# CIS 195 Web Development I

Course Syllabus for Fall ⊟ 2019-20

## Overview and Introduction

This course explores the use of development tools, HTML and CSS, to create valid websites for a variety of topics. Students will practice site planning, design, navigation, usability and publishing.

CIS 195 is a 4-credit course and an essential part of earning a CIS AAS degree. Students will benefit by having completed CIS 120 (Computer Concepts) and/or CIS 178 (Internet in Depth) before taking CIS 195.

CRN 40509 is hybrid course with regularly scheduled meetings on Mondays and Wednesdays from 12:45p to 2:45p.

### COURSE STRUCTURE

This course is broken down into weekly units that focus on a particular set of topics supporting one or two of the course outcomes. Each weekly unit will have its own objectives, along with assigned readings and videos. Students will complete some required activities, communicate with the instructor and classmates, and prepare for or complete an exam. Due dates for these activities will be listed in the topics schedule.

### PREREQUISITE KNOWLEDGE AND SKILLS

CIS 195 is NOT an introductory computer class. Students taking Web Development I should already possess the knowledge and skills listed below. These skills can be demonstrated by successful completion of CIS 120 (Computer Concepts) and CIS 178 (Internet in Depth). Students should confidently be able to...

- make folders and sub-folders on the computer and sort, store, and organize files within those folders.
- use portable storage devices: make and manage folders and files and transfer files between the device and the computer.
- install new software on the computer and create shortcuts to launch these programs.
- use web browsers: launch the browser, navigate to a web page, open a web page on the local computer, search for information using a search engine.
- type faster than 30 words per minute. Check your typing speed at TypingTest.com.

## Learning Outcomes

1. Know the role of web servers and file management within the Internet infrastructure.
2. Know the basic structural elements of valid HTML5 web pages.
3. Effectively and efficiently use images on web pages.
4. Manage internal and external hyperlinks as part of a site's navigation system.
5. Use CSS to manage web page design/usability.
6. Use block elements such as divs, sections, tables, and lists.
7. Embed audio and video on a web page.
8. Create web forms for data collection.

## Instructor Information

**Ralph R Phillips, Professor, CIS**

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|---|---|
| Office | Bend Campus, Pioneer Hall (PIO) 219 |
| Office Hours | see my faculty web page |
| Web Page | https://www.cocc.edu/employees/rrphillips/ |
| E-mail | rrphillips@cocc.edu |
| Office Phone | 541.383.7259 |
| SMS | 541.728.3168 |
| Tutorial Videos | https://www.youtube.com/user/rrphillips/ |

## Class Activities and Exams

### ATTENDANCE ACTIVITIES

There is an attendance activity due in the first half of week 1. This activity will have minimal impact on the course grade, but it will be used to measure attendance in the beginning of the term. Students that fail to complete this activity will be dropped from the course.

### PARTICIPATION ACTIVITIES

Participation activities will start in week 1, and will be used to demonstrate active participation in the class in the first portion of each week. The type of work will vary.

- Participation can be completed at home and will be due Thursday nights at 11:59pm.
- Participation activities have a 24-hour grace period if more time is needed. Participation activities cannot be completed after the grace period.
- Participaton activities can be completed in partnership with classmates, if appropriate.
- Participation activities will be specified in class and via Blackboard and may include:
  - Class activity (lab) started as a group
  - Blog, Slack, or disucssion board post and response
  - E-mailed questions to the instructor/class
  - Documented review of a recent quiz or exam
  - Documented exploration of a future quiz or assignment topic

### QUIZZES

Quizzes start in week 2 and will be regular, timed activities used to test understanding of the current and previous week's topic. Quizzes will generally be timed for 40–60 minutes depending on the types of questions/tasks included.

- Quizzes can be taken at home and will be due Saturday nights at 11:59pm.
- Quizzes have a 24-hour grace period if more time is needed. Late (beyond 24 hours) quizzes will not be graded.
- Students can use books, notes, and online resources during quizzes, but quizzes must be completed without assistance from others.

- Quizzes will be focused on material from the current and prior weeks. Question styles may include: multiple-choice/multiple-answer, fill-in-the-blank, matching, hotspot (click on a portion of an image), essays, and tasks.

### REQUIRED PRACTICE (HOMEWORK)

Required practice activities (homework assignments) start in week 2 and will be regular demonstrations of the current and previous week's topic. Although they won't have the time pressure of a quiz, they will generally be hands-on activities that require creativity and problem-solving to complete, like mini projects.

- Practice activities can be completed at home and will be due Monday nights at 11:59pm.
- Practice activities have a 24-hour grace period if more time is needed. Late (beyond 24 hours) assignments will not be graded.
- Occasional questions to classmates, the instructor, or discussion boards are OK for assignments, as long as the individual student is completing the work and learning from the exercise.

### PROJECTS

Project specs will be provided after the mid-term exam and will involve students creating a large document, presentation, and/or web-site that demonstrates skills from throughout the term. Projects can be thought of as large-scale assignments that require 2-3 weeks of construction.

