chapters 12 and 13 in your book.

Lesson 8: Cascading Stylesheets

Read Chapters 14 and 15

Lesson 9: Scripting

Chapter 16

Lesson 10: Accessibility and Internationalization

Chapters 17 and 18

Adobe Acrobat allows users to convert documents you create in Word, Excel, PowerPoint or any other application into Portable Document Files (PDF). A PDF can be viewed and printed by any with a copy of Adobe's free Acrobat Reader. In this course students will learn to create and manage PDF files. Students will add navigation aids to their PDF files. Students will prepare documents for review and adding security features to their documents. Students will also learn to complete PDF forms electronically. Students must have a copy of Adobe Acrobat Standard. A 30-day trial of Adobe Acrobat is available for download.



Objectives

1. Students will install Adobe Acrobat and navigate around the work area.
2. Students will create PDF files from various applications.
3. Students will modify the output settings to control the quality of the PDF file and edit the content of a PDF file.
4. Students will create a review process using PDF files.
5. Students will create and optimize documents for viewing online.
6. Students will sign PDF files with digital IDs and complete PDF forms.
7. Students will use Acrobat to create presentations and to work with digital images.
8. Students will use Acrobat to read eBooks.
9. Students will make their PDF documents accessible and easy to use.
10. Students will create a final project which will demonstrate what they have learned in this course.

Required Text: Choose the book for your version of Acrobat:

Adobe Acrobat 6.0 Standard Classroom in a Book

Publisher: Adobe

ISBN: 0-321-19374-1

Adobe Acrobat 7.0 Classroom in a Book

Publisher: Adobe

ISBN: 0321294009

Adobe Acrobat 8.0 Classroom in a Book

Publisher: Adobe

ISBN: 0321470850

Lesson 1: Getting Started

Read and work the examples in Lessons 1 and 2 for the version 6, 7 and 8 books.

Lesson 2: Creating PDF Files

Version 6: Read and work the examples in Lessons 3, 4 and 6. Choose Lesson 3w if you are using Windows and Lesson 3m if you are using a Macintosh.

Version 7: Read and work the examples in Lessons 3, 4 and 5. Choose Lesson 3w if you are using Windows and Lesson 3m if you are using a Macintosh.

Version 8: Read and work the examples in Lessons 4, 5, 6 and 7. Choose Lesson 4w if you are using Windows and Lesson 4m if you are using a Macintosh.

Lesson 3: Customizing PDF Output and Modifying Files

Version 6: Read and work the examples in Lessons 5 and 7.

Version 7: Read and work the examples in Lesson 6, 7 and 13.

Version 8: Read and work the examples in Lesson 3 and 10.

Lesson 4: The Review Process

Version 6: Read and work the examples in Lesson 8.

Version 7: Read and work the examples in Lesson 10.

Version 8: Read and work the examples in Lesson 11.



Lesson 5: Online Documents

Version 6: Read and work the examples in Lessons 9 and 10.

Version 7: Read and work the examples in Lesson 8.

Version 8: Read and work the examples in Lessons 8 and 9

Lesson 6: Signatures and Forms

Version 6: Read and work the examples in Lessons 11 and 12.

Version 7: Read and work the examples in Lessons 11, 14 and 16.

Version 8: Read and work the examples in Lessons 12, 16 and 17.

Lesson 7: Presentations and Pictures

Version 6: Read and work the examples in Lessons 13 and 14.

Version 7: Read and work the examples in Lessons 8, 12 and 15.

Version 8: Read and work the examples in Lessons 13, 14, 15 and 18.

Lesson 8: eBooks

Version 6: Read and work the examples in Lesson 15.

Version 7: Ebooks are not covered in this version. Review the online content.

Version 8: Ebooks are not covered in this version. Review the online content.

Lesson 9: Making Documents Accessible

Version 6: Read and work the examples in Lesson 16.

Version 7: Read and work the examples in Lesson 9.

Version 8: Read and work the examples in Lesson 19.

Lesson 10: Putting it All Together

Review chapters 1 - 16 in the book.

