

Division of Business and Technical Studies

Course Syllabus

2017-2018

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|------------------------------|--------------------------|
| Course Name | Web Development I |
| Course Number | CIST 1510 |
| Semester/ Year | Fall 2017 |
| Course CRN | 21290 |
| Course Pre-requisites | None |

Course Information

Course Format Hybrid (>50% online)

Course Credit Hours 3

Course Contact Hours/
Week: 6 Hours/ week

Class Meeting Information

Tuesdays, 3 p.m. – 4:25 p.m.
Marietta Campus, Room 1149 (Building F)



Chattahoochee

TECHNICAL COLLEGE

Course Syllabus CIST 1510 Fall 2017

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| Instructor's Name | Kaleigh Kendrick |
| Instructor's Office Location | F1136, Marietta Campus |
| Instructor's Phone Number | 770 528-3763 |
| Instructor's Email Address | kaleigh.kendrick@chattahoocheetech.edu <i>Emails sent on weekdays will be responded to within 24 hours. Emails sent on weekends or holidays will be responded to on the next business day.</i> |
| Instructor's Office Hours | Walk-in office hours are posted outside my office door. Please email me to schedule an appointment if you need to meet outside of those hours. |
| Required Textbook | Web Development and Design Foundations with HTML5, 7 th ed. ISBN 9780133571783 |
| Supplies/ Tools/ Materials | Reliable internet access. |

Course Description:

This course explores the concepts of Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), XML, and HTML following the current standards set by the World Wide Web Consortium (W3C) for developing inter-linking web pages that include graphical elements, hyperlinks, tables, forms, and image maps.

Competency Areas and Expected Student Outcomes

Identify HTML, CSS, and XML.

Construct error-free web pages using validation techniques.

Construct error-free web applications with interlinking pages, graphical images, hyperlinks, tables, forms, and image maps.

Evaluate developed code with W3C standards and make necessary corrections.

Grading Scale

Grades are issued at the end of each semester. All grades earned will be reflected on, and remain on, the official academic transcript. The following grading scale is used:

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|---|--------|--------------|-----|
| A | 90-100 | Excellent | 4.0 |
| B | 80-89 | Good | 3.0 |
| C | 70-79 | Satisfactory | 2.0 |
| D | 60-69 | Poor | 1.0 |
| F | 0-59 | Failing | 0.0 |

Grading Criteria

| Grade Distribution | |
|---|-------------|
| Beyond the Basics Presentation | 5% |
| Personal Blog | 10% |
| Case Studies | 10% |
| Chapter Tests | 15% |
| Activities (Developer's Tool Box, Apply Your Knowledge, Hands-On, Web Research, etc.) | 20% |
| Final Project | 40% |
| TOTAL | 100% |

Classroom Policies and Procedures

College Policies (For Hybrid and Web Enhanced Classes):

1. Food and drinks are not permitted in classroom and lab areas.
2. Cell Phones and Electronic devices should be silenced/ out of view during class time, and during all exams.

Instructor Policies:

Make-Up/Late Work Policy

I do not accept late work unless you meet the following requirements:

1. I have given written consent prior to the due date (I will provide a new deadline).
2. You are absent due to illness, injury, or personal tragedy.

Under either circumstance, the student must provide proof (such as a doctor's note).

Instructor Response Time

In most cases, responses are provided within 24 hours of an inquiry. If you do not hear from me within 24 hours (and your request was made on a business day), please send me a second email. **I do not answer questions about assignments 24 hours prior to the deadline.**

The preferred method of contact (in order) is:

1. Message board (if it is a question everyone can benefit from the answer)
2. E-mail (send to kaleigh.kendrick@chattahoocheetech.edu)
3. Phone call (I only respond to phone calls Monday – Thursday)

Classroom Etiquette Policy

Students are required to conduct themselves in a manner that reflects well on them and on Chattahoochee Technical College in all methods of communication. This includes following basic etiquette/netiquette (more information about netiquette is available at <http://www.albion.com/netiquette/corerules.html>).

