

Web Design I • IMED 1316

Spring 2012 • CRN 82471

West Loop Center, Room 136 • Tue/Thu, 9:30 – 11:20 a.m.

3 Semester Credit Hours (2 lecture, 4 lab) • 96 hours (32 lecture, 32 lab, 32 Web enhancement) • 16 weeks

Instructor: Paul Roberts • Telephone: 713.718.7892 • Email: paul.roberts@hccs.edu (not for assignments)

Email for assignments submission: roberts.hccs@yahoo.com

Class Web site: <https://hccs1.mrooms3.net/>

Digital Communication Department Web site: <http://swc2.hccs.edu/digicom/>

Office Location and Hours

Office: West Loop Room 139A

Office Hours: Mon–Thu, 9:00–9:30 and 1:30–2:00, or by appointment

Your performance in this class is important to me. Please communicate with me concerning problems you are experiencing in the course before your grade suffers. I am available to discuss your concerns and other course matters.

Course Information and Description

Course Semester Credit Hours: 3 credit hours (2 lecture, 4 lab)

Total Course Contact Hours: 96

Course Length: 16 weeks

Type of Instruction: Lecture/Lab

Description:

Instruction in Internet web page design and related graphic design issues including markup languages, web sites, Internet access software, and interactive topics.

- *Frequent Requisites:* GUST 0341 (7th -9th Grade Reading), MATH 0306 (Basic Math Pre-Algebra), ENGL 0300 or ENGL 0347
- *Co-requisites:* ARTC 1325 and ARTC 1305

Program Learning Outcomes

- Demonstrate ability to select and apply industry standard software in design.
- Design and demonstrate use of software and techniques in Digital Communication's practical applications.
- Develop a portfolio of work that demonstrates proficiency in skills for employment.
- Present a portfolio of work that demonstrates proficiency in skills for employment.

Student Learning Outcomes

- Identify how the Internet functions with specific attention to the World Wide Web and file transfer
- Apply design techniques in the creation and optimization of graphics and other embedded elements
- Demonstrate the use of World Wide Web Consortium (W3C) formatting and layout standards
- Design, create, test, and maintain a web site

Learning Objectives

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

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

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

- Involve the placement of graphics such as logos, photographs and drawings into tutorial and individual projects.
- Ensure that images are saved in the correct format appropriate to its type and usage.
- 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.

- 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

- Apply W3C standards to individual midterm and finals projects to develop a Web site that meets professional portfolio quality.
- 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.
- Make changes locally and update the site on the server.

Secretary's Commission on Achieving Necessary Skills (SCANS)

The Secretary's Commission on Achieving Necessary Skills (SCANS) from the U.S. Department of Labor examined the demands of the workplace and whether young people are capable of meeting those demands.

SCANS research verifies that what we call workplace know-how defines effective job performances today This know-how has two elements: competencies and foundations. These requirements are essential preparation for all students, whether they go directly to work or plan further education.

SCANS workplace competencies and foundation skills have been integrated into *Web Design I (IMED 1316)*. The following SCANS items are covered in this course:

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

- Hybrid (50% or more)
- Web-enhanced (49% or less)
- Face to Face

As your instructor, I regard your success as my success. I am responsible for presenting foundational HTML and CSS skills to you in lecture and demonstration. I deploy classroom demonstrations to the Internet so you can study the code and experiment with it.

Part of the learning process comes after demonstrations in the form of guided practice. To assist you in learning this technology, I have prepared a series of nine tutorials for you to complete for grades. Students who complete the tutorials usually do well in the course while those who skip these exercises fail to understand the requirements for the individual midterm and final projects. Each tutorial has detailed instructions and an assessment rubric to guide you.

These tutorials will be available on specific release dates at Eagle Online. You will find the tutorial lessons, rubrics and online examples of each completed exercise. Also a discussion board is available for you to pick each other's minds for answers to problems you encounter. Check it out. You might find answers to your questions.

Once you have worked through the guided practice, you will be prepared to apply those skills to your individual projects. Those projects should be something of a professional nature that interests you. Some students have asked that I provide a topic for them. I gladly have done so, but nobody has ever taken me up on my assigned topic. If you are interested in finding out why, ask me to provide you with a project topic.

