



Digital Communication Dept

[https://www.hccs.edu/programs/areas-of-study/art--design/digital-communication-/](https://www.hccs.edu/programs/areas-of-study/art--design/digital-communication/)

IMED 1316: Web Design 1 | Lecture & Lab | #17269

Fall 2020 | 16 Weeks (8.24.2020-12.7.2020)

Online | Eagle Online - Canvas

3 Credit Hours | 96 hours per semester

Instructor Contact Information

Instructor: Harold Scott

Office Phone: 713-718-5813

Do not leave messages on voicemail

Office: Alief Hayes, Room C305

Office Hours: Virtual Mon. 2:30-4:30 PM

Virtual Tue. 2:30-4:30 PM

HCC Email: harold.scott@hccs.edu

Office Location: Alief Hayes Main Building C305

Please contact me concerning academic problems that you are experiencing in this course. Your performance in my class is important to me. I am open and available to discuss course topics with you in person on the Alief, or Stafford campus by appointment.

Instructor's Preferred Method of Contact

Please contact me using the Canvas "Inbox". Do not leave a message on the phone voicemail as it is not working well. Use the Canvas Inbox to contact me. The normal HCC email collects a great deal of spam which will impede answering items sent there. I will reply to weekend Canvas Inbox messages on Mondays.

What's Exciting About This Course

You will learn to build a finished web site on the topic of your choice. This web site will be live on a web server for you, and the rest of the world to see. We will plan and create content for your web site. We will explore and use the client server environment. We will transfer your web site from your local computer to a web server. We will code a finished web site in HTML and CSS. Your web site will be Responsive in Design so that it will look great on multiple mobile devices and computers.

My Personal Welcome

Welcome to Web Design I —Hello I am Harold Scott the Instructor - I have been making my living as a Web Developer since 1997 and hope to take you on an HTML coding journey where I can share some of what I know with you. I have instructed for the Digital Communications Department of HCC since 2000. I use many different tools to create web pages, yet it is very important to understand HTML and CSS at code level. This class is all about knowing and hand coding HTML and CSS.

We will be hand coding HTML and CSS for our web pages. You need to hand code each item so that you know what you are doing and why you are doing it from the very start. We will use a free text editor called Sublime Text to code our HTML & CSS for this course. You may download a no cost trial version of Sublime Text that never expires here <https://www.sublimetext.com/>

Everyone will need an FTP program to move your web pages from the local computer that you create them on to a remote web server so that these pages can be viewed online on the internet using a web browser. We will use cyberduck as the FTP program in this course. You may download it here at no cost - <https://cyberduck.en.softonic.com/>

The FTP client will allow you to move your web pages from your local computer to a web server. Everyone will also need to get, “rent” web hosting for the duration of this course.

You will need the Chrome web browser to test and view your web pages on for our course. You may download the latest version of Chrome for free online. I will grade your projects in this web browser so you should test your work in Chrome before you turn it in to me.

You should log in and check the course at least twice a week as this course does not meet in person. It is completely online.

As you read and wrestle with new ideas and facts that may challenge you, I am available to support you. The way to reach me is by my HCC Canvas Inbox. My goal is for you to walk out of the course with a better understanding of how to plan and build a web site through hand coding HTML and CSS.

Prerequisites and/or Co-Requisites

You need to know how to save and find files on your computer and know how to use the internet. IMED 1316 requires college-level reading and writing skills. The minimum requirements for enrollment in IMED 1316 include co-requisites ARTC 1305 & ARTC 1325. If you have enrolled in this course having satisfied these co-requisites, you have a higher chance of success than students who have not done so. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

Canvas Learning Management System

This section of IMED 1316 will use [Canvas \(https://eagleonline.hccs.edu\)](https://eagleonline.hccs.edu) as a completely online class for projects, assignments, exams, quizzes, discussions and activities. I will post

weekly activities and instructional resources for you to learn from that include videos to watch, textbook readings assignments, and web sites that you should study materials from. I will post new learning materials by Wednesday 5 PM each week.

