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| CVTC Logo | 152-107 Web 1 - HTML & CSS 152-107\_Web1\_Online\_Spring2021\_Loewenhagen\_Syllabus SyllabusKyle Loewenhagen |

# Course Information

This course is designed to be a "first course" in web site development. Students work with a text editor and a browser to develop web pages from scratch using HTML and Cascading Style Sheets (CSS) to control color, layout, text, and images. Responsive design principles and accessibility standards are incorporated to ensure web sites are usable and professional-looking. Tables, forms, audio, and video components are included to add variety and pizzazz!

Credits: 3

Total Hours: 64

Pre/Corequisites:

* Prerequisite: Basic computer skills (how to use the computer to navigate windows with a mouse, use email, search the Web, and create/manipulate folders).

# Instructor

Kyle Loewenhagen

Email: [KLOEWENHAGEN@cvtc.edu](mailto:KLOEWENHAGEN@cvtc.edu)

Office Phone: 715-858-1881

Office Location: Eau Claire Business Center (BEC) BEC 161 620 W. Clairemont Ave Eau Claire, WI 54701

Office Hours: My office hours are posted in my "Profile" on Canvas. I have integrated Microsoft Teams into our Canvas course and created a “Loewenhagen Office Hours” team. Look for the yellow "Office Hours" logo on the Home page of our course and click on it to launch my virtual office hour. Call or send IM during scheduled online office hours. In addition, I do monitor my college email during office hours.

# Textbooks

Terry Felke-Morris. Basics of Web Design: HTML & CSS. Pearson Addison Wesley. 2020. **Edition:** 5. ISBN: 978-0-13-522548-6. **Source:** CVTC - Follett Bookstore or Pearson. **Required.**

# Supplies

* Storage device.  **Description:** Students will need to maintain documents created as assignments for this course. Students may also prefer to make copies of numerous documents supplied by instructor. A computer hard drive is sufficient; however, a portable storage device (flash/thumb drive) will be useful if work is done at more than one location.  Google Drive or OneDrive would also meet this requirement. Required.
* Access to a computer with Internet, Notepad, Microsoft Word. Required.