### EXAMS

Exams will be regular, timed assessments focusing on a wide range of skills. They will consist of a mixture of some objective questions (like quizzes), but will also have hands-on skills (like weekly practice).

- Students must complete the mid-term exam and final exam parts within the stated availability and within the stated time frame (usually 2-4 hours in total).
- Exams can be taken at home or on campus, within the availability and time constraints. If completing the exam at at testing center, students will need to schedule their test, then they need to notify the instructor of their test day/time.
- Exams have a 24-hour grace period if more time is needed. Late (beyond 24 hours) exams will not be graded.
- Make-up exams are not available. Check the syllabus early in the term so that you know when you will be expected to complete the mid-term and final exams.
- Students can use books, notes, and online resources during exams, but exams must be completed without assistance from others.

### EXAM AVAILABILITY

The Mid-term Exam will be available Thursday – Saturday of week 5.

The Final Exam will be available Monday – Wednesday of finals week.

Students may take exams...

- At home during the availability days/times.
- In a drop-in computer lab during the availability days/times.
- At a school testing center during the availability days/times. Students will have to make an appointment at the testing center and notify the instructor regarding their scheduled test time.

Despite the testing location and allowed access to books, notes, and the web, all students are expected to complete exams without assistance from others. Exams are a single-person assessment.

## ACTIVITY WEIGHTS

Each activity is worth points and the cumulation of points throughout the term is used to determine the final course grade. At any time students can determine their class grade by dividing the total points earned by the points possible at a given time.

| Activity | Points | Quantity | Total | % Weight |
|---|---|---|---|---|
| Participation | 10 | 9 | 90 | 9% |
| Quiz | 25 | 7 | 175 | 18% |
| Req. Practice Assignment | 50 | 7 | 350 | 35% |
| Mid-term Exam | 110 | 1 | 110 | 11% |
| Project | 125 | 1 | 125 | 13% |
| Final Exam | 150 | 1 | 150 | 15% |
| Total | | | 1,000 | 100% |

## Topics Schedule and Due Dates

The table lists all of the graded activity due dates throughout the term. These dates should be added to your calendar system of choice. Participation, quizzes, and assignments will be available Monday morning of the week they're due. This class does not support "working ahead" for more than a week.

| Week | Topic | Exam | Part. Thu | Quiz Sat | Assn. Mon |
|---|---|---|---|---|---|
| 1 | The Internet and File Management | | Sep 26 | x | x |
| 2 | HTML and Page Basics | | Oct 3 | Oct 5 | Oct 7 |
| 3 | Styling Pages and Content | | Oct 10 | Oct 12 | Oct 14 |
| 4 | Web Page Layout Basics | | Oct 17 | Oct 19 | Oct 21 |
| 5 | Mid-term Exam | Oct 26 | x | x | x |
| 6 | Graphics, Media, and CSS | | Oct 31 | Nov 2 | Nov 4 |
| 7 | Web Page Layouts | | Nov 7 | Nov 9 | Nov 11 |
| 8 | Responsive Web Pages | | Nov 14 | Nov 16 | Nov 18 |
| 9 | Web Page Tables | | Nov 21 | Nov 23 | Nov 25 |
| 10 | Web Form Elements | | Nov 28 | x | x |
| 11 | Project (Hobby Site) | | x | x | Dec 9 |
| Finals | Final Exam | Dec 11 | | | |

## Instructional Materials

### REQUIRED

MindTap / New Perspectives. HTML5 and CSS3 Comprehensive. 7th Edition. Patrick Carey.

Our book is electronic and comes with some built-in training and assessment tools. Most students will likely get the $80 option via the bookstore. However, some students my be better off getting the $120 or $180 Cengage Unlimited. If you're taking other Cengage courses, Unlimited could be a better value. The COCC bookstore maintains a list of Cengage courses and can help advise if you should consider the Unlimited package for a term or year.

A direct link to our MindTap resource is in the Course Info area within Blackboard.

### OPTIONAL

We will also make use of multiple online resources, including videos, articles, and code samples.

## Course Technology

### HARDWARE

Every student will need access to a functioning computer with reliable Internet access. You could use the drop-in computer lab machines, but this will not afford you the opportunity to work at your schedule. If you don't use a notebook as your primary computer, you should have a portable USB drive.

### SOFTWARE

You will need the following applications:

Web Browsers
You should have recent versions of the two most popular web browsers installed on your computer: Chrome and Firefox. Edge is also good, but now uses a Chrome-based engine.

HTML/Code Editor
You will definitely need a code editor to write your HTML and CSS files. I'll be using Notepad++ for many demonstrations in class, which is free and open-source. VS Code is also very good, and you'll see me using that in some class recordings and virtual class sessions.

Mac users should use Atom or VS Code.

FTP Client
You will need an FTP client for publishing web pages to your server space. I'll be using Filezilla, which is free and opensource.

You should get this program or something similar.

### WEB-BASED TOOLS

Other course tools include Zoom (virtual classrooms), Slack (a collaborative communications tool), and discussion boards (within Blackboard).

