



Digital Communication Southwest College

Course Syllabus IMED 1316 – Web Design 1 CRN 16089– Fall 2016 Distance Education Course – Online Access to Eagle Online

Class login: <https://hccs.instructure.com/login/ldap>

Instructor: Harold Scott

Instructor Contact Information: Office: 713-718-6765 | Email: harold.scott@hccs.edu

Office location and hours: Stafford Campus 302.2 – Learning Hub
By appointment only (West loop or Stafford)

Please feel free to contact me concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. I am available to hear your concerns, and/or to just discuss course topics. Feel free to come by my office anytime during these hours. Or email me to make arrangements to meet in person.

Course Description

Instruction in web design and related graphic design issues including mark-up languages, web sites, and browsers.

Co-requisites

ARTC 1305 – ARTC 1325

Total Course Hours

Credit and Lecture - 96.00; External Hours: 48 hours

Note: One hour of classroom instruction equates to a minimum of 1.5 hours of out-of-class student work for each week. External hours of student work may include assignments, projects, research, exam certification practice, and/or field trips. Example: 2 lecture, 4 lab hours

Lecture 2hrs x 16 weeks = 32 hrs

Lab hours 4hrs x 16 weeks = 64 hrs

External Hours 3hrs x 16 weeks = 48 hrs

TOTAL hours = 144 hours

Instructional Materials

Required textbook: *HTML & CSS design and build web sites – Jon Duckett – ISBN 978-1-118-00818-8*

Equipment needed for class

1. **Access to a computer** that is connected to the **Internet**.
2. **Text editor or Adobe Dreamweaver** (thru Adobe Creative Cloud subscription) to write HTML.
3. **FTP Client software** – Filezilla (a free download) – to transfer your webpages to a web server.
4. **Web site hosting space** for your projects and web pages.
5. **USB thumb drive** – to save your work.

Syllabus Changes and EO2

The syllabus is subject to change. When changes occur the instructor will advise the students during class time and as an announcement on EO2. It is the student's responsibility to check EO2 for announcements, assignments, posted grades and comments. If you are not checking EO2, or your student email account, you may be missing vital class related information.

Course Goal

As a student in this class you will learn to create web pages and web sites through writing HTML and CSS code. You will learn to upload web pages to a web server through an FTP client. You will learn how to add images and text content to web pages. You will learn how to create hyperlinks to external web pages and pages within your own web site. You will gain an understanding of client server relationships between local computers and web servers.

Learning Objectives

As your instructor, I will provide you with the knowledge to:

Identify how the Internet functions with specific attention to the World Wide Web and file transfer.

1. Practice locating Web sites in a browser.
2. Download text and images from the Internet to a local folder.
3. Using FTP client software, upload those files to the student's server account, making a note of their URLs.
4. Email URLs to the instructor as required.

Apply design techniques in the creation and optimization of graphics and other embedded objects.

1. Involve the placement of graphics such as logos, photographs and drawings into tutorial and individual projects.
2. Ensure that images are saved in the correct format appropriate to its type and usage.
3. Make the image in its original file of the dimension desired for use on the Web page, and save it to as small a file size as possible while maintaining high display resolution.

Demonstrate the use of World Wide Web Consortium (W3C) formatting and layout standards.

1. Make the image in its original file of the dimension desired for use on the Web page, and save it to as small a file size as possible while maintaining high display resolution.

Design, create, test, and maintain a Web site

1. Apply W3C standards to individual midterm and finals projects to develop a Web site that meets professional portfolio quality.
2. Upload it via FTP to student server site for display on the Web and test it in various browser environments to ensure integrity of design and functionality.
3. Make changes locally and update the site on the server.

Student Learning Outcomes

By the end of this course, students are expected to:

1. Identify how the Internet functions with specific attention to the World Wide Web and file transfer.
2. Apply design techniques in the creation and optimization of graphics and other embedded objects.
3. Demonstrate the use of World Wide Web Consortium (W3C) formatting and layout standards.

4. Design, create, test, and maintain a Web site

SCANS or Core Curriculum Statement and Other Standards

Credit: 3 (3 lecture)

This list summarizes the SCANS competencies addressed in this particular course. For more information regarding SCANS and the different categories and requirements, please visit:

<https://wdr.doleta.gov/SCANS/whatwork/>

Identify how the Internet functions with specific attention to the World Wide Web and file transfer.

Foundation Skills - Basic -Reading

Foundation Skills - Basic -Writing

Foundation Skills - Basic -Listening

Workplace Competencies - Technology -Selects Technology

Workplace Competencies - Technology -Applies Technology to Task

Apply design techniques in the creation and optimization of graphics and other embedded objects.

Foundation Skills - Thinking -Decision Making

Foundation Skills - Thinking -Creative

Foundation Skills - Thinking -Seeing Things in the Mind's Eye

Foundation Skills - Personal Qualities -Self-Management

Foundation Skills - Personal Qualities -Responsibility

Demonstrate the use of World Wide Web Consortium (W3C) formatting and layout standards.