# Course Competencies

1. Investigate the role of Internet technology in web development

2. Enhance the web development process through the use of web development tools

3. Construct a basic web page with HTML code

4. Integrate functional links, images, tables, forms, and audio/video on a web page

5. Manipulate the appearance of a web page using Cascading Style Sheets (CSS)

6. Incorporate appropriate web design standards and principles

7. Design a web site with accessibility standards in mind

8. Incorporate responsive web design techniques

9. Demonstrate business professionalism in an Information Technology environment

# Class Information

Term: Spring Year: 2021 Start Date: 1/25/2021 End Date: 3/19/2021

Delivery Mode: Online

# Core Abilities

Communicates Effectively

Models Integrity

Thinks Critically

# Program Outcomes

Navigate in a software development environment

# Grading Information

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| This is a competency-based course.  A competency is a skill or knowledge that must be practiced and attained in a course.  A list of competencies is included for this course.  When assessed, each competency is divided into a series of learning objectives to provide a more detailed description.  A student must prove to be competent in order to pass the course.    Each competency will be assessed and assigned the grade A, B, C, D, or F. All competencies must receive a C or better to pass the course. If a student fails a competency, he/she will have one opportunity to be reassessed. The maximum grade for a reassessment is a C. The instructor reserves the right to record a zero for any late assignment. If the instructor chooses to grade a late assignment, the highest grade a late assignment can receive is a C-. All assignments and assessments will be graded after the due date.   **Course Grade** The course is comprised of Assignments, Assessments Labs, and Discussions graded items. The final grade percentage is calculated by dividing the total points earned by the total points possible for the class. Example: 450 earned points / 500 possible points = .90 or 90% The Grade Scale is as follows:   |  |  |  |  | | --- | --- | --- | --- | | A+ | 100% | C+ | 77% - 79.9% | | A | 93% - 99.9% | C | 73% - 76.9% | | A- | 90% - 92.9% | C- | 70% - 72.9% | | B+ | 87% - 89.9% | D+ | 69% - 69.9% | | B | 83% - 86.9% | D | 68% - 68.9% | | B- | 80% - 82.9% | D- | 67% - 67.9% | |  |  | F | 66.9% or Below |     The course grade is made up of 62% Labs, 25% Assessments, and 13% Discussions.  **Monitor Grade** Canvas provides the Gradebook - a method of viewing your grades at any time. (See the Gradebook link in the left navigation area in Canvas.) Since all activities earn points, you can divide your earned points by the number of Total Points available to provide a percentage that can be applied to the Grading Scale for this course. The points you earn for each activity will display in the grade book. Please note that quiz grades display immediately after you complete and submit the quiz; whereas, other learning activity grades will not display until the instructor has graded them.  You are always encouraged to check your grades often, and email your instructor if you have questions or concerns.  Please note that the student is responsible for checking that each assignment/quiz has been successfully submitted in Canvas. For example, when submitting work via the dropbox a student should verify the contents of the document (or zipped assignment folder) and then save a back-up copy of the assignment before each submission. Any problem with submission of an assignment or quiz must be reported to the instructor BEFORE the respective due date, giving the student the opportunity to resubmit BEFORE the due date expires to avoid the late penalty or zero score.  **Clean Code**  This class will lay the foundation for you as a professional Software Developer.  In the workforce you’ll be expected to adhere to coding standards so that others can read and understand your code.  I will carefully inspect your code not only for correctness but also for quality. Do not rush through your assignments – your grade will be affected for turning in code that does not meet the class quality standards. We will cover code quality in the course, but these guidelines are listed here for your reference.  1)      Code must be correctly indented and formatted using spaces, not tabs  2)      Code must include proper comments when necessary  3)      Spelling counts, as does grammar and punctuation. Even in comments.  4)      Code must be well-formed and must validate.  a.     You will lose significant points for code that’s not following the class coding standards. In some situations, even if your program works, you can still receive a failing grade.  b.      We will cover all of these things in class and you’ll have many opportunities to practice before you are graded on these areas. |

# Course Technology

1. Storage Device like a USB Drive is strongly recommended.  Google Drive or OneDrive will also work.
2. Access to a computer with high speed Internet connection to access the Canvas learning management system, view training videos, and upload homework.
3. A simple text editor, Microsoft Word
4. As a student in the Information Technology – Software Developer program, you are required to have access to a modern PC-based system that will allow you to perform all your Online and homework requirements for the course. Below is a list of minimum recommended hardware and operating system requirements:

* Operating System: Windows 10
* System Type: i5 processor or greater
* 8 GB RAM
* 250 GB Hard Drive

# Course Delivery

This online course will allow students to complete all required work online using My CVTC and our Learning Management System, Canvas. No classroom meetings are required. Students interact with the instructor and fellow classmates via Canvas and are expected to participate in online discussions, view presentations, take quizzes, submit all assignments, etc. in Canvas. In order to do well, students must log into the class in Canvas at least twice per week, check email often, read assigned material, and participate in course activities and meet deadlines as posted in Canvas.  
  
Please note that this course is online - but the course is not "self-paced" nor is it “open-entry/open-exit”. Specific due dates for all activities are provided in Canvas and are strictly enforced. All work must be completed and submitted by the end of the course.  No extensions are granted for this course. In other words, no extra time is allowed after the end date.

# Course Start

To start the course, sign into Canvas, select this course, and click on the start button found the Home page of the course on Canvas.  The start button will take you to “Module 0 - Course Introduction”.   Complete all the Module items in this Module.

# Attendance

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| **Online** Communicate - Participate - Don't be Late!  **Communicate** Log into Canvas multiple times per week and be sure to check Alerts every time.  Check Canvas and CVTC email multiple times per week.  Connect with other students in your class.. email them.. strike up conversations in Discussions. You are NOT in this alone!  Contact your instructor anytime you have questions! Email anytime.. Just be sure to ASK if you have a question.. the sooner, the better!  **Participate** Complete all of the learning activities. You must be an ACTIVE LEARNER in an online class. Complete your activities with the goal of LEARNING.. not just to "get it done as fast as you can".  Contribute all that you can. Share your tips and tricks.. and help other students if they ask for it.  Do the best you can. Don't be discouraged if you miss a deadline, or mess up and submit something that's not perfect. Just learn from your mistake, move forward, and you'll do better next time. "Work"..is just that - work. It's not always easy, but it helps you LEARN.  **Don’t be Late!** Complete and submit your work on time! Deadlines are there to help you pace yourself and to make sure you can complete all of the work in the course by the end of the semester.   Exercise your TIME MANAGEMENT skills! Set aside specific time-frames each week to work on your online course. And, then stick to your schedule. Nothing is more stressful than waiting until the last minute (or worse - until it's too late) to complete your work. The quality of work that has been submitted late is almost never as good as the work submitted on time. And, you won't learn as much if you have to hurry! |