As with the tutorials, you may use the rubric associated with each of these assignments as a guideline. Use the rubrics and fulfill all listed requirements to help you control the grade you earn. Again, you can use the discussion board to help each other solve problems with your projects.

Occasionally a student will think of a way to get around the assignment and still get credit. Another way of expressing this practice is to call it cheating. Unfortunately for all students in the class, those who cheat make it necessary for everyone to complete a midterm exam and a final exam. Each of these is a small Web site project with very specific specifications. You will have a few days to complete the assignments outside of class, but each has a very rigid deadline. If you miss that deadline, you will receive a grade of zero (0) for the exercise. You will have plenty of time to complete them.

These course practices are in place to assist you with your success. Take advantage of them to help get you on track of developing Web publishing skills that will serve you well not only in subsequent courses, but in your career.

I am available as your mentor. Please do not hesitate to ask for help in understanding concepts that we cover and in learning how to find solutions on your own. It is a matter of practice — lots of it.

I wish you success.

Student Assignments

The State of Texas requires the following lists, even though they do not make clear sense. They are for the convenience of educrats and state assessors. A discussion of assignments specific to this class follows, and it should be meaningful. Look for the asterisk (*) for the information you need. You can ignore what precedes it.

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

- Discussions
- Projects
- Lab Exercises
- Homework Exercises

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

- Projects
- Discussions
- Lab Exercises
- Homework Exercises

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

- Discussions
- Projects
- Lab Exercises
- Homework Exercises

Design, create, test, and maintain a Web site

- Discussions
- Presentations
- Projects
- Portfolios
- Lab Exercises
- Homework Exercises

*Assignments must be submitted to the instructor on time as specified on the syllabus or in class. Because you are developing workforce skills, you must submit your assignments on time. Late assignments will receive a grade deduction of one letter grade for each class day they are late. No late final projects will be accepted under any circumstances. Make a note of the due date and time and pace yourself so you complete it on time. No make-up assignments or extra credit work will be available.

Tutorial Projects

The class meets four hours each week in the classroom. Two additional hours of on-line work are expected. Students shall complete assigned tutorial exercises and upload the projects to their FTP sites. Notify the instructor by email that the work is complete. In an attempt to develop professional skills in writing email messages, the notification must include a courteous and succinct message to the instructor and the URL to the completed exercise.

The instructor will evaluate your work according to the rubrics provided with each exercise. This rubric is available to give you a heads-up on how your work will be evaluated. Use the rubric as a guideline for completing each exercise. The instructor will grade your work and return the evaluation to you via email.

Midterm and Final Projects

Your enrollment in this class is intended to develop professional skills. Thus, midterm and final assignments must be professional in nature. Many students like to make hobby pages rather than professional pages. Some hobbies involve professional topics while others are nothing more than hobbies. How you approach a topic could mark the difference between your hobby and professional subject matter. Submitting a prospectus for this project for the instructor's approval before beginning work on will give you assistance as you set out to build a product that will be appropriate for a professional portfolio entry. The prospectus will require you to outline why you regard your project as professional.

Submission of Projects for Grading

Tutorial, midterm and final projects must be loaded to your server when submitted. Also, zip all project files (and only project files with nothing extra) and attach the zipped folder to the message notifying the instructor that you have completed the work. The notification shall include a professionally written and courteous email message to the instructor with your name, project designation, due date and the last four digits of your student ID number. Following is the email address for submitting assignments:

roberts.hccs@yahoo.com

Give the exact URL, including the complete file name. If you do not submit notification that the assignment is ready, the instructor will assign a zero grade. You must submit a notice in order to receive credit for your work. This will be strictly enforced. No exceptions.

Note: The above email address is for submitting assignments only. If you have a concern, you may talk to me face-to-face, leave a message on my voice mail, or post it to the class message board at Eagle Online.

To repeat, under no circumstances will extra credit be given.

Midterm Assignment

Your midterm assignment is to build a three-page Web site. You must link these pages to each other, and the site must include the features noted on the Web Site Evaluation rubric that you will find at the class Web site. It is suggested that you download that form and use it as a checklist in completing your midterm project.

The topic must be professional in nature and it must meet the guidelines set forth in your agreement when you apply for server space. (See class Web site for those guidelines.) If you use the same topic for both midterm and final projects, you must add the specified number of pages to the Web site for the final project. You may not use the same pages twice. Further, you must develop your Web site in a text editor such as Notepad (Windows) or TextEdit (Mac). You may not use any WYSIWYG Web authoring tools or online templates. The project is due at the beginning of class on **March 6, 2012**.

