1. What is the difference between the terms “Internet”, “World Wide Web”, “Website”, “Web page”, “Web browser”
   1. Internet – Interconnected network of computer networks (ARPAnet, NSFnet)  
      was originally limited to government and research until 1991
   2. World Wide Web – the graphical user interface to information stored on some of the computers connected to the internet
   3. Website – An entire collection of linked documents
   4. Webpage - Hypertext document within a website, “hypertext” is a method of organizing information to give reader control over the order in which the info is presented.
2. Most common browsers
   1. Internet Explorer
   2. Firefox
   3. Chrome
   4. Safari
   5. Opera
3. Differentiate between FTP, text editor, graphics editor and HTML editor programs.
4. Moving files to and from the internet using FTP
5. Best practices for storing and organizing files on a hard drive
6. Best practices for downloading files
7. HTML (review the textbook and the lecture presentation slides on HTML - ) a. Know the structure of tags
   1. HTML – Hyper Text Markup Language
   2. Provides the structure of the page, designed with markup tags
   3. Start tag <header> end tag</header>
8. Know the functionality of the common HTML tags
   1. Tags describe document content
   2. <!DOCTYPE html> defines the document type so that the browser renders it correctly
   3. <HTML> the root element; contains the entire web page document
   4. <head> contains the head section with information describing the web pages doc, contains the <title> and <meta> tag
   5. <body> contains the body section of the document with texts and elements
   6. <p> paragraph element
   7. <br> inserts a single line break
   8. <hr> horizontal line
   9. <b> bold
   10. <em> emphasized text
   11. <i> italicized
   12. <div> configures a specially formatted division or area of a web page, there is a line break before and after it
9. **An element is everything between the start and end tag**
10. What are Parts of a web page?
11. Different markup languages (e.g., HTML, XHTML, SGML, XML)
    1. SGML – Standard Generalized Markup Language, a standard for specifying a markup language or tag set
    2. HTML – Hyper Text Markup Language, hypertext – method of organizing information to give reader control over the order in which it is presented, markup – symbols or codes placed in the file intended for display on a web browser
    3. XML – eXtensible Markup Language, a text-based language to describe, deliver, and exchange structured information, extends the power of html by separating data from presentation.
    4. XHTML – eXtensible Hypertext Markup Language, most recent version, stricter than html, reformulation of html 4.0, combines the formatting strengths of html 4.0 and the data structure of XML.
    5. HTML5 – Successor to html4, intended to replace XHTML, incorporates both HTML4 and XTML, supported by modern browsers, adds new elements for drawing, media, intended to be backwards compatible
12. Defining Hyperlinks in HTML
    1. <a href= “contact.html”> Contact Us</a> this is an example of relative because it is a link within your site, it is absolute if it takes you to another site.
    2. Target attribute opens the site in a new window  
       <a href= [www.csupomona.edu](http://www.csupomona.edu) target= “blank”> CPP</a>
13. Cascading Style Sheets (review the textbook and all of the lecture presentation slides)
    1. Separates style from structure
    2. Easier site maintenance
14. What is the difference between HTML and CSS?
    1. HTML is the structure of the webpage whereas CSS is the layout
15. What is the CSS syntax (i.e., selector, property, value). Provide an example.
    1. Selector – selects the area such as body
    2. Property – would be color or font size
    3. Value – is the actual color such as blue
16. What does cascading mean and the order of formatting priority
    1. Cascading means that the each type of style has a certain order of precedence of the other. First Browser Defaults, then External Styles, then Embedded Styles, then Inline styles, then HTML attributes. HTML attributes have the highest priority in overwriting the other styles and so on.
17. Differentiate between inline, embedded, external, and imported styles
    1. Inline Styles – configured on the body of the web page, use the style attribute of an HTML tag, apply only to the specific element
    2. Embedded styles – Configured in the head section, use the HTML <style> element, apply to the entire web page document
    3. External styles – configured in a separate text file with the .css extension, the HTML <link> element in the head section associates it with the .css file
    4. Imported styles – similar to external styles,
18. What are the Common types of CSS selectors and their meaning?
    1. HTML element name selector
    2. Class selector – apply a CSS rule to one or more elements on a web page
    3. ID selector – apply a CSS rule to only one element on a web page
    4. Contextual selector – apply a CSS rule within the context of the container (parent) element
19. What are Div and Span elements?
    1. Div – a block level element, configure a specially formatted division or area of a web page
    2. Span – an inline-level element, configure a specially formatted area displayed in-line with other elements, such as within a paragraph, no line break before or after.