HCC Online Information and Policies

Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the requirements documents for projects and grade point allotments. Find listings and due dates for assignments, projects, discussions, quizzes, and your final exam, and other information to assist you in the online course. <https://eagleonline.hccs.edu/login/ldap>

Instructional Materials

Textbook Information

The textbook listed below is **required** for this course.

Web Development Level 1 – Build Web Sites with HTML & CSS

<https://www.nobledesktop.com/books/web-development-level-1>

Temporary Free Access to E-Book

I will post the first few chapters from the course textbook to get you up and going for the first weeks of our class. Yet you will need to buy your own copy of the text as soon as possible to complete this course.

Other Instructional Resources

Videos from www.lynda.com – this is a fee based service yet you may gain no cost access to this web site by going to the Houston Public Library. Get a library card to the Houston Public Library and then ask the librarian to help you gain access to the www.lynda.com videos through the Houston Public Library Program at no cost.

<http://houstonlibrary.org/learn-explore/blog/houston-we-have-lynda>

We will also study HTML tags and CSS code using a free online web site <https://www.w3schools.com/>

Equipment Needed For Class

1. Access to a computer that is connected to the Internet
2. Text editor Sublime Text to write HTML & CSS (Free Trial Download) never expires.
3. FTP Client software – Cyberduck (a free download) – to transfer your webpages to a web server via FTP.
4. Web site hosting space for your projects and web pages.
5. USB thumb drive – to backup and save your work.

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

Course Overview

IMED 1316 –Instruction in web design and related graphic design issues including mark-up languages, websites, and browsers.

This course will explore the development cycle of creating a website. Students will experience the discovery process and plan to create a website. Students will create unique website content of text and images, and then construct a multi page website comprised of HTML5 & CSS3 using a text editor (Simple Text).

The student will then configure the directory structure of an online web hosting area of their web server space, and then transfer their website to a live webserver using FTP.

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

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 score 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

Program Student Learning Outcomes (PSLOs)

Can be found at:

<https://www.hccs.edu/programs/areas-of-study/art--design/digital-communication-/>

Course Student Learning Outcomes (CSLOs)

Upon completion of IMED 1316, the student will be able 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 Consortium (W3C) formatting and layout standards.
4. Design, create, test, and maintain a website built to Responsive Design functionality.

Learning Objectives

Learning Objectives for each CSLO

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 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. Understand how to validate your website / HTML / CSS using the W3C Online Validator.

Design, create, test, and maintain a Web site

1. Apply W3C standards to individual projects to develop a Web site that meets professional portfolio quality.
2. Upload it via FTP to student server web 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 Success

Expect to spend at least 12 hours a week studying the course content and coding assignments and projects in HTML / CSS. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Login to Canvas and Attending class online
- Completing assignments, projects, quizzes, an exam, and discussions.
- Participating in class activities
- Watching Videos
- Coding HTML / CSS

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar
- Arrange to meet with individual students by appointment as needed.

As a student, it is your responsibility to:

- Log in to Canvas and Attend class online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

Assignments, Exams, and Activities

Written Assignment

You will have to write the text content for your web site projects. Each web page will have at least 4=200 words of text content on it as that is the minimum number of words for a web page to gain a higher ranking in Search Engines such as Google, Start Page, and Duck Duck Go.

Exam

You will have one exam on the last week of our course. This exam will be an online test. The Exam dates will be listed in your Eagle online / Canvas course.

Quizzes

You will have quizzes frequently in this course. The quizzes will be online. Please check our course online area frequently for quizzes. The quiz questions will come from learning materials that include: the textbook, www.lynda.com videos, instructor videos, w3schools web site.

Online Discussions

The instructor will post online discussions for students to reply to frequently in this course. The discussions will be relevant to the material that is being cover that week. Please answer all discussions in at least 50 of your own words (do not copy and paste from the internet or re-type an answer from the book word for word). If you have less than 50 words per discussion answer you will loose points.