Foundation Skills - Thinking -Problem Solving

Foundation Skills - Thinking -Knowing How to Learn

Foundation Skills - Thinking -Reasoning Workplace Competencies - Information -Acquires & Evaluates

Workplace Competencies - Information -Organizes & Maintains

Workplace Competencies - Information -Interprets & Communicates

Workplace Competencies - Information -Uses Computers to Process

Design, create, test, and maintain a Web site

Foundation Skills - Personal Qualities -Self-Esteem

Foundation Skills - Personal Qualities -Social

Foundation Skills - Personal Qualities -Integrity/Honesty

Workplace Competencies - Resources -Allocates Time

Workplace Competencies - Resources -Allocates Money

Workplace Competencies - Resources -Allocates Material & Facility Resources

Workplace Competencies - Technology -Maintains & Troubleshoots

Instructional Methods

As your instructor I want you to be successful. It is my responsibility to provide you with information on how to build effective web pages and websites. I will instruct you on hand coding web pages in HTML and CSS. I will also instruct you on how to transfer those files via FTP to a webserver. We will learn from the textbook, lecture notes which I will provide, and thru instructional videos. We will do HTML tutorials from the "Bridges" tutorial that is provided by the Digital Communication department. Please answer our

discussion board questions each week and respond with your questions as well.

As a student wanting to learn more about web design, it is your responsibility to read the textbook, watch the online movies submit assignments by or before the due dates, study for the quizzes, participate in online discussions, check into the online course at least 3 times a week, practice, and really dig into writing some HTML code to create web pages.

Student Assignments and Assessment

The assignments given to you in this class have been designed to help you better understand web design. Each assignment builds off of what you learned in the previous module. It is of the utmost importance that you practice, get out and code HTML and CSS each week.

Each assignment you do in class will be graded based on the following criteria. **NOTE: Some of these items may change from assignment to assignment.** These criteria are in place so you know exactly what I am looking for in each assignment. I want to you to be successful in my class. This helps to eliminate any guess work, and provides you with a checklist to ensure you are successfully completing each assignment.

Means of Assessment:

1. Completion of assignments and Bridges tutorials: exhibiting the ability to accurately and creatively complete the assignments involving the techniques demonstrated in online lectures, in the written handouts, and the assigned readings. (20%)
2. Quizzes (10 %)
3. Midterm Project (20%)
4. Discussion Questions in our Online Classroom (20%)
5. Final Project (30 %)

Mid Term Project

Your midterm project will be to build a four page web site. The pages must link to each other and include the features that are listed in the midterm project requirements document on our course web site. Please use this requirements document as checklist as you build your project. The subject of your project website is your choice and it should be of a professional nature with a good deal of real text and image based content on each page. This project must be on a web server to earn to be considered for an above average grade. Please ask the instructor about any questions that you may have about this project.

Final Project

Final Project is to build a 6 page web site. You may use the same topic from your midterm project, yet you must follow the new requirements for the final project which will be listed on the final project requirements document. Do use the requirements document as a check list when you build the final project. All five pages must link to each other and their layout should be done using CSS. You must use an external CSS document to control the layout of all five pages. The final project must be on a web server to be considered for an above average grade.

NOTE:

I, as the instructor, reserve the right to change the schedule, assignments, projects, grading weights, and due dates as deemed necessary.

Grading Scale

- A = 100 – 90.....4 points per semester hour
- B = 89 – 80.....3 points per semester hour
- C = 79 – 70.....2 points per semester hour
- D = 69 – 60.....1 points per semester hour

F = 59 and below.....	0 points per semester hour
IP (in progress).....	0 points per semester hour
W (withdrawn)	0 points per semester hour
I (incomplete).....	0 points per semester hour
AUG (audit).....	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades “IP,” “COM” and “I” do not affect GPA.

Student Requirements (in order to be successful)

- Complete and comprehend the objectives and technologies involved in all graded assignments.
- Demonstrate the ability to apply creative thinking and problem solving to all class projects and assignments.
- Complete all reading assignments pertaining to the subject matter of the course.
- Attend class regularly, missing no more than 12.5% of instruction and lab time (12 hours) Logging into the online environment constitutes attending class weekly.
- Exhibit safe and courteous lab habits.
- Develop and share knowledge and information with fellow students.
- Participate in keeping labs clean and organized; shutting down computers when finished; abiding by lab rules; showing respect for instructors, fellow students and lab assistants.
- Participate in class discussions and critiques.
- Demonstrate the ability to communicate in a clear, coherent manner.
- Turn in all assignment on time and in the manner required by the instructor.
- Demonstrate the ability to use computer–based technology and software applications as it applies to given class.
- Understand and be proficient in computer file management, including saving and retrieving files.
- When possible, demonstrate the ability to use and understand both Macintosh and Window operating systems.
- Demonstrate knowledge and the ability to use applicable peripherals and storage devices.
- Develop projects that illustrate concepts, techniques, and programs used in solving class assignments, including a written statement describing project concepts and processes.
- Demonstrate ability and creativity in using computer-based technology in communicating, solving problems and acquiring information.
- Accept responsibility for personal understanding of course requirements and degree plan.
- **Check your HCC student email regularly for class updates and/or notifications from the instructor.**