A word about earning an A grade: If you complete only the above requirements, your grade will be a B. It is essential that all of the requirements are met. In order for the grade to go to an A, you must include an aesthetically pleasing project. This is where your artistic design and portfolio quality will receive credit. If you have any questions regarding this, it is your responsibility to ask me.

Final Project

Your final assignment must include the features noted on the Web Site Evaluation rubric that you will find at the class Web site. It is suggested that you download that form and use it as a checklist in completing your final project.

You shall construct a Web site for your final project. This site must include a minimum of five HTML documents. If you use the same topic for both midterm and final projects, you must develop five new pages for the final assignment. If you completely re-work the three pages from your midterm assignment, you may count them as three of the five final pages. These documents must be linked to each other. The subject matter of the Web site is your choice as long as it meets the policy guidelines set forth in the Web Site Agreement.

The final project must be on the DigiCom server and ready for presentation at the beginning of the session on **May 1, 2012**. NOTE: Your project must be loaded and operational on your server. No other server will be allowed for submitting the project. As a safety measure, be sure you can present it from a local drive in the event the server cannot be accessed. When you present the project, be prepared to do the following:

- Explain what was involved in the development of the Web site.
- Explain any problems you encountered with the project.
- Explain how you solved those problems.
- Explain five things you learned about the Internet, HTML and/or Web site development from doing this project.

Make a note of this: No late final projects will be accepted. Anyone attempting to turn in projects after deadline will receive an automatic zero. No exceptions.

A word about earning an A grade: If you complete only the above requirements, your grade will be a B. It is essential that all of the requirements are met. In order for the grade to go to an A, you must include an aesthetically pleasing project. This is where your artistic design and portfolio quality will receive credit. If you have any questions regarding this, it is your responsibility to ask me.

Student Assessments

The state makes specific requirements here also — strictly for its convenience. We must humor it with this nonsense because the legislature passed laws under the leadership of Gov. Rick Perry. They think this makes things easier — for the educrats. So here is the mandated content:

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

- Various assigned readings from textbooks
- In-class discussions

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

- In-class discussions
- Group and/or individual projects

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

- In-class discussions
- Group and/or individual projects

Design, create, test, and maintain a Web site

- Presentations
- Group and/or individual projects

The foregoing is meaningless, but I have a means of assessing how those outcomes will be accomplished. The following table delineates these outcomes and corresponding assessments.

Outcome	Assessment
Identify how the Internet functions with specific attention to the World Wide Web and file transfer.	Practice locating Web sites in a browser. Download text and images from the Internet to a local folder. Using FTP client software, upload those files to the student's server account, making a note of their URLs. Email URLs to the instructor as required.
Apply design techniques in the creation and optimization of graphics and other embedded objects.	Involve the placement of graphics such as logos, photographs and drawings into tutorial and individual projects. Ensure that images are saved in the correct format appropriate to its type and usage. 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.	Complete the departmental series of HTML/CSS tutorials that give strong emphasis to learning and maintaining W3C standards in the coding of the each page to replicate the online examples. Assess compliance to the W3C standard by validating each code file at the World Wide Web Consortium. Correct errors as reported to ensure compliance to the standards.
Design, create, test, and maintain a Web site.	Apply W3C standards to individual midterm and finals projects to develop a Web site that meets professional portfolio quality. 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. Make changes locally and update the site on the server.

Instructor Requirements

As your instructor, it is my responsibility to do the following:

- Provide the grading scale and detailed grading formula to explain how student grades are calculated.
- Facilitate an effective learning environment through class lectures, demonstrations and lab opportunities.
- Describe projects and assignments.
- Inform students of policies such as attendance, withdrawal, tardiness and make up assignment.
- Provide course outline and class calendar, which will include a description and due dates of projects and assignments.
- Arrange time to meet with individual students before and after class as needed.

To be successful in this class, it is your responsibility to do the following:

- Attend class and participate in class discussion and activities.
- Read and comprehend the textbook.
- Complete required assignments and exams.
- Ask for help where you have questions or problems.
- Visit Eagle Online regularly to obtain handouts and assignments.
- Participate in discussions at Eagle Online.
- Keep the syllabus handy for reference when questions arise about course policies, assignments, deadlines, etc.