# Responsibilities

**Learner's Role and Responsibilities**   
  
You are an adult learner and as such you are responsible for your own learning. No one else can be a "stand in" for you in the learning process. You will be held accountable for completing all assigned activities by their respective due dates. You matter and what you do makes a difference. You will have an opportunity to share your unique ideas and experiences with your student peers and instructor. This is training for employment. Therefore, a professional and respectful demeanor is required at all times. The form and content of your participation will determine the level of achievement, satisfaction, and enjoyment that you experience.   
  
**Instructor's Role and Responsibilities**   
  
 As your instructor, I am responsible for providing an environment in which an opportunity for learning exists. I will work with you and assist you in your quest for understanding. I cannot make you learn anything, but I can help you become a successful active learner. As a resource person and facilitator, I will organize the course, schedule learning activities, and evaluate the short-run "products" of your learning process. I will monitor emails and make every attempt to respond to questions within 48 hours (usually sooner) and evaluate and return your graded work within two weeks after its submission. I will be giving your work, as well as that of your fellow learners, careful consideration and evaluating it according to an objective scale.

# Communications & Etiquette Expectations

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| **Discussions** Throughout the course of the semester, you may be asked to participate in this online course via the Discussion. The Discussions in Canvas provides an excellent opportunity for you to communicate, discuss issues, and share information with classmates and your instructor. In addition, you will improve critical thinking skills and practice your ability to communicate. Those skills rank as some of the top skills demanded by employers today! Each Discussion has a subject. You add your comment to the post, and you can reply to other students' comments as well. Feel free to strike up an online conversation with others in our class throughout the semester. To access the Discussion Post you can always click the Discussions link in the navigation bar to the left. However, the best way to get you the Discussion Post is to go through the appropriate Module Folder. In that folder you'll find an item specifically linked to the correct Discussion Post, and you'll find instructions and the correct due date.   **Discussion Etiquette** Remember that we all get to read what everyone writes. Please refrain from using any language, images, or other content that could be offensive to your classmates. Use good judgment and be respectful of yourself, your classmates, and your instructor.   **Email**  You are required to check your email account early and often - DAILY would be best! Since this is an online course, MyCVTC Email and alerts (announcements in Canvas) will be the two most common ways you'll communicate with your instructor. To use the email feature in Canvas, click on the Inbox icon on the left navigation pane. You can easily send an email by selecting the "New Message" option; select the course and the person you want to email. Just a reminder, using CVTC email is a privilege for CVTC students, and you are expected to use it with respect. The following is an extract from our Acceptable Use Policy with some specific information that you should know as we start this semester:  The use of the College Internet/e-mail is a privilege, not a right; and the College maintains the right to limit access.  E-mail is NOT guaranteed to be private.  The Chief Information Officer (CIO) or his/her designee has the right to monitor and track Internet usage and access information stored in any user directory, on the current user screen, or in e-mail.  The CIO or his/her designee may deny, revoke, or suspend specific user accounts. You can always use email in Canvas to communicate with classmates and your instructor, but you should get in the habit of logging into your CVTC student email account as well.  For example, information about registration or inclement weather would be more likely sent via CVTC email.    In the SUBJECT of an email to me, include: your last name and the course name. For example, I would use: **MyLastName Web1** |