Grade Clarifications

All grades are posted in Blackboard. All students have one week from the date a grade is posted to request additional information about a grade. All requests must be submitted via email to the instructor. No verbal or phone requests will be permitted.

If the student believes that a grade is incorrect, the student must supply additional information to back up the claim. For example, if a student believes that an answer to a quiz question or a solution to an assignment, lab, or program was marked incorrectly, the student must include specific references in the text book or class materials that will back up their claim. No grade changes will be made without proper information backing up the claim. No requests for grade clarifications will be accepted after the one-week time period has expired.

Tentative Class Schedule

| Week of: | Topic: | Tasks: |
|----------|--|--|
| 8/22 | Introduction to the Internet and the World Wide Web | Due by 8 a.m. on 8/29 Introduction to the Internet and the World Wide Web Activities |
| 8/29 | HTML Basics | Due by 8 a.m. on 9/5 HTML Basics Activities |
| 9/5 | Configuring Color and Text with CSS | Due by 8 a.m. on 9/12 Configuring Color and Text with CSS Activities |
| 9/12 | Visual Elements and Graphics | Due by 8 a.m. on 9/19 Visual Elements and Graphics Activities |
| 9/19 | Web Design | Due by 8 am. On 10/3 Web Design Activities |
| 9/26 | In Service Day (No Class) | |
| 10/3 | Web Design (continued) | |
| 10/10 | Project Discussion and Consultation | |
| 10/17 | Page Layout | Due by 8 a.m. on 10/24 Page Layout Activities |
| 10/24 | More on Links, Layout, and Mobile | Due by 8 a.m. on 11/1 More on Links, Layout, and Mobile Activities |

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|-------|---|--|
| 10/31 | Tables | Due by 8 a.m. on 11/8 Tables Activities |
| 11/7 | Forms | Due by 8 a.m. on 11/15 Forms Activities |
| 11/14 | Web Development | Due by 8 a.m. on 11/21 Web Development Activities |
| 11/21 | Final Website Sprint (No class, but I am available for questions during our usual class time in my office.) | |
| 11/28 | Beyond the Basics – Choose Your Topic (Class meets ONLINE) | Due by 8 a.m. on 12/5 Beyond the Basics Online Presentation Final Website Project |
| 12/5 | Final Website Presentations | |

Catalog Information

Please review the current CTC Catalog by accessing the link below:

<http://www.chattahoocheetech.edu/college-catalog/>

Attendance Policy

It is the student's responsibility to attend classes on a good-faith basis that demonstrates the student's desire to be a genuine partner in the educational process. Instructors will keep an accurate record of attendance. Students anticipating an absence or tardiness should contact the instructor in advance or provide notification as soon as possible. Instructors may establish attendance and make-up policies which are provided to the student through the course syllabus. It is the responsibility of the student to know the policy and adhere to it. Final grades may be affected by excessive absence and tardiness. It is at the instructor's discretion whether final grades are affected by excessive absence and tardiness. Instructors may establish a participation grade based on a student's attendance.

Work Ethics Policy

The Technical College System of Georgia instructs and evaluates students on work ethic in all programs of study. Ten work ethic traits have been identified and defined as essential for students success; appearance, attendance, attitude, character, communication, cooperation, organizational skill, productivity, respect, and teamwork.

No-Show Policy and Procedure

A "no show" is a student whose name appears on the class roster but who fails to have his or her attendance verified the first week of class.

In all courses, regardless of the method of delivery (face-to-face, hybrid, or online), faculty will conduct a graded activity the first week of class in order to verify student attendance. This graded activity will document the student's intent to take the course. Any student not completing the graded activity will be reported as a "no-show" regardless of his or her attendance in the classroom. Any student reported as a "no show" by an instructor will be administratively withdrawn from the course and will show no enrollment history.