Program General Requirements and Objectives

- 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)
- Arrive at class promptly and be prepared with necessary books, storage media, assignments, and anything else required.
- 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 be 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 Windows operating systems.
- Demonstrate knowledge and the ability to use applicable peripherals and storage devices.
- Develop a portfolio that illustrates concepts, techniques, and programs used in solving class assignment, 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.

HCC Grading Scale

These letter grades have corresponding percentage scores. The letter grades correspond to the percentage grades as follows:

A = 90–100	4 points per semester hour
B = 80–89	3 points per semester hour
C = 70–79	2 points per semester hour
D = 60–69	1 points per semester hour
F = 0–59	0 points per semester hour
FX (<i>Failure due to non-attendance</i>)	0 points per semester hour
IP (<i>In Progress</i>)	0 points per semester hour
W (<i>Withdrawn</i>)	0 points per semester hour
I (<i>Incomplete</i>)	0 points per semester hour
AUD (<i>Audit</i>)	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.

Instructor Grading Criteria

Each assignment has a corresponding rubric available to guide you. I urge you to use the rubric. Your work will be evaluated according to the following criteria:

- *Adherence to the assignment:* Although you may go beyond the demands of the assignment, you must meet the outlined requirements. If the assignment is not clear to you, it is your responsibility to ask for clarifications before doing it.
- *Adherence to deadline:* Deadlines in the publishing field are essential to success and are just plain good business. While flexibility with grade demerits is possible on work through the semester, deadlines on final assignments and exams are not flexible. Allowing you to extend a deadline at the end of the semester holds up processes beyond the instructor's control. That shall not happen under any circumstance. Learn to meet deadlines throughout the semester rather than training yourself to push beyond the limits.
- *Appropriateness:* Follow the assignment guidelines and matters of good taste.
- *Level of difficulty:* More sophisticated work may receive higher scores.
- *Layout:* Consider balance of elements, use of white space, skillful use of fonts, sizes and style.
- *Quality of Execution:* Strive for excellence. All work should be an attempt at portfolio quality. Only work deemed by the instructor to be of portfolio quality will receive an A grade.

Using the above criteria, your work will be assessed on five levels:

- A Exceptional (*This means you have gone beyond the requirements and have reached portfolio quality.*)
- B Excellent (*This means you have met the requirements.*)
- C Acceptable (*This means your work is average and needs improvement.*)
- D Not good enough (*Although it is passing, it shows a lack of interest in developing workforce skills.*)
- F Fail (*Why did you bother?*)

You will be able to find your final grade by going to the HCCS Web site at <http://www.hccs.edu/>. The course grade will be based on the following:

Participation	10 percent
Tutorial projects.....	15 percent
Midterm project	15 percent
Midterm Exam	15 percent
Final project.....	25 percent
Final Exam	20 percent

Instructional Materials

Required Textbook and Materials

- Dennis Gaskill. *Web Site Design Made Easy*, 3rd Ed. Englewood, CO: Morton Publishing Company, 2008 [ISBN: 0-89582-765-2 / ISBN 13: 978-089582-735-7]
- Mass storage device
- One ream of laser paper

Suggested Additional Textbooks

- Elizabeth Castro. *HTML, XHTML and CSS: Visual QuickStart Guide*, Sixth Edition. Berkeley, CA: Peachpit Press, 2006. [ISBN-10: 0321430840 / ISBN-13: 978-0321430847]

Suggested Hosting Services

- <http://hostgator.com>
- <http://godaddy.com>

Software Used

- Web browser
- Text editor
- Basic bit-map software
- FTP client
- File compression software

HCCS Policy Statements

Access Student Services policies on its website:

<http://hccs.edu/student-rights>.

The following are some highlights that might be useful to you:

ADA (Students With Disabilities)

“The Disability Support Services (DSS) Office assists students with physical, learning, or emotional disabilities in developing independence and self-reliance. Services include adaptive equipment and reasonable accommodations for admissions assistance, testing, academic advising, registration, and classroom instruction. Interpreting service is provided for students who are deaf/hard of hearing and assistive technology devices are provided for students who are blind.