# Technology Issues

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| The CVTC Help Desk is your resource for technical help. Can't log into MyCVTC? Can't get the CVTC web site to display? Canvas is not working? Citrix not cooperating? Those types of questions should be directed to the Help Desk. You can always call the help desk (toll-free, 24-7) at the following numbers:  From CVTC Phone . . . 5555 Local. . . . . 715-830-5555  You can also chat with a Help Desk Rep at <https://kb.cvtc.edu/page.php?id=85401>. There are additional methods of contacting the help desk if you have access to MyCVTC. Just click on the PC with the question mark in the upper right corner of the MyCVTC window and follow the instructions provided.  The CVTC IT Department makes every effort to keep all computer systems up and running for the convenience of students and staff. But, occasionally outages occur. Work very hard at managing your time with a goal of completing your work a day or so BEFORE the deadline in case the computer system you need is unavailable for a short time during the week. But, if a significant outage occurs and causes serious delays, contact your instructor immediately. Your instructor may choose to delay the due date and provide extra time for your work to be completed.   You are responsible for maintaining your computer and your home Internet connection. Hard drive failures, computer crashes, or other technical issues with your personal computer are your responsibility to troubleshoot or fix. Your computer is your tool, and you need to keep it in good working order to complete this course.  In our industry, technical problems happen all the time. Prevent them from taking you down too by starting early and planning ahead. |

# Alteration Rule

This syllabus and schedule is subject to change at the instructor’s discretion.  An announcement or email notice will be given if any topic or due date is altered.

# CVTC Guidelines

*You are highly encouraged to be familiar with CVTC’s Student Handbook and its policies. Below is a condensed version of some of the policies that will be important to you.*

**Academic Honesty**: Students are always expected to do their own work unless advised that collaboration is acceptable. Buying, borrowing, or copying others’ work is not permitted. Students may use facts from other sources if re-written in their own words. Failure to use proper citation procedures is considered plagiarism. Plagiarism will result in a grade of “0” and a referral to Student Services for discipline based on college policy.  
  
**Academic Support Services**: The Academic Services team provides academic instruction, course preparation, tutoring, and learning support. For more information, click [here](https://mycvtc.cvtc.edu/site/student/Pages/Academic-Services.aspx.) for services website or use the following URL<https://mycvtc.cvtc.edu/site/student/Pages/Academic-Services.aspx>.   
  
**Basic Needs**: Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to visit the [Community Resource Page](https://mycvtc.cvtc.edu/site/student/Pages/Community-Resources.aspx) on MyCVTC for support or schedule an appointment with a Student Success Specialist by calling 715-833-6346.  If you need assistance with groceries CVTC has a food pantry that is exclusive for CVTC students.   
  
**Credit for Prior Learning**: Credit for Prior Learning grants college credit for previous knowledge and skills you have mastered through work or volunteer experiences. Previous knowledge may also include certifications, apprenticeships, military training, and professional development. For more information, please email [cpl@cvtc.edu](mailto:cpl@cvtc.edu) or visit the Credit for Prior Learning website by clicking [here](https://mycvtc.cvtc.edu/site/student/Pages/CPL.aspx) or using the url <https://mycvtc.cvtc.edu/site/student/Pages/CPL.aspx.>

**CVTC Closure Concerns**: In the event that a wide-spread health or safety concern occurs, the college administration will make an announcement regarding the event. It will be at the discretion of each instructor to make any allowances for assignments and course requirements. Please check your CVTC email, MyCVTC, and/or learning management system for college and/or instructor specific notifications.

**English Language Learner**: English may not be your native language. If it is not, we have an awesome resource you may not know about located in BEC 111  - Adult Education& College Prep. The English Language Learner (ELL) instructors offer a help lab for completing your assignments.. You may also be able to access extended testing time accommodations to allow more time for language processing during your exams. If you have questions, stop in for more information or contact Juli Baker ([jbaker@cvtc.edu](mailto:jbaker@cvtc.edu)).

**Equity, Diversity, Equal Opportunity, and Disabilities Accommodations Statement**: CVTC will provide equal access to and opportunity in its programs and facilities, without regard to race, ethnicity, color, creed, religion, national origin, ancestry, sex, disability, age, arrest or conviction record, marital status, parental status, mental health, veteran’s status, pregnancy, or sexual orientation. Please see our website by clicking [here](https://mycvtc.cvtc.edu/site/student/Pages/Diversity-Resources.aspx) or by using the url <https://mycvtc.cvtc.edu/site/student/Pages/Diversity-Resources.aspx>