20. Advantages/disadvantages of fixed, liquid, and elastic layouts?
    1. Fixed Layouts – set the page areas with explicit pixel lengths, simple, massive amount of control. Disadvantages – doesn’t take full advantage of the screen, user may have to scroll a lot
    2. Liquid Layout – Advantages – user can take advantage of big screens, stretch the window as far as the like, this will lead to less scrolling, works better with mobile phones. Disadvantages – wide spans of text are hard to read/follow, design is about control, no flexibility
    3. Mixes the fixed and liquid layout
21. Working with images a. Differentiate between background images, image maps, animated GIFs and know the basic attributes of an image tag
22. Elements of a website a. Parts of a web page, Parts of a website, Best practices of web page content
23. Web hosting a. What is it?
24. What to consider in determining your web hosting needs?
25. Planning your site a. Different types of sites
26. Best practices of website organization
27. Team Dynamics (review Project 4 in the Soft Skills book) a. Define a team and identify different types of teams
    1. Team – is a group of people organized to work together
    2. Horizontal team – has members from roughly the same level in the organization
    3. Vertical team – sometimes called a functional team, has a manager and subordinate workers from the same department in the company’s hierarchy
    4. Virtual team – one whose members hardly every meet in person
    5. Informal groups – the members themselves join forces to solve a problem
28. What are different team roles
    1. The job of task performance is usually handled by one or more members who are task specialists
    2. The socioemotional role is handled by individuals who strengthen the teams social bonds
    3. Team leaders
    4. Work coordinators
    5. Idea people
    6. Critics
29. What is social loafing?
    1. Individuals may not participate at all
30. Identify the steps in a classic model for problem solving – what happens during each step?
    1. Recognize and define the problem
    2. Determine the feasible alternative courses of action
    3. Collect information to evaluate courses of action
    4. Evaluate each alternative merits and drawbacks
    5. Select an alternative (this is the decision)
    6. Implement the decision and monitor the results
31. What are different methods for conflict management and how do they differentiate from one another
    1. Withdrawal or Avoidance – Insignificant or not worth the effort
    2. Accommodation – “You win, I lose”
    3. Compromise – “Wins some, Lose some”
    4. Domination – “You lose, I win”
    5. Collaboration – “You win, I win”
32. Differentiate between mediation, arbitration and adjudication
    1. Mediation – a voluntary process that involves both parties coming before an impartial third party to help reach a mutually agreeable solution
    2. Arbitration – uses an independent third party to settle the conflict; but in this case, the arbitrator makes the final determination, which is binding on both parties
    3. Adjudication – is the option to pursue when the conflict cannot be resolved by other means, because it requires the use of lawsuits, legal professionals, and the court system to drive a decision that both parties must respect.
33. What are the characteristics of a good leader?
    1. Leaders influence and motivate others
    2. Technical skills and expertise in their area
    3. Communication skills, both written and verbal
    4. Organizational skills to plan and coordinate work activities
    5. People skills that emphasize collaboration, trust, empathy, and understanding
    6. Political skills to help navigate the unwritten rules of the workplace’s inner social and power circles
34. Review the article “Internet? We Built That” a. According to the article, who build the Internet and why?
    1. Peer networks, private entrepreneurs
35. Introduction to the Internet Environment
36. What is W3c and its purpose?
    1. It is the World Wide Web Consortium
    2. Develops recommendations and prototype technologies related to the web, produces
    3. Led by Tim Berners-Lee
    4. Lead the web to its fullest potential
37. What does accessibility mean?
38. Know each term: Domain names, URL, IP, TCP/IP, DNS
    1. URL – uniform resource locator, represents the address of a resource on the internet
    2. IP – internet protocol, the principal communications protocol
    3. TCP/IP – Transmission control protocol
    4. DNS – Domain name service, associates domain names with IP addresses
39. What is SDLC?
    1. Systems development lifecycle which is the overall process for developing information systems from planning and analysis through implementation and maintenance
