Course and Section Number:
IMED-1316-91400: Web Design I
IMED-1316-81400: Web Design I
IMED-1016-81011: Web Design I

Semester:
Fall 2013 (8/26/13 - 12/12/13)

Credit Hours:
3 credit hours

Class Meeting Days and Times: ONLINE
This class meets: August 26, 2013 – December 12, 2013. Assignments will be updated every Tuesday and a class email announcement will also be sent out every Tuesday (appx. Noon)

Room:
Class is held online using eCampus: http://ecampus.dcccd.edu/

Instructor Information:
Instructor’s name: Genny Espinosa
E-mail: gespinosa@dcccd.edu
(Email messages are only answered during the school week office hours. Weekend messages are checked Monday mornings). Please allow a minimum of 24 hours for email message responses.

Online Office Hours: MW -8:00 am-9:00 am, TRF – 9:00 am-10:00 am
Emails checked: MTWRF
Office phone: 972-238-6258 (if need to talk we can make scheduled time arrangements)
Office: T246 C

Prerequisite:
None

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

End-of-Course 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; and design, create, test, and maintain a web site.

SCANS Skills:
The Secretary's Commission on Achieving Necessary Skills (SCANS) was appointed by the Secretary of Labor to determine the skills people need to succeed in the world of work. Richland College is determined to prepare you with the knowledge and skills you need to succeed in today’s dynamic work environment. Towards this goal, these workplace competencies and foundation skills have been designed into the curriculum for this course:
- Reading - locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules
- Integrity and Honesty - choose ethical courses of action
- Acquire and Evaluate Information
- Organize and Maintain Information
- Interpret and Communicate Information
- Understands Systems - knows how social, organizational, and technological systems work and operates effectively with them
- Monitor and Correct Performance - distinguish trends, predict impacts on system operations, diagnose deviations in systems' performance and correct malfunctions
- Improve or Design Systems - suggest modifications to existing systems and develop new or alternative systems to improve performance

**Required Lab:**
Should a student taking an online class need a computer, the Multimedia lab, T246, has computers available for accessing the on-line Class system, Blackboard.

**Lab Hours:**
The Multimedia Learning Center (972-238-6001) is located in Thunderduck Hall, T246 and is for all currently enrolled Multimedia and Game students to use for Multimedia and Game class work and projects.

For the current lab hours, go to [http://www.rlc.dcccd.edu/multimedia/](http://www.rlc.dcccd.edu/multimedia/) and look in the bottom right corner of the page.

The other computer labs on campus for credit student use are in Del Rio, D229 and Wichita, WH159.

_All Multimedia (credit and continuing education) students must show a Student ID Card to use the lab and check out any equipment. IDs are available in Thunderduck Hall, T141._

**Textbooks:**
**Required Book:**
Web Development and Design Foundations using HTML5 6/e
Terry Felke-Morris
978-0132783392
Scott/Jones

**Supplies:**
**Required Supplies for all Courses:** headphones, jump drives, external hard drives or blank CD-Rs/DVDs.

Jump Drive (USB media storage Device) minimum of 1GB and/or Free Online space: [dropbox.com](http://dropbox.com) (2GB). Notepad(PC) or Simple Text(MAC) can be used, available on OS. HTML5 text editors (free) links on class website.

To upload your files for grading you will need to download Filezilla (free – link on class web site and on eCampus).

**Course Outline:**

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<thead>
<tr>
<th>Lecture/ Unit</th>
<th>Reading/Ex.</th>
<th>Quizzes/Exams</th>
<th>Assg</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: Overview -Syllabus and eCampus</td>
<td>Syllabus</td>
<td></td>
<td>Asg1</td>
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<tr>
<td>2: HTML Basics</td>
<td>Chpt 2</td>
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</table>
Grading Procedure:

<table>
<thead>
<tr>
<th>Grading Legend</th>
<th>Points Breakdown</th>
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<tbody>
<tr>
<td><strong>A</strong> = 90 - 100</td>
<td><strong>Assignments/Activities</strong> - 45 %</td>
</tr>
<tr>
<td><strong>B</strong> = 80 - 89</td>
<td><strong>Tests/Quizzes</strong> - 15 %</td>
</tr>
<tr>
<td><strong>C</strong> = 70 - 79</td>
<td><strong>Attendance</strong> - 10%</td>
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<tr>
<td><strong>D</strong> = 60 - 69</td>
<td><strong>Midterm Project</strong> - 10%</td>
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<tr>
<td><strong>F</strong> = 0 - 59</td>
<td><strong>Final Project</strong> - 10%</td>
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<td></td>
<td><strong>Final Exam</strong> - 10%</td>
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<td><strong>TOTAL</strong> - 100 %</td>
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PLEASE NOTE! Grade reports are no longer mailed. Convenient access is available online or by telephone. Use your student identification number when you log in to eConnect or call Touch Tone Services. Web Site address: [http://econnect.dcccd.edu](http://econnect.dcccd.edu) Telephone number: 972-613-1818.

**Academic Calendar:**

Monday - Friday Classes Calendar (08/26/13 - 12/12/13)

**Drop Date:**

September 9 (M) is the last day to drop from this course without receiving an automatic "W" and without the course reflecting on your transcript.

**Withdrawal Date:**

November 14 (R) is the last day to withdraw from this course with an automatic "W".

**Richland College's Quality Enhancement Plan ~ Learning to Learn: Developing Learning Power**

Richland College is piloting its Quality Enhancement Plan (QEP) in select classes. The QEP provides techniques, practices, and tools to help students develop the habits, traits or behaviors needed to be effective and successful lifelong learners in college and in life. For more information, please log onto [http://www.richlandcollege.edu/gep2013/](http://www.richlandcollege.edu/gep2013/).