**No Show Policy (General)**: Course attendance is a key factor in your academic success. Verification of such attendance ensures that the College is distributing financial aid to those who have begun to attend classes according to federal financial aid Title IV legislation. Be sure you are actively participating in your course the first week of class, so you are not dropped as a “no show”. As a "no show", you will receive an 80% refund. For more information and policy details, please see your Student Handbook or the Academic Policies by clicking [here](https://mycvtc.cvtc.edu/site/student/Pages/Academic-Policies.aspx) or by using the url <https://mycvtc.cvtc.edu/site/student/Pages/Academic-Policies.aspx>

**Right to Know**: CVTC is committed to quality education and values YOUR success. Please consult the student website and/or Student Handbook for our Right to Know policies. To view the policies, please click [here](https://mycvtc.cvtc.edu/site/student/Pages/Rights-Responsibilities.aspx.) or use the url <https://mycvtc.cvtc.edu/site/student/Pages/Rights-Responsibilities.aspx.>

**Sexual Harassment**: CVTC strives to provide a safe environment in which students can pursue their education free from the detrimental effects of sexual harassment, which includes, any instance of quid pro quo harassment by a school's employee; any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access, and any instance of dating violence, domestic violence, stalking or sexual assault. To view CVTCs policy, report a concern or speak with the Title IX Coordinator, please click [here](https://mycvtc.cvtc.edu/site/student/Pages/Sexual-Misconduct.aspx) or use the url <https://mycvtc.cvtc.edu/site/student/Pages/Sexual-Misconduct.aspx>

**Student Rights**: Student concerns are best resolved through a discussion with your instructor. However, there may be times when you need to talk to someone else.

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| **Concern/Complaint** | **Contact** | **Contact Information** |
| Complaints regarding accommodations  for Students with Disabilities | Disability Services  Specialist | Eau Claire Business Education Center  Room 120  715-833-6234  [diversity@cvtc.edu](mailto:diversity@cvtc.edu) |
| Complaints regarding the quality  of instruction | Educational Deans | Eau Claire Business Education Center  Room 100  715-852-1307  [nheller1@cvtc.edu](mailto:nheller1@cvtc.edu) |
| Complaints, incidents or grievances  regarding discrimination, harassment,  or retaliation (EMPLOYEES) | Concerns involving  Employees:  HR Director | Eau Claire Business Education Center  Room 104B  715-852-1377  [tburgau@cvtc.edu](mailto:tburgau@cvtc.edu) |
| Complaints, incidents or grievances  regarding discrimination, harassment,  or retaliation (STUDENTS) | Concerns involving  Students:  Diversity Manager | Eau Claire Business Education  Room 120  715-833-6234  [diversity@cvtc.edu](mailto:diversity@cvtc.edu) |
| General Student Concerns, formal  grade appeals, college service  complaints, or concerns regarding  other students | Vice President  Student Services  or  designee | Eau Claire Business Education  Room 104  715-852-1355  [vp.student.services@cvtc.edu](mailto:vp.student.services@cvtc.edu) |
| Public Safety | Public Safety  Manager | Eau Claire Business Education  Room 147  715-833-6670  [PublicSafety@cvtc.edu](mailto:PublicSafety@cvtc.edu) |
| Complaints regarding Sexual  Misconduct | Title IX  Coordinator | Eau Claire Business Education  Room 113  715-852-1399  [nmarlaire@cvtc.edu](mailto:nmarlaire@cvtc.edu) |

For more information, please click [here](https://mycvtc.cvtc.edu/site/student/Pages/Rights-Responsibilities.aspx.%20) or use the url [https://mycvtc.cvtc.edu/site/student/Pages/Rights-Responsibilities.aspx.](https://mycvtc.cvtc.edu/site/student/Pages/Rights-Responsibilities.aspx. )

**Services for Students with Disabilities**: Accommodations are available for students with permanent and/or temporary disabilities, which may include, but are not limited to, physical disabilities, cognitive disabilities, behavioral disabilities, learning disabilities, chronic illness, and medical conditions related to pregnancy/birth. Determining appropriate academic accommodations for students with disabilities is a collaborative process. Students must register with Diversity Resources and provide documentation before accessing accommodations. Appropriate accommodations are determined by a trained disability services staff member in the Diversity Resources office. For more information, please contact the Diversity Resources office at [diversity@cvtc.edu.](mailto:diversity@cvtc.edu.) You can view this information by clicking [here](https://mycvtc.cvtc.edu/site/student/Pages/Diversity-Resources.aspx.%20) or using the url [https://mycvtc.cvtc.edu/site/student/Pages/Diversity-Resources.aspx.](https://mycvtc.cvtc.edu/site/student/Pages/Diversity-Resources.aspx. )

