

# McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

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## **COURSE SYLLABUS AND INSTRUCTOR PLAN**

**WEB DESIGN I**

**IMED - 1316 - 01**

**JAN D. ROBERTSON**

**NOTE: This is a 16-week course.**

**NOTE: This is a Blended/Hybrid course.**

### **COVID 19 Notice:**

McLennan Community College is committed to providing you with every resource you need to reach your academic goals. We are also concerned for your safety. We are working through COVID-19 guidelines to make sure we offer a safe environment for you and our faculty. This will include smaller class sizes to manage social distancing and proper cleaning techniques. You will have the advantage of a physical classroom experience but may also need to work part of the time online as we adjust to limited classroom capacity. This will also allow us the flexibility to move online if so directed by federal, state and/or local COVID 19 guidelines. Faculty and staff are preparing now to ensure that you have the best experience in the midst of these uncertain times.

**Course Description:**

Introduces Internet web page design and related graphic design issues including mark-up languages, Web sites, Internet access software, and interactive topics. Students should be proficient with Windows functions, mousing and keyboarding skills. Semester Hours: 3 (2 lec/2 lab).

**Prerequisites and/or Corequisites:**

None

**Course Notes and Instructor Recommendations:**

Student should be knowledgeable of using Windows 10 for file/folder management. It is helpful if student is familiar with PowerPoint, Notepad and Microsoft Word 2019.

**Instructor Information:**

Instructor Name: Jan Robertson

MCC e-mail: jrobertson@mclennan.edu

Office phone: 299-8218

Office location: Business & Technology building Rm 107

Office hours: Posted outside my office door

Lab hours: Posted outside my office door

Lab location: The CIS lab is located in BTB Rm 103. If you need help and I am unavailable, our lab instructor, Mr. Beasley, will be happy to help you.

**Required Text & Materials:**

Title: Basics of Web Design HTML5 & CSS

Author: Terry Felke-Morris

Edition: 5ed

Publisher: Pearson

ISBN: 9780135225486

1 USB Flash drive at least 4 GB

**MCC Bookstore Website:** <http://www.mclennan.edu/bookstore/>

**Student Support/Resources:**

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at

<http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

### **MCC Foundation Emergency Grant Fund**

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found [here](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf) ([https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf)).

### **Minimum Technical Skills:**

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

### **Backup Plan for Technology:**

In the event MCC's technology systems are down, you will be contacted/notified through your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

**\* [Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace](https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html)**  
**(<https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html>)**

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

### **Email Policy:**

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

**Instructional Uses of Email:**

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with her/his students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

**Email on Mobile Devices:**

The College recommends that you set up your mobile device to receive McLennan emails.

**Forwarding Emails:**

You may forward the emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may become lost or placed in junk or spam filters.

**Methods of Teaching and Learning:**

The CIS department has online and hybrid courses that are designed with the same standards of academic excellence as the face to face classes that meet on campus. This course is an online class, which will require more study and student effort than is usually required in a traditional face-to-face course. In order to be successful in this course, students should be willing to put in at least twice as much time as they would spend in a face-to-face section because it will require more reading, research and online collaboration. This course requires at least the same level of rigor as a traditional course and additionally requires that the student can work independently, solve problems, communicate and participate in a professional manner.

Students will learn content by reading information from text and Brightspace, researching topics online, participating in class demos, working with others doing team building labs and completing assignments, quizzes, and projects as required.

**Course Objectives and/or Competencies:**

- A. Course Objectives: As a student in this course, you will get an introduction to the creation of proper Internet web page design and related graphic design issues including mark-up languages, web sites, Internet access software, and interactive topics. The main thrust of this course is to give you a hands-on introduction to the languages that make up the pages found on the World Wide Web. You will learn to:
1. Design useful web pages
  2. Properly use a technical vocabulary
  3. Focus on appropriate content, navigation structure, and aesthetic design to create your own web pages using HTML
  4. Work with links, create forms and tables, and add images as well as multimedia objects
  5. Use Cascading Style Sheets to enhance the design process
  6. Critically analyze integration of web page content and design
  7. Use JavaScript and XHTML to create dynamic content
  8. Work with others solving technical problems and discussing design issues
  9. Develop good work habits
- B. Course Competencies: Upon specific completion of IMED 1316 Web Page Design I, students will be able to identify how the Internet functions with specific attention to the web and file transfer; apply design techniques in the creation and optimization of graphics and other embedded elements; demonstrate use of World Wide Web Consortium formatting and layout standards to design, create text, and maintain a web page.