Withdraw Policy and Procedure

Through the end of the ninth week of Fall and Spring semesters and the fifth week of Summer semester, students may withdraw from any or all courses from their schedule. Students are responsible for withdrawing themselves from any or all of the classes through BannerWeb. During this period no refunds are issued. No withdrawals will be processed after the 'W' period ends. Students who do not withdraw from classes will be assigned grades earned.

The deadline for withdrawal each semester is published on the CTC Website under the College Calendar.

Student Email Account/ Methods of Communicating

Upon being admitted to the College, Chattahoochee Tech will create a unique email account for each student. Once created, email will be the primary and official means of communication between the college and the student. Students should not use personal email addresses for correspondence with the College.

This policy applies to students who are enrolled or eligible to register. It does not apply to Continuing Education or GED students who do not receive CTC email addresses.

In emergencies or for other limited circumstances, the College may use a student's personal email address for correspondence.

<http://www.chattahoocheetech.edu/student-email-and-onedrive/>

Academic Misconduct

Chattahoochee Technical College promotes and expects all members of the college community to conduct themselves professionally and with honesty and integrity. The college considers academic integrity an integral part of the learning environment. Any infraction of this policy is detrimental to the student's education and the integrity of the college.

Cases of academic misconduct that are strictly forbidden include:

- Plagiarizing any assignment or part of an assignment. Plagiarizing means to use someone else's ideas or words as one's own, without giving appropriate credit using quotation marks, if necessary, and citing the source(s).
- Copying and submitting another's work as one's own.
- Using unauthorized notes or equipment (programmable calculator, PDA, cell phone, etc.) during an examination.
- Stealing an examination or using a stolen examination for any purpose.
- Allowing another student to have access to your work, thereby enabling that student to represent the work as his/her own.
- Having someone else take a quiz or exam in one's place, taking an exam for someone else, assisting someone in any way during a quiz or exam, or using any unauthorized electronic device or other unauthorized method of support during a quiz or exam.
- Falsifying or fabricating information such as data for a lab report.
- Falsifying a patient's medical record, a student's clinical record, or any other student record, including a record of attendance.
- Using or copying another person's electronic file or copying any electronic information or computer program.
- Other forms of cheating or misconduct are forbidden, even if not listed here specifically.

Instructors may use any one or more of the following disciplinary measures for addressing instances of academic misconduct:

1. Award a grade of zero for the assignment;
2. Assign a failing grade for the course;
3. Recommend the suspension or dismissal of the student from the course, program, or college.
Recommendation must be forwarded to initiate a Student Code of Conduct procedure.

Library/ Information Resources

The purpose of the Chattahoochee Technical College Library is to provide information resources and library services to meet the institutional mission. Library staff provides materials to assist students in pursuing their educational, career, and personal goals. The library is committed to the support of academic programs for the broad range of students in the technical college.

Libraries or Program Resource Centers are located on seven campuses--Appalachian, Canton, Marietta, Mountain View, North Metro, Paulding, and Woodstock. The library provides information, guidance, and instruction to all faculty, staff, and students for a wide range of resource materials. Automated catalogs, circulation, electronic indexes, ebooks, and reference services offer the user state-of-the-art access to research and recreational materials. Student access to online resources can be found at <http://www.chattahoocheetech.edu/library/>

The library is a member of the Georgia Online Database (GOLD) and Online Computer Library Center OCLC. GOLD and OCLC provide access to materials in libraries throughout Georgia and the US for inter-library loans. The library also maintains cooperative agreements with Kennesaw State University, Georgia Highlands College, Reinhardt College, and all other Technical College System of Georgia (TCSG) libraries. These agreements allow Chattahoochee Technical College faculty and students to borrow materials from these campus libraries upon presentation of a current Chattahoochee Technical College photo ID.