Dreamweaver Introduction - At the end of this class students will be able to create and manage web sites using Macromedia Dreamweaver. Students will insert pictures, Flash text and buttons into web pages. Students will use Cascading Style Sheets to format web pages. Students will use frames, layers and tables for designing layout for pages. Students will manage sites using Dreamweaver's site management tools. Students will need a copy of Dreamweaver. A 30-day evaluation version is available.

Objectives

- Students will be able to customize the Dreamweaver environment to suit their personal preferences and define sites.
- Students will be able to use Dreamweaver to create a web page that contains text, headings, lists, hyperlinks and images.
- Students will be able to use Cascading Style Sheets to change the appearance of their web page and the text on the page.
- Students will use Dreamweaver to design pages that have tables for data, tables for layout and layers for layout.
- Students will add interactivity to their Dreamweaver sites using Rollovers and Behaviors.
- Students will add video, sound and animated content to their web pages.
- Students will use templates, the library and the history panel to help automate their work in Dreamweaver.
- Students will edit the XHTML in their web pages, create forms and make their web sites accessible.
- Students will publish their websites to a web server.
- Students use Dreamweaver and the skills learned in this class to create a web site.



Required Text: Choose the correct book for your version:

Macromedia Dreamweaver CS3 Hands-On Training

Author: Garrick Chow

Publisher: Peachpit Press

ISBN: 0321509854

Macromedia Dreamweaver 8 Hands-On Training

Author: Daniel Short, Garo Green

Publisher: Peachpit Press

ISBN: 0321293894

Lesson 1: Getting Started

Read Chapters 1, 2, and 3.

Lesson 2: Text, Images and Hyperlinks

Read Chapters 4 and 5

Lesson 3: Formatting and Cascading Styles Sheets

Read Chapters 6 and 7

Lesson 4: Tables and Layout

Read Chapters 8, 9 and 10

Lesson 5: Rollovers and Behaviors

Read Chapters 11 and 14

Lesson 6: Integrating Fireworks and Adding Media

Read Chapters 15 and 19

If you do not have Fireworks, you can use the link in Resources to download a trial version. If not, do not worry about chapter 15.

Lesson 7: Automating Your Work

Read Chapters 16 and 17

Lesson 8: XHTML, Forms and Accessibility

Read Chapters 12, 13 and 18

Lesson 9: Getting Your Site Online

Read Chapter 20

Lesson 10: Putting it All Together

Review the book

Dreamweaver Advanced - Students will manage sites using Dreamweaver's site management tools and templates. Students will design data driven sites using Dreamweaver's Server Behaviors. Students will also learn to customize Dreamweaver's Interface. Students will need a copy of Dreamweaver. A 30-day evaluation version is available.



Objectives

- Students will be able to configure a Dreamweaver site for working with web development application tools.
- Students will be able to create a Dreamweaver template, library items and assets and use them to create pages for their website.
- Students will be able to use Dreamweaver to define HTML forms.
- Students will choose an application development platform and identify what they will need to be able to develop web sites using their chosen tool.
- Students will connect to a database on their development server.
- Students will be able to use Dreamweaver to display a list of records from a database using their chosen development platform.
- Students will use Dreamweaver to create a web application that will allow users to add new records, edit existing records and delete records from the database.
- Students will be able to use the Server Behaviors available in Dreamweaver.
- Students will be able to create their own objects in Dreamweaver.
- Students will be able to apply what they have learned to build and manage a data-driven web site.

Required Text: Choose the book for your version. Version 8 is the latest version.

Macromedia Dreamweaver MX 2004 Unleashed

Author(s): Pizzi and Ruvalcaba

Publisher: Sams

ISBN: 0672326310

Macromedia Dreamweaver 8 Unleashed

Author(s): Pizzi and Ruvalcaba

Publisher: Sams

ISBN: 0672327600

Lesson 1: Site Management

MX 2004: Read Chapter 3

8: Read Chapter 4

Lesson 2: Templates and the Library

MX: 2004: Read Chapters 8 and 9

8: Read Chapters 15 and 16

Lesson 3: HTML Forms

MX 2004: Read Chapter 6

8: Read Chapter 9

Lesson 4: Web Applications

MX 2004: Read Chapters 16 and 17. Review the chapter related to your development platform from Chapters 22 - 24.