Specific Competencies: Upon successful completion of the course, the student will be able to:

1. Understand a business web page development cycle.
2. Understand the differences between web browsers and their impact on web page design.
3. Manage and use web-based information in web page design.
4. Discuss the instructional design techniques in building web pages.
5. Design and create web pages with hypertext markup language (HTML) coding techniques using standard developmental tools in a text editor.

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6. Understand how to use interactive components such as CSS3 transitions in web page design
  7. Use cascading style sheets to enhance the design process
  8. Critically analyze integration of web page content & design
  9. Use HTML and XHTML to create dynamic content
  10. Integrate hot links, graphics, photographs and sound into web pages.

### **Course Outline or Schedule:**

Tentative Calendar for IMED 1316.01 Fall 2020—Any changes, if needed, will be posted on Brightspace in an Announcement and mentioned in class
Week 1: Orientation and set up/Chapter 1/start Chapter 2
Week 2: Chapter 2
Week 3: Chapter 3
Week 4: Chapter 4
Week 5: Chapter 5
Week 6:: Chapter 6
Week 7: Chapter 7
Week 8: EXAM 1
Week 9: Chapter 8
Week 10: Chapter 8
Week 11: Chapter 9
Week 12: Chapter 10
Week 13: Chapter 10
Week 14: Chapter 11
Week 15: Finish Chapter 11/EXAM 2
Mon, Dec 7: Completed ISP due

### **Course Grading Information:**

It is the student's responsibility to keep up with what is due and when it is due. Coming to class and participating in demonstrations, reading the textbook, and practicing outside of class will be crucial to your success in this course. Students will be informed of any changes in class.

The course will be evaluated in the following manner:

- Assignments 20%
- Discussions 5%
- Chapter Review Quizzes 10%
- Exam 1 20%
- Exam 2 20%
- ISP Documentation 5%
- Completed Website 20%

90-100% = A 80-89% = B 70-79% = C 60-69% = D below 60 = F

Your grades for assignments and projects should be posted in Brightspace within 24 to 48 hours of their submission deadline.

**Late Work, Attendance, and Make Up Work Policies:**

Late work will not be accepted without written proof of an emergency.

If a student misses 25 percent (four weeks) of the course before the (last chance) official drop date, he/she will be withdrawn by the instructor (with a grade of "W"). After the official drop date, the student's grade will be averaged and reported at the end of the semester.

Absences are cumulative (not necessarily consecutive).

**Student Behavioral Expectations or Conduct Policy:**

Students are expected to maintain classroom decorum that includes respect for other students and the instructor via personal appearance, email, etc., prompt and regular attendance at class meetings, and an attitude that seeks to take full advantage of the education opportunity.

Additionally, students:

1. Should turn off cell phone before entering classrooms
2. Should not bring children or others to class or lab
3. Should not wait until last minute to complete tasks
4. Should devote adequate time (whatever that entails) to learn and apply content of this course

\* **[Click Here for the MCC Academic Integrity Statement](#)**

**([www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity))**

The link above will provide you with information about academic integrity, dishonesty, and cheating.

**Instructor's Academic Integrity Statement:**

Be honest! Do your own work, and meet class deadlines. Anyone caught submitting someone else's work as his/her own (as well as the person allowing his/her work to be submitted as someone else's) will receive an automatic "F" for that assignment. Anyone caught assisting another student with an exam or receiving assistance from someone else while taking an exam will receive an automatic "F" for the course.

**\* [Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**

**(<https://www.mclennan.edu/highlander-guide/policies.html>)**

Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

**Accommodations/ADA Statement**

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit [mclennan.edu/disability](http://mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 319, Student Services Center

**\* [Click Here for more information about Title IX](http://www.mclennan.edu/titleix) ([www.mclennan.edu/titleix](http://www.mclennan.edu/titleix))**

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC



Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting the following website: <http://www.lighthouse-services.com/mclennan/>

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

*\* You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*