Open Computer Labs

Computers for general use by students are provided on all campuses either in a separate lab or in conjunction with the Library or Success Centers. Students will need a current, validated student ID card to use the labs. Student printing is monitored at Chattahoochee Technical College, and prints will be limited each term. For more information, visit the Student Printing page of the catalog.

Student Printing Policy

Chattahoochee Technical College provides printing resources in support of research and education with the use of computers and other instructional devices. To become more environmentally friendly, CTC imposes printing limits on materials printed by students. Each enrolled credit student will have a set number of free prints, with the ability to purchase additional prints when the initial allocation is exhausted.

Learn more about the student printing policy by visiting the CTC Catalog.

Academic Success Centers

Academic Success Centers are available at all campuses for Chattahoochee Technical College students. All students are asked to sign in to receive services. Tutoring is available in English, math, and reading, and it may be arranged for other subjects depending upon availability of tutors. Schedules are posted by campus.

The College provides an online learning center where all students may access tutorials and many other resources to help them with their learning. Information about specific campuses' contacts and hours can be found at <http://www.chattahoocheetech.edu/academic-success-centers/>

Blackboard Information

Step 1 – Go to Blackboard using - <http://chattahoocheetech.blackboard.com>.

You can also access Blackboard through the student portal at
<http://myctc.chattahoocheetech.edu/>

Step 2: Click "Online Resources" tab at the top of the page.

Step 3: Click "Getting Started with Blackboard" in the blue navigation ribbon at the top of your screen to learn how to log in, reset your password, and enroll yourself into the Blackboard Student Orientation course.

Step 4: Set up and become familiar with your CTC student email account. You must have access to this email account in order to reset your Blackboard password and receive email from your instructors inside and outside Blackboard. Click "CTC Student Email" in the blue navigation ribbon at the top of your screen.

Step 5: return to the "Landing Page" at the top of your screen, log into Blackboard, and enroll yourself into the Student Orientation course.

Technical College Guarantee (Warranty Statement)

The Technical College System of Georgia warrants every graduate of the technical college programs offering a certificate of credit, diploma, or associate's degree as follows:

The warranty guarantees that the graduate has demonstrated the knowledge and skills and can perform each competency as identified in the industry-validated Standard or Program Guide. Any program graduate who is determined to lack such competence shall be retrained at no cost to the employer or the graduate.

Veterans Support

If you are a military service member or veteran or a family member of a military service member or veteran, you can obtain veteran services by visiting our Veteran's Services Center on the Marietta campus, through our veteran services email (veteranservices@chattahoocheetech.edu) or by calling Dr. Barry Munday at 770-443-3612. See also our website: <http://www.chattahoocheetech.edu/veteran-services/>

Accreditation

Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Inquiries related to the college's accreditation by the Commission may be directed to SACSCOC, 1866 Southern Lane, Decatur, Georgia 30033-4097 or telephone 404-679-4500. Questions related to admissions and the policies, programs, and practices of Chattahoochee Technical College should be directed to the College.

Equity Statements

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

Chattahoochee Technical College is committed to providing accessible education to all students. We are working toward making our electronic and information technologies accessible to individuals with disabilities by meeting or exceeding the requirements of Section 508 of the Rehabilitation Act (29 U.S.C. 794d), as amended in 1998. Section 508 is a federal law that requires agencies to provide individuals with disabilities equal access to electronic information and data comparable to those who do not have disabilities, unless an undue burden would be imposed on the agency. More information on Section 508 and the technical standards can be found at www.section508.gov.

The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

- Title IX Coordinator: Brannon Jones, 980 South Cobb Drive, Building C 1102B, Marietta, GA 30060, 770-975-4023, or Brannon.Jones@ChattahoocheeTech.edu
- Section 504/ADA Coordinator: Mary Frances Bernard, 980 South Cobb Drive, Building G 1106, Marietta, GA 30060, 770-528-4529, or MaryFrances.Bernard@ChattahoocheeTech.edu