“HCCS is committed to compliance with the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973 (Section 504). If you have any special needs or disabilities which may affect your ability to succeed in college classes or participate in college program/activities, please contact the DSS Office at the college you plan to attend. Upon consultation and documentation, you will be provided with reasonable accommodations. Academic accommodations will be provided only after students have properly registered for services through designated disability services staff.

“It is recommended that you contact the DSS Office at least 60 days prior to the beginning of the term. Additional procedures are outlined in the HCCS Student Handbook.” (Source: Houston Community College System Catalog)

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office. If you have any questions, please contact the disability counselor at your college or Donna Price at 713-718-5165. (HCCS Institutional Statement)

Students with verifiable disabilities that offer legal protection under the Americans With Disabilities Act may receive reasonable accommodations to assist in succeeding in the course. If you have a disability and wish to receive such reasonable accommodations, you must see the ADA counselor, Dr. Becky Hauri, at 713.718.7909. Without a recommendation from the DSS Office, the instructor cannot make such accommodation.

Academic Honesty

The following comes from the HCCS Student Handbook:

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 student's test paper;
 - Using materials during a test that are not authorized by the person giving the test;
 - Collaborating with another student during a test without authority;
 - Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an unadministered test;
 - 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" means 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.

Students who wish to appeal a grade penalty should notify the instructional supervisor within 30 working days of the incident. A standing committee appointed by the College Dean of Instruction (Academic or Workforce) will convene to sustain, reduce, or reverse the grade penalty. The committee will be composed of two students, two faculty members, and one instructional administrator. A majority vote will decide the grade appeal and is final.

Student Attendance

The HCCS Catalog states, "A student may be dropped from a course for excessive absences after the student has accumulated absences in excess of 12.5% of the hours of instruction (including lecture and laboratory time)." That is equivalent to two weeks of class.

Attendance will be checked during the first 30 minutes of each class session. Your attendance is considered to be part of class participation and will affect your final grade. The instructor does not agree to issue administrative withdrawals for students who have excessive absences. Students with excessive absences will receive the grade earned up to the point of departure from the course. The instructor makes no distinction between excused and unexcused absences.

This policy does not discriminate on the basis of race, color, religion, national origin, citizenship, sex, sexual orientation, age, or disability.

Repeated Courses

Students who repeat a course two or more times face significant tuition/fee increases at HCC and other Texas public colleges and universities. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test-taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

Course Withdrawals

The deadline to drop classes is 4:30 p.m. March 29.

The 2007 legislative session passed a law that limits the number of withdrawal (W grade) a student may have to six classes over the course of their entire academic career. This policy is effective for students entering higher

education for the first time in Fall 2007 and subsequent terms. Withdrawals accumulated at any other Texas public higher education institution count toward the six-course total.

There are a number of permissible exceptions to the six course limit, such as personal medical emergency, emergency needs of family members, work schedules, military duty, and other exceptions as approved by the college.

Policies and procedures for implementation of this legislation are being developed and will be published as soon as they are available.

This statute applies to all Texas public colleges and universities. Therefore, HCC students affected by this statute, who have attended or plan to attend another institution of higher education, should become familiar with that institution's policies on dropping classes.

Course Requirements

- Use FTP software to upload projects to a server and manage the remote Web site.
- Use email to alert the instructor of completion of assignments and to relay the URL of each project.
- Complete a series of nine tutorials targeted at developing proficiency in XHTML and CSS. These tutorials are made available through Eagle Online.
- Develop well-formed HTML code, set to the XHTML standard, in individual midterm and final projects. Requirements for the projects are specified under the Projects heading of this syllabus
- Complete midterm and final exams.