40. What are the seven phases of SDLC?
    1. Planning, Analysis, Design, Development, Testing, Implementation, Maintenance
41. What are the inputs and outputs of each phase?
    1. Planning – involves establishing a high-level plan of the intended project and determining project goals, must identify the problem and come up with the solution
    2. Analysis – involves analyzing end-user business requirements and refining project goals into defined functions
    3. Design – involves describing the desired features and operations of the system including screen layouts, business rules, process diagrams, pseudo code, and other documentation
    4. Implementation – solution is transferred from paper to action
    5. Maintenance – Information system is operating, enhancements and modifications to the system have been developed and tested, hardware and software components have been added or replaced
42. What activities are performed in each of the seven phases of SDLC?
43. Identify different types of feasibility assessment and specify what is assessed in each?
    1. Economic – cost vs benefits
    2. Technical – must assess whether technology to support the new system is available or feasible
    3. Operational – how internal and external customers will react, how well the solution will work, is the information system worth implementing
    4. Scheduling – whether the new system can be completed on time
    5. Legal – will the system violate in legal issues
44. What is prototyping and what are the steps of prototyping?
45. Know the difference between software development methodologies
    1. Waterfall – an activity based process in which each phase in the SDLC is performed sequentially from planning through implementation and maintenance
    2. Extreme programming – breaks a project into tiny phases, and developers cannot continue on to the next phase until the first phase is complete.
    3. Agile – aims for customer satisfaction through early and continuous delivery of components developed by an iterative process
    4. SCRUM – uses small teams to produce small pieces of deliverable software using sprints, or 30 day intervals to achieve an appointed goal.
    5. Rapid Application Development (RAD) – emphasizes extensive user involvement in the rapid and evolutionary construction of working prototypes for accelerated systems development process, combines the planning and analysis phases into one, develops a prototype.
46. Web Development Process
    1. Know each phase of the web development process
       1. Initiation
       2. Site Definition and Planning
       3. Information Architecture
       4. Site Design
       5. Site Construction
       6. Site Marketing
       7. Site Maintenance
    2. Objective, inputs and outputs of each
       1. Initiation – form the team and determine team roles, identify the client
       2. Site Definition and Planning – conduct preliminary client’s questionnaire, determine project scope, determine feasibility. Input – project initiation document. Output – project planning document
       3. Information Architecture – define site’s high-level content, determine general navigation strategy, develop page layout. Input – Site Definition and Planning document. Outputs – Information Architecture Document, which includes site content map, site navigation strategy, page layout wireframes
       4. Site Design – define the look and feel of the site, develop page layout, develop site structure map with directory structure and file names. Input – Deliverables from the Information architecture phase. Output – site design with templates, images and prototypes.
       5. Site Construction – create actual pages, drop in content, add programming aspects, finalize database connections, double check pages for HTML and Accessibility compliance, edit pages for spelling and content
       6. Site Marketing – get the word out, add website URL to all company information, letterhead, brochures etc, distribute press release about new site launch, inform employee of new site, submit domain of site to search engines
       7. Site Maintenance – keeping the site fresh and functional, define tracking and site evaluation goals, review metrics, for success, gather measurable results, determine continued development
47. Have a general understanding of what each document should contain
48. What is site content map?
49. Differentiate between linear, hierarchical and random site organization.
    1. Linear – a series of pages that provide a tutorial, tour, or presentation, sequential viewing
    2. Hierarchical – a clearly defined home page, navigation links to major site sections, often used for commercial and corporate websites
    3. Random – no clear path through the site, may be used with artistic or concept sites
50. What is a wireframe and what are its typical components?
    1. Wireframe – a sketch or a blueprint of a web page. Text only depiction of websites content, navigation, and interactive features.
51. What are the four visual design principles?
    1. Repetition – repeat visual elements throughout design
    2. Contrast – add visual excitement and draw attention
    3. Proximity – group related items
    4. Alignment – align elements to create visual unity
52. Who benefits from increased accessibility of a web page?
    1. A person with a physical disability
    2. A person using a slow internet connection
    3. A person using an outdated computer
    4. A person using a mobile phone
53. Differentiate between ice, jello, and liquid designs
    1. Ice Design – rigid or fixed design, fixed-width page that “hugs’ the left margin
    2. Jello design – page content typically centered regardless of screen resolution, often configured with a fixed or percentage width such as 80%
    3. Liquid Design – page expands to fill the browser at all resolutions.
54. What are the text considerations for a page layout design?
    1. Avoid long blocks of text
    2. Use bullet points
    3. Use headings and subheadings
    4. Use short paragraphs
    5. Avoid “click here” for hyperlinks
    6. Spell check
    7. Use common fonts
    8. Use appropriate text size
    9. Use strong contrast between text and background
    10. Use columns instead of wide areas of horizontal text.
55. What are the best practices of web design? Have a general understanding of each practice.