8: Read Chapters 21 and 22.

Lesson 5: Connecting to the Database

MX 2004: Read Chapters 18, 26 and 27

8: Read Chapters 23 and 24

Lesson 6: Listing Records in the Database

MX 2004: Read Chapter 28

8: Read Chapter 25



Lesson 7: Inserting Deleting and Modifying Records

MX 2004: Read Chapter 29

8: Read Chapter 26

Lesson 8: Other Application Features

MX 2004: Read Chapters 30, 31 and 32

8: Read Chapters 27, 28 and 29.

Lesson 9: Extending Dreamweaver

MX 2004: Read Chapter 20 and Appendix B

8: Read Appendix C (available online)

<http://www.dreamweaverunleashed.com/dw/Downloads/Appendix%20C%20Extensibility.pdf>

Lesson 10: Putting it all Together

Review Chapters 3, 6, 8, 9, 16, 17, 18, 20, 22, 23, and 24

Flash Introduction - Students will create vector graphics using Flash's drawing tools. Students will create basic animations using motion and shape tweening. Students will create interactive Flash projects using ActionScript. Students will create a web-based application that reads from files and links to other pages. Students will create accessible content using Flash. Students will import sound and video into their Flash animations. Students will need a copy of Flash. A 30-day trial is available.

Objectives

- Students will be able to identify objects created by Flash and identify the tools in the Flash application by name.
- Students will be able to use the basic Flash drawing tools to create and edit a drawing and use the timeline to create a basic animation.
- Students will be able to create Flash animations that use Shape Tweening and create and use symbols in their animations.
- Students will be able to create Flash animations that use Motion tweens and will be able to include and edit bitmap images into their Flash projects.
- Students will be able to create and use Button objects and Movie Clips in their Flash projects.
- Students will be able to create Flash projects that include ActionScripting commands. Students will also be able to create Flash projects with text object that can display the contents of a file.
- Students will be able to include sounds, music and narration in their Flash projects. Students will be able to create forms using Flash.
- Students will be able to include videos in their Flash projects. Students will be able to publish their Flash projects for display on a web page or as a video.
- Students will be able to combine several Flash projects into one complete project. They will be able to create a preloader for their Flash project. They will be able to make their Flash projects section 508 compatible.
- Students will use what they have learned in this class to create their own Flash project.

Required Text: Choose the book that matches your version of Flash

Flash MX Hands On Training

Author: Kymberlee Weil

Publisher: Peachpit Press

ISBN: 0321112725



Macromedia Flash MX 2004 Hands-On Training

Author: Rosanna Yeung
Publisher: Peachpit Press
ISBN: 0321202988

Macromedia Flash Professional 8 Hands-On Training

Author: James Gonzalez
Publisher: Peachpit Press
ISBN: 0321293886

Macromedia Flash Professional CS3 Hands-On Training

Author: Todd Perkins
Publisher: Peachpit Press
ISBN: 0321509838

Lesson 1: Getting Started

Read and work the examples in Chapters 1 and 2.

Lesson 2: Tools and Animation Basics

Read and work the examples in Chapters 3 and 4.

Lesson 3: Shape Tweening and Symbols

Read and work the examples in Chapters 5 and 6.

Lesson 4: Motion Tweening and Bitmaps

Flash MX and MX 2004:

- Read and work the examples in Chapters 7 and 8.

Flash 8 and CS3:

- Read and work the examples in Chapters 7, 8 and 9

Lesson 5: Buttons and Movie Clips

Flash MX and MX 2004:

- Read and work the examples in Chapters 9 and 10.

Flash 8 and CS3:

- Read and work the examples in Chapters 10 and 11

Lesson 6: ActionScripting and Text

Flash MX and MX 2004:

- Read and work the examples in Chapters 11 and 12.

Flash 8 and CS3:

- Read and work the examples in Chapters 12 and 13

Lesson 7: Sound and Forms

Flash MX and MX 2004:

- Read and work the examples in Chapters 13 and 14.