Course/Lab Policies

- No handwritten work will be accepted.
- Work turned in past the deadline will receive a failing grade.
- No make-up tests or classroom exercises will be given.
- Information covered in class will not be repeated for tardy or absent students.
- Plagiarism is inexcusable and will result in an automatic F for the course.
- Lab time provided during class is for this course only. Students remaining for lab must use the time for this course. Those doing other work will be asked to leave.
- No software, hardware, or manuals may be removed from the lab. Software and manuals may not be copied. Lab rules are to be strictly followed. Failure to comply with these rules will mean expulsion from both class and lab.
- No food or drink is allowed in the labs for the protection of the equipment.
- Only those currently registered for courses are allowed to use the HCC computer labs. No children, spouses, parents or friends are allowed in the labs. Children especially are not allowed on campus at any time. This is college policy and there are no exceptions.
- Students are required to sign-in and carry their student ID or paid receipt when they are in an open lab. If you are asked to show your ID or receipt to a lab aide and cannot do so, you may not be allowed to remain in the lab.
- No outside software is allowed on HCC computers.
- Open labs are for students to work on school work only. If you have outside work to do, numerous commercial centers are located throughout the city where computer time is available for a fee. Students working on projects other than those assigned for class work will be asked to leave.
- Computers with a scanner attached are reserved for scanning only.
- Students may not change mice or connect peripherals to any computer.
- We expect patrons of the lab to conduct themselves in a professional manner. Those who cannot do so will be asked to leave. When asked to leave, students must do so without argument. This is especially true at closing time.

-
- Silence cell phones and pagers while in class and lab. Interrupting a class for your telephone call is extremely rude and may be treated in like manner. If you must talk on the phone, please leave the classroom before answering a call or beginning a conversation.
 - The use of voice recording devices in the lab is permitted only with the written recommendation from the ADA counselor as a reasonable accommodation intended to assist a student with disabilities to succeed in the course. Use of voice recording devices without such documentation is strictly prohibited.
 - Once each class session begins, the door will be closed and will not be opened during lectures and demonstrations. If you arrive for class after lecture/demonstration has begun, you will not be admitted. If you need to leave the room during a lecture or demonstration, you will not be re-admitted until after the lecture/demonstration is complete.

Students may find the following information in the student handbook and college catalog:

- Withdrawal Policy
- Refund Policy
- Plagiarism Policy
- Attendance Requirements
- Grading Scale

“The Houston Community College System seeks to provide equal educational opportunities without regard to race, color, religion, national origin, sex, age or handicap. This policy extends to employment, admission, and all programs and activities supported by the College.”

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, 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 division 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.

Distance Education and/or Continuing Educations Policies

Access Distance Education on its website:

http://de.hccs.edu/Distance_Ed/DE_Home/faculty_resources/PDFs/DE_Syllabus.pdf

Access Continuing Education on its website:

<http://hccs.edu/CE-student-guidelines>

Course Calendar

Following is a *tentative* outline of discussion topics and class assignments for the term.

Week One Syllabus, Gaskill • Chapters 1, 16

Topics: Introductions
 Student profile sheets
 Course requirements and grading
 Review of computer file management
 Introduction to the Internet
 Parts of the Internet
 How data is transferred across the Internet
 Browsing the Web
 Downloading

Using email
FTP

Assignment: Complete Tutorial One — Getting Started With the Internet. Completion is for guided practice and must be submitted via email to the instructor for a grade. *Due January 24*

Week Two **Gaskill • Chapters 2, 15**

Topics: Web site design principles
Creative process
Developing the comp

Assignment: Complete Tutorial Two — Getting Started With HTML. Completion is for guided practice and must be submitted via email to the instructor for a grade. *Due January 31*

Week Three **Gaskill • Chapters 3, 5–7, 14**

Topics: Planning midterm projects
Developing a concept
Introducing your HTML authoring tool
Text editor vs. WYSIWYG editors
Considerations in Web design
Getting started with HTML
Writing well-formed code
Saving HTML files
Using a filing system
Creating a Web page
Using text to organize your page
Inline Cascading Style Sheets
Spacing and layout
Special characters and entities
Copyright
Maricopa Lessons
FTP and uploading files

Assignment: Write a 200-word prospectus covering what you plan to do for your midterm project. Discuss the topic, concept, audience and scope of your project. Also discuss why you view the subject as professional. If the instructor does not approve your project, this assignment will be rejected and returned to you to do again. Submit in Word format as an email attachment. *Due February 7*

Week Four **Gaskill • Chapters 9–10**

Topics: Preparing thumbnails and roughs
Horizontal rules
Background colors and images
Ordered and unordered lists
Formatting the tag
Nesting lists
Various types of lists
Hyperlinks

Assignment: Complete Tutorial Three — Lists, Backgrounds and Hyperlinks. Completion is for guided practice and must be submitted via email to the instructor for a grade. *Due February 14*

Week Five **Gaskill • Chapter 4**

Topic: Using internal Cascading Style Sheets

Assignment: Complete Tutorial Four — Internal Cascading Style Sheets. Completion is for guided practice and must be submitted via email to the instructor for a grade. *Due February 21*

Week Six **Gaskill • Chapter 8**

Topics: Inserting images
 Using color on the Internet
 Document relationships

Assignment: Complete Tutorial Five — Images and Colors. Completion is for guided practice and must be submitted via email to the instructor for a grade. *Due February 28*

Week Seven

Topic: Work on midterm project. Project is due for presentation at the beginning of class March 6. No late assignments accepted.