**Title IX Pregnancy**: CVTC does not discriminate against any student on the basis of pregnancy or related conditions and will fully comply with Title IX regulations. Conditions covered under Title IX include pregnancy, childbirth, miscarriage, abortion, and/or recovery from these. Absences due to these conditions and maternity leave will be excused for as long as deemed medically necessary by your medical provider. Students will be given the opportunity to make up missed work. You are encouraged to contact Diversity Resources at 715-833-6234 or [diversity@cvtc.edu](mailto:diversity@cvtc.edu) to set up an appointment as soon as the pregnancy or related condition is known.

# Tentative Schedule

The following schedule provides you with a general overview of this course. The tentative schedule will help you plan for your work and study schedule. Please refer to the Learning Management System for specific due dates for all your course assignments and/or your instructor will provide you with schedule details the first week of class.

Schedule from Canvas: (Insert hyperlink from Canvas Syllabus tab)

# Schedule

| Date/Session | Competencies | Activities |
| --- | --- | --- |
| Week 1 | Investigate the role of Internet technology in web development Enhance the web development process through the use of web development tools Construct a basic web page with HTML code  Demonstrate business professionalism in an Information Technology environment | * Assigned reading: Chapter 1 * Your Internet History research is due at the end of the week * Your first Personal Pages assignment is due at the end of the week |
| Week 2 | Construct a basic web page with HTML code Integrate functional links, images, tables, forms, and audio/video on a web page  Demonstrate business professionalism in an Information Technology environment | * Assigned reading: Chapter 2 * Review HTML5 Coding standards * Recreate HTML document with code * Be sure to prepare the AwesomeCo site for class by following along with the tutorial * Complete Chapter 2: JavaJam Case Study * Submit “Your Personal Site” assignment |
| Week 3 | Incorporate appropriate web design standards and principles Design a web site with accessibility standards in mind  Demonstrate business professionalism in an Information Technology environment | * Assigned reading: Chapter 3 * Complete your initial Web Proposal * Submit “Your Personal Site – Part 2” assignment |
| Week 4 | Manipulate the appearance of a web page using Cascading Style Sheets (CSS)  Demonstrate business professionalism in an Information Technology environment | * Complete the tutorial and work through the AwesomeCo Web Project * Assigned reading: Chapters 4 and 5 * Review CSS coding standards * Complete JavaJam Case Study (Chapter 4 and 5) |
| Week 5 | Integrate functional links, images, tables, forms, and audio/video on a web page Manipulate the appearance of a web page using Cascading Style Sheets (CSS)  Demonstrate business professionalism in an Information Technology environment | * Complete the tutorial and work through the AwesomeCo Web Project * Assigned reading: Chapters 6 and 7 * Complete JavaJam Case Study (Chapters 6 and 7) |
| Week 6 | Integrate functional links, images, tables, forms, and audio/video on a web page Incorporate responsive web design techniques  Demonstrate business professionalism in an Information Technology environment | * Complete the tutorial and work through the AwesomeCo Web Project * Assigned reading: Chapters 8 and 9 * See information on Responsive Design * Complete JavaJam Case Study (Chapters 8 and 9) |
| Week 7 | Integrate functional links, images, tables, forms, and audio/video on a web page  Demonstrate business professionalism in an Information Technology environment | * Assigned reading: Chapters 10 and 11 * Complete JavaJam Case Study (Chapter 10) |
| Week 8 | Investigate the role of Internet technology in web development Enhance the web development process through the use of web development tools Construct a basic web page with HTML code Integrate functional links, images, tables, forms, and audio/video on a web page Manipulate the appearance of a web page using Cascading Style Sheets (CSS) Incorporate appropriate web design standards and principles Design a web site with accessibility standards in mind Incorporate responsive web design techniques  Demonstrate business professionalism in an Information Technology environment | * Submit Final Project * Explore Web Publishing * Explore Web Tools * Explore CSS frameworks * Explore automation tools |