

# Palomar College ROP

## Website Design with FrontPage

### Occupational Knowledge and Skills

- 1**
- WEB SITE DESIGN**
- A Determines web site theme and audience.
  - B Plans design elements.
  - C Gathers and/or creates content of web site.
  - D Gathers and /or creates graphic and design elements of web site.
  - E Assembles web site in Front Page.
- 2**
- WEB SITE REFINEMENT**
- A Refines structure of web site.
  - B Applies techniques for esthetic appeal of web page.
  - C Inserts code which attracts maximum hits and duration.
- 3**
- DATABASE INTEGRATION AND MANAGEMENT**
- A Integrates interactive pages.
  - B Incorporates database functions.
  - C Manages interactive forms and database.
- 4**
- WEB SITE PUBLISHING**
- A Researches/analyzes web hosting services, domain names, search engines and purchasing plans.
  - B Considers legal issues such as copyright law and distribution.
- 5**
- WEB SITE MAINTENANCE**
- A Keeps information current
  - B Monitors and logs web site traffic.
- Workplace Skills and Behavior**
- 1**
- A Consistently arrives on time.
  - B Participates in discussion and activities in a positive manner.
  - C Demonstrates professionalism in appearance and behavior.
  - D Prioritizes and organizes tasks to ensure timely and accurate completion.
  - E Accesses and utilizes resources appropriately: written materials, Internet and technical support.
  - F Understands and communicates the technical aspects and terminology of website maintenance and marketing.
  - G Demonstrates the ability to work independently to complete tasks.
  - H Functions as a team member, working cooperatively/collaboratively to complete projects.
  - I Demonstrates an understanding of website development and design and can discuss individual skills mastered relative to business and industry applications.
  - J Respects diversity.
- Job Acquisition Skills/Lifelong Learning Opportunities**
- 1**
- A Completes an appropriate resume and job application.
  - B Models job interview techniques.
  - C Attains awareness of advanced career and educational opportunities and the need for continuous education.