Instructor’s Requirements

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments

- Arrange to meet with individual students before and after class as required

Homework due dates and late work

All assignments are to be submitted to the appropriate assignment folder on EO2 (Eagle Online,) in the appropriate folder by or before the posted due date and time. All homework that is turned in is timed stamped as being early or late. I will not accept anything handed in on flash drive, emailed, or shared via the cloud. The classroom is like the real world. If you turn your work in on time and completed properly you get paid. If you miss your deadline, don't do the assignment, or only partially complete it, you will not get paid. If you have an issue, or foresee a complication during the semester come talk to me. I can't help if you don't help me.

With that in mind the following rules will apply to all assignments:

1. All assignments/projects are due on the day noted unless otherwise announced via EO2. Assignments may be completed at home or lab.
2. You must access Eagle Online (EO) site regularly during the semester. Class material and assignments will be updated often on EO.
3. Handouts and other details discussed in class will be posted for all assignments & projects. Be sure to follow the requirements of each project.

Late Assignment Policy

Any assignment turned late will lose 25% each day it is not turned in. (For example, if the deadline is 9:30 AM and you turn it in 9:40 AM and your final graded scored is 100% your assignment will automatically lose 25% off reducing it to 75%. An additional 25% will be deducted each day it is not turned in.) Please reference chart below

0-24 hours late = -25% off final graded score
 24-48 hours late = -50% off final graded score
 48-72 hours late = -75% off final graded score
 72-96 hours late = -100% off final graded score

Extra Credit

You may have a chance to earn extra credit during the semester. Extra credit is given at the discretion of the instructor. In no way is the instructor required to give extra credit. Instructions, rules and deadlines will apply if extra credit is offered.

VIRTUAL CLASSROOM CONDUCT

As with on-campus classes, all students in HCC Distance Education courses are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with faculty and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or being removed from the class.

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations. This instructor does not permit any type of recording of instruction or other meetings with students.

Academic Honesty & Plagiarism Policy

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is

responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. "Scholastic dishonesty": includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- Copying from another students' test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit.

Violations - Possible punishments for academic dishonesty may include a grade of "0" or "F" on the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. A recommendation for suspension or expulsion will be referred to the College Dean of Student Development for disciplinary disposition.

Following is a tentative outline of our 8-week class discussion topics and assignments for the semester. Please note that the schedule is subject to change. You will be informed of any changes. Updated information will be posted online in our Eagle Online Classroom

Week 1

Textbook Introduction
 Textbook Chapter 1 Structure
 Getting Started in Web Design
 Code Editors
 Beginning HTML
 Beginning CSS
 How to start coding
 Code Basic HTML Page – Text

Week 2

HTML Text

Week 3

HTML Lists

Week 4

HTML Links
 Hyperlinks and Navigation

Week 5
Images Formating
Adding Images to web pages with HTML

Week 6
Tables in HTML
Adding and Structuring tabular data.

Week 7
Web Forms in HTML
Collecting information from web sites.

Week 8
Extra HTML Markup

Week 9
Introducing CSS

Week 10
CSS formating Color

Week 11
CSS formating Text

Week 12
CSS Boxes - The Box model
Container tags for layout.

Week 13
CSS & Lists, Tables, Forms

Week 14
CSS Layout

Week 15
HTML 5 Layout
Audio Video with HTML 5

Week 16
Last Week of Course
Turn in Work

HCC Policy Statements

Access Student Services Policies on their Web site:

<http://central.hccs.edu/students/student-handbook/>

Access DE Policies on their Web site:

All students are responsible for reading and understanding the DE Student Handbook, which contains policies, information about conduct, and other important information. For the DE Student Handbook click on the link below or go to the DE page on the HCC website.

The **Distance Education Student Handbook** contains policies and procedures unique to the DE student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the DE Student Handbook by visiting this link:

<http://de.hccs.edu/media/houston-community-college/distance-education/student-services/DE-Student-Handbook.pdf>

Access CE Policies on their Web site:

<http://www.hccs.edu/continuing-education/>

EGLS3—Evaluation for Greater Learning Student Survey System

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, 20 U.S.C. A§ 1681 ET. SEQ.

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations.

Log in to: www.edurisksolutions.org . Sign in using your HCC student e-mail account, then go to the button at the top right that says **Login** and enter your student number.

Digital Communication - Student Profile & Syllabus Acknowledgement Form

This is MANDATORY FOR ALL CLASSES as of this semester – Summer 2016.

Students are required to fill out the web form at the following address and also print and hand turn in the paper copy to the instructor.

<http://swc2.hccs.edu/digicom/pages/profile.php>