**Academic Progress:**
Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester. Check 7Steps2Success for more details.

Institutional Policies:

Assignments and Online Activities Policies:
For a traditional class, each student is expected to spend time both in and out of class. Consider that for every hour “in” class, there should be 2-3 hours of “out-of-class” studying. To enhance the interactive class atmosphere online time should be spread out over as many days as possible. Assignments will be sent out by noon on Tuesdays (unless I need to notify you of a change in schedule). I will be online through the school week (online office hours are covered in the Instruction section of the syllabus).

New assignments will be available on eCampus, each Tuesday by noon. I will try and post grades within a week of the deadline timeframe. Students will have an additional week to turn in late assignments pending a submitted email to instructor requesting extra time and completion of work by late deadline. No assignments will be accepted after a final deadline has been determined. The special message is: The illiterate of the 21st century will not be those who cannot read and write, but those who cannot learn, unlearn, and relearn. ~Alvin Toffler

Assignments and projects will only be graded from working links on the student server. Make sure and check the student server site to confirm all assignment and project links are viewable for grading. Because the FTP process is an integral concept of web design, NO ASSIGNMENTS OR PROJECTS WILL BE ACCEPTED FROM EMAIL ATTACHMENTS.

Assignments will be graded and posted on the Grade Center by the following Tuesday – noon of the due date. If I am unable to post within a week’s time I will let you know. All comments and grade breakdown points will also be posted on eCampus Messages. Items which are highlighted in yellow will indicate missing or error, items highlighted in aqua will be my corrections.

Midterm Project:
Instructions on this project will be provided close to midterm. This activity is designed to help you incorporate html concepts learned the first part of the semester into an actual web site. Topics will be provided, but new topics may be requested pending instructor approval. Midterm Project deadlines cannot be extended for any circumstances.

Final Project:
The final project will be based on concepts learned throughout the semester, including new concepts presented after midterm. Final Project deadlines cannot be extended for any circumstances.

Attendance Policy:
In order to be successful, students must attend and participate in enrolled courses.

While Richland College does not have a formal attendance policy, this course has an attendance policy which is assessed as 10% of your final grade.

Class attendance is based on acknowledgement of the weekly assignment (via email- no later than Tuesday of the following week) . If you do not receive the weekly email announcement on Tuesdays –noon, please check eCampus immediately for updates. Your email acknowledgement of having received the weekly assignment will be counted each week, failure to send a weekly email will be counted as an absence. Regular “class attendance” is essential. Statistics have proven that regular class attendance leads to success in online courses. Emails for weekly attendance sent AFTER the one week timeline will not be accepted (Tuesday noon to following Tuesday noon).The special message is: The illiterate of the 21st century will not be those who
cannot read and write, but those who cannot learn, unlearn, and relearn. ~Alvin Toffler

Each week’s assignment will begin with a request to send me an email response letting me know that you received the assignment and have read the expectations for that week. To insure that your e-mail was received check your grades before the Tuesday, noon deadline. I will try and post grades within a week of the deadline timeframe. Students will have an additional week to turn in late assignments pending a submitted email to instructor requesting extra time and completion of work by late deadline.

Your attendance will be listed in the grade book – as A1 for week 1, A2 for week 2, etc. and will have a value of 5 points.

**Web Server Posting Policy:**
The Richland Student Web Server is open to all users of the World Wide Web. Any information students or instructors place in their files is readable by any user of the World Wide Web.

**Computer/Internet Use Policy:**
Currently enrolled Richland College Multimedia and Game students have access to the Multimedia Lab and classroom computers for Multimedia/Game educational and instructional purposes only. Please use the Del Rio Computer Lab (D229) or the Wichita Computer Lab (WH159) for other school-related assignments and non-Multimedia activities.

Students using their own laptops must use the wireless connection in the Thunderduck Hall building and cannot use the Multimedia lab and classroom computer data lines to access the Internet.

You are required to show your Richland Student ID when requested by lab personnel. You are expected to follow lab policies as well as the Student Code of Conduct specified in the catalog. If the link does not work for you (ie: you have a hard copy of the syllabus), copy/type this url into your browser window:

http://www.richlandcollege.edu/conduct/

**Attention Continuing Education Students:**
To receive a certificate for this course, you must make a grade of "C" or higher as a final grade. A grade average of 69% or lower is failing.

Continuing Education will not mail your certificate to you. If you do not receive your certificate the last day of class you will have to pick up your certificate at the Continuing Education Front Desk, T160.

**Multimedia and Game Web Sites:**

http://www.richlandcollege.edu/multimedia
http://www.rlc8.dcccd.edu/game/

The Multimedia Learning Center is part of the Richland College School of Engineering, Business and Technology. Office: Bonham 101 • Phone: 972.238.6210.

**Disclaimer reserving right to change syllabus:**
The instructor reserves the right to amend this syllabus as necessary.

**Student Acknowledgement:**
After you have read the syllabus and have had an opportunity to ask questions, SIGN VIRTUALLY on eCampus. Login to eCampus using your student id preceded by the letter “e”.

1. Once you are in eCampus> Click on Access Courses – link
2. Login using your student id preceded by the letter “e”. ex. id- 1234567, login –e1234567, password should be the same as login (unless you have changed it at a previous time)
3. Look for a module box titled COURSES
4. Click on: 2013FA-IMED1316.81400: Web Design 1-ONLINE
5. Once inside the class, click on Syllabus button on the left sidebar
6. PLEASE read through the syllabus and send an email with any questions you may have.
7. Then click on: Student Acknowledgement link at top of page.
8. Read true/false question which states: I have read the syllabus and understand what is required of me in this course. I have had the opportunity to ask the instructor questions about the syllabus.
9. Select TRUE, then click save and submit button – a check will appear in your grade book for completing student acknowledgement