Week Eight **Midterm projects**

Topics: Midterm project presentations
 Midterm exam (Available March 8; due March 13 at 11:30 a.m.)

Assignment: Complete Midterm Exam. Upload your work to your account on the Digicom server. Submit the URL and all exam files in a zip folder to the instructor via email. *Due March 13 at 11:30 a.m*

Week Nine **Gaskill • Chapters 4, 11**

Topics: Using div elements for page layout
 Creating tables for data
 Building external CSS

Assignment: Complete Tutorial Six — Tables and Internal CSS. Completion is for guided practice and must be submitted via email to the instructor for a grade. *Due March 27*

Week Ten **Gaskill • Chapter 9**

Topics: Image maps and mouse-sensitive images
 Simple image rollovers

Assignment: Complete Tutorial Seven — External CSS and Templates. Completion is for guided practice and must be submitted via email to the instructor for a grade. *Due April 3*

Week Eleven **Gaskill Chapter 13**

Topic: Handling user input with forms

Assignment: Complete Tutorial Eight — Meta Elements and Image Maps. Completion is for guided practice and must be submitted via email to the instructor for a grade. *Due April 10.*

Week Twelve **Gaskill • Chapter 12**

Topics: Content of frames
 Seamless frames
 iFrames

Assignment: Complete Tutorial Nine — Form Elements. Completion is for guided practice and must be submitted via email to the instructor for a grade. *Due April 17.*

Weeks Thirteen and Fourteen

Topic: Work on final project. Keep in mind the project is due for presentation at the beginning of the class session on May 1. No late projects will be accepted. If the project is not complete to your satisfaction, you must submit what you have done. See the Final Project section of this syllabus for details.

Week Fifteen **Final Presentations**

Topics: Presentation of final projects at the beginning of the class session May 1. Absolutely no late assignments accepted. If your work is not complete, submit what you have done.

Final exam will be available on May 3. It is due for submission in person on May 8 at 11:30 a.m.

Week Sixteen **Final Examination**

The final exam is due promptly at 11:30 a.m. on May 8. No late submissions will be accepted under any circumstances.

Dates to Remember

January 17	Classes begin – Drop/Add/Swap fee (\$15) begins
January 17 – February 2	70 percent refund for classes dropped
January 18	Registration ends – Last day for Drop/Add/Swap
February 3 – 8	25 percent refund for classes dropped
February 15	Priority deadline for Spring completion of degree/certificate
February 20	Presidents Day holiday (Classes and offices closed)
March 12 – 18	Spring Break (Classes and offices closed)
March 29	Last day for administrative/student withdrawals (4:30 p.m.)
April 6 – 8	Spring holiday (Classes and offices closed)
April 13	Veteran’s advanced-pay application deadline for Summer term
April 16	Deadline for Spring federal student loans
May 3.....	Instruction ends
May 8.....	Final examination

Acknowledgment of Syllabus/Consent Statement

Please fill in the following information and return this page to the instructor before leaving class. Also, please read the consent paragraph and check the box if you agree to allow your work to be displayed. Not checking the box implies that you do not grant your consent to display your work.

Student Name: _____

Student ID Number: _____

Student Home Phone: _____

Student Work Phone: _____

I have read and understand the contents of the course syllabus for *IMED 1316—Web Design I*.

By checking this box, I voluntarily agree to the following conditions:

- Give my consent to allow the work I do for this class to be displayed in a variety of venues, including art exhibitions, student expos, classroom demonstrations and on-line galleries.
- My work shall not use copyrighted materials without express written consent from the copyright owner.
- I shall retain the copyright on my original work.
- I require that my name be included with any public display of my work.
- I shall retain profits resulting from any cash sales of my work.
- Houston Community College may benefit non-monetarily from the public exposure of my work for promotion of its programs and accomplishments.

Student Signature: _____ .Date: _____