Flash 8 and CS3:

- Read and work the examples in Chapters 14 and 15

Lesson 8: Video and Publishing

Flash MX and MX 2004:

- Read and work the examples in Chapters 15 and 16.

Flash 8 and CS3:

- Read and work the examples in Chapters 16 and 17



Lesson 9: Preloaders and Accessibility

Flash MX and MX 2004:

- Read and work the examples in Chapters 17 and 18.

Flash 8 and CS3:

- Read and work the examples in Chapters 18 and 19

Lesson 10: Putting it All Together

Review the chapters covered in the book.

Dreamweaver Advanced - Students will manage sites using Dreamweaver's site management tools and templates. Students will design data driven sites using Dreamweaver's Server Behaviors. Students will also learn to customize Dreamweaver's Interface. Students will need a copy of Dreamweaver. A 30-day evaluation version is available.

Objectives

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- Students will be able to create a Dreamweaver template, library items and assets and use them to create pages for their website.
- Students will be able to use Dreamweaver to define HTML forms.
- Students will choose an application development platform and identify what they will need to be able to develop web sites using their chosen tool.
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- Students will be able to use Dreamweaver to display a list of records from a database using their chosen development platform.
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MX 2004: Read Chapter 3

8: Read Chapter 4

Lesson 2: Templates and the Library

MX: 2004: Read Chapters 8 and 9

8: Read Chapters 15 and 16



Lesson 3: HTML Forms

MX 2004: Read Chapter 6

8: Read Chapter 9

Lesson 4: Web Applications

MX 2004: Read Chapters 16 and 17. Review the chapter related to your development platform from Chapters 22 - 24.

8: Read Chapters 21 and 22.

Lesson 5: Connecting to the Database

MX 2004: Read Chapters 18, 26 and 27

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Lesson 6: Listing Records in the Database

MX 2004: Read Chapter 28

8: Read Chapter 25

Lesson 7: Inserting Deleting and Modifying Records

MX 2004: Read Chapter 29

8: Read Chapter 26

Lesson 8: Other Application Features

MX 2004: Read Chapters 30, 31 and 32

8: Read Chapters 27, 28 and 29.

Lesson 9: Extending Dreamweaver

MX 2004: Read Chapter 20 and Appendix B

8: Read Appendix C (available online)

<http://www.dreamweaverunleashed.com/dw/Downloads/Appendix%20C%20Extensibility.pdf>

Lesson 10: Putting it all Together

Review Chapters 3, 6, 8, 9, 16, 17, 18, 20, 22, 23, and 24

Instructor Interaction and Grading:

- Interacting with Instructors is one of the most important aspects of our training. We offer multiple opportunities for interaction, such as email, chat rooms, a virtual bulletin board for student comments.
- The lectures and instructions are based on asynchronous learning models, and have removed the limits normally associated with real-time learning. You need not schedule specific hours of the day, where you must sit in front of the computer. Rather, you can learn at your own convenience.
- Teaching is highly interactive, with ongoing feedbacks, assessments, evaluation, monitoring & projects.

Recommended System Requirements:

- You can be a PC user to take our courses. You'll need a Pentium II with Internet connection and a web browser (Internet Explorer 4.0 or higher).
- Basic dial-up Internet access is adequate but a high speed connection is recommended.
- Depending upon the course taken by you, you can either download the free trial versions of the software from the respective sites (the links of which are displayed on our WebPages of that particular course) or you can purchase the software from the respective software sites.



- Intel→ Pentium→ 166 MHz processor or greater
- 64 MB RAM minimum, 128 MB recommended
- Minimum video resolution of 800x600, with 16-bit color
- Internet Connection
- Connection speed of 40 Kbps minimum, 56 Kbps recommended
- Windows→ 95, 98, 2000, NT or XP
- Valid Email address
- Supported browser versions: Internet Explorer (5x - 6x), Netscape Communicator 4.7 - 7.2
- Allow cookies

Java Runtime Support

- Microsoft JVM is supported with Microsoft Internet Explorer 4.x and greater

Web Accessibility Support

- Supports JAWS screen reader software, versions 3.7u, 4.0, and 4.50
- JAWS 3.7u and Jaws 4.0 require 256 color resolution