Textbook Exercises

You will be asked to complete exercises from the text book and then post them to your web server / web hosting via FTP for the instructor to grade. You are to complete these and then submit them to the proper assignments area of the Eagle Online Classroom by the specified due dates. The instructor will not accept work submitted in any other way. You must submit your work to the proper area of the Eagle Online Classroom to earn credit as specified by the instructor. You will see a yellow submit button where you must turn in your work.

Your exercises must be on a web server and you are to submit the web address (URL) to the instructor for credit.

Web Site Project

You will be asked to create and hand code a web site in HTML and CSS. then post it to your web server / web hosting via FTP for the instructor to grade. The topic for the web site is your choice yet make it a professional topic so that you may show your work to potential clients when obtaining work. You may not make a portfolio web site in this course as that type of web site is addressed in future courses when you have more design and coding experience. This project web site will be started for the mid term project and then more features will be added to this same web site for the final project.

You are to complete the web site projects and then submit them to the proper assignments area of the Eagle Online Classroom by the specified due dates. The instructor will not accept work submitted in any other way. You must submit your work to the proper area of the Eagle Online Classroom to earn credit as specified by the instructor. Your projects must be on a web server and you are to submit the web address (URL) to the instructor for credit.

You will see a yellow submit button where you must turn in your work. The topic of your midterm project and final project should be the same topic (This way you will not have to create the text content twice.)

Please remember to turn in work in on time for each assignment, project, discussion, quiz, and test. Zeros on student work are the main impediment to passing this course.

Grading Formula

Web Site Projects	60%
Test	5%
Exercises	20%
Quizzes	10%
Online Discussions	5%

Grade	Course Average
A	90 -100
B	80-89.9
C	70-79.9
D	60-69.9
F	<60

Incomplete Policy:

In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

HCC Grading Scale can be found on this site under Academic Information:
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

Course Calendar

Our course starts August 24, 2020 and ends December 7, 2020.

Define Web Site Exercise Due - Check your canvas course

Create Content Project Due - Check your canvas course

Midterm Project Due - Check your canvas course

Final Project Due - December 1, 2020

Test (Online) - December 7, 2020

I will be posting new course material each week on Wednesday night by 5 PM. Check your course each week after this date and time for new lectures and assignments.

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Instructor's Practices and Procedures

Missed Assignments

I do not give make ups for missed quizzes and tests.

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

Academic Integrity

A student will get a grade of zero on any work that includes cheating, plagiarism, collusion. Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

Attendance Procedures

Since this is an online course I take attendance each week by student online activity in our course on a weekly basis. I recommend that you login to our course at least two times a week to check in on new assignments and information.

Student Conduct

Behave well while on campus at HCC. Please use respect when addressing fellow students on message board or email associated with our canvas online course.

Instructor's Course-Specific Information

This is an online course we do not meet in person for this course. I will hold virtual office hours to confer with students. Please see the top of this syllabus for virtual office hour times.

Electronic Devices

You may not video or audio record the instructor in class or in meetings. Keep cell phones on silent / vibration in class. If your cell phone makes noises that disrupt the course you will be asked to leave that evening. You are welcome back the next class in good standing. When on vibrate feel free to leave the class quietly to check messages from family/children during our class in the hallway.

Digital Communication Program Information

As full time faculty member I am available to meet with you in person to advise you on your academic planning to earn a degree or certificate. Please contact me for an appointment if you would like to be academically advised on courses at HCCS.

HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

EGLS³

The EGLS³ (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the Fall and Spring semesters. EGLS³ surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

Campus Carry Link

Here's the link to the HCC information about Campus Carry: <http://www.hccs.edu/departments/police/campus-carry/>

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. Please do not use the HCC email to communicate with me. You should use Canvas Inbox to communicate as you will get a more direct response using the Inbox.

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu <http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

Department Chair Contact Information

The Department Chair is Andre Hermann, his office is located at the West Loop Campus in room 138C.