### TECHNOLOGY AND ENGAGEMENT

Several tools used in this class are designed so that students can engage with the instructor and with each other. Active participation using these tools is required and part of the total grade calculation. Students will interact with each other using Slack, discussion boards, and/or virtual classrooms.

Directions for these tools will be provided in assignment/activity directions that require them.

### PRIVACY POLICIES
- COCC Privacy Policy (https://www.cocc.edu/policies/cocc-privacy-policy.aspx)
- Blackboard Privacy Center (https://www.blackboard.com/legal/privacy-policy.html)
- Slack.com Privacy Policy (https://slack.com/privacy-policy)
- Zoom Privacy Policy (https://www.zoom.us/privacy)

## Grading and Course Policies

Students will earn points for each graded activity. The amount of points possible will vary depending on the activity. At any time during the term, the current grade can be calculated by taking the total points earned divided by the points possible at that time.

| Points | % of 1,000 | Letter Grade |
|---|---|---|
| **930 – 1,000** | 93.0 – 100 | A |
| **900 – 929** | 90.0 – 92.9 | A- |
| **870 – 899** | 87.0 – 89.9 | B+ |
| **830 – 869** | 83.0 – 86.9 | B |
| **800 – 829** | 80.0 – 82.9 | B- |
| **770 – 799** | 77.0 – 79.9 | C+ |
| **730 – 769** | 73.0 – 76.9 | C |
| **630 – 729** | 63.0 – 72.9 | D |
| **0 – 629** | 0 – 62.9 | F |

### LATE/MISSED WORK

There are specific availability dates and specific due dates for each of the graded activities you will need to complete to demonstrate learning. For all activity due dates, refer to the topics schedule.

- Participation activities have a 24-hour grace period. Missing the deadline by more than 24 hours warrants a zero for that activity.
- Quizzes have a 24-hour grace period. Missing the deadline by more than 24 hours warrants a zero for that quiz.
- Although practice assignments will have a 24-hour grace period, one practice assignment can be turned in late (more than 24 hours past deadline). Missing the deadline on more than one practice assignment by more than 24 hours warrants a zero for that activity.
- Exams have a 24-hour grace period. Missing the deadline by more than 24 hours warrants a zero for that exam. Students can take the mid-terms and/or final exam at home, at the COCC Testing Center, or at a testing center in a school near them. Tests at a testing center must still be within the specified range of available dates.

### WITHDRAWING FROM THE CLASS

Students can drop a course any time during the first seven weeks of the term, without instructor approval. To drop a course within the first seven weeks, students need to contact the Admission's office (https://www.cocc.edu/departments/admissions/register-for-classes/adding-and-dropping-classes.aspx) in the Boyle Education Center.

To drop this course after the 7th week, earning a W grade, instructor authorization is necessary. Contact the instructor about getting approval (electronic or signed blue sheet) by the 10th week.

### SWITCHING TO AUDIT STATUS

Some students will audit a class, meaning they have registered for a course but will not earn a letter grade. Often people will do this so they can learn the material but they are not trying to earn a degree or certificate.

Students can switch to audit status any time through week 7 by contacting the Boyle Education Center. Authorization is needed to switch to audit after week 7.

### EARNING AND INCOMPLETE

Earning an Incomplete for a course grade is very rare. To get an I grade, students must...

- complete at least 70% of available participation, quizzes, and assignments.
- complete at least one exam in the first seven weeks, earning at least 70%.
- be on track to earn a C or higher in the class.
- experience a significant hardship in the last three weeks of the term that makes finishing the course unreasonable.
- have a plan in place, agreed on by the instructor, to complete remaining course work in a reasonable time.

An "I" grade is not a substitution for a failing grade. Students that were not on track to earn a C or higher or experienced some hardship in the first half of the term should drop the course, earning a W grade.

### ETIQUETTE EXPECTATIONS

In all forms of interaction in this course, with the instructor and with classmates, always be thoughful and positive.

- Do not disrupt or obstruct a class. Impeding the teacher or others students' learning will lead to grade penalties and possible ejection from the classroom.
- Only post questions and comments online that are thoughtful and relevant to the entire class. Discussion board posts would be the types of things you'd say in a face-to-face class, with a room full of people. Grade disputes or technical/software issues that are unique to you are best communicated to the instructor in person, over the phone, or via e-mail.
- Use a descriptive subject in e-mails, make the message or question brief, and get to the point. If you send e-mails that are not brief and specific, I'll refer you to the article The Life-Changing Magic of Shorter Emails (https://www.fastcompany.com/3057577/the-life-changing-magic-of-shorter-e-mails).

### CHEATING AND PLAGIARISM

All students are expected to practice the highest standards of academic honesty. Cheating on graded activities, colluding with other students to complete work, or plagiarizing other people's work is unacceptable and may lead to a failing grade. Plagiarism is using, borrowing or stealing someone else's words or ideas without giving appropriate credit to the original author. This includes copying text and/or images from textbooks, other student's papers and computer files, the Internet, or any other source. Students are expected to complete all assignments independently, unless it is a designated group project. In addition to traditional forms of cheating, cheating in a computer class includes:

- Working together to produce identical or very similar outcomes.
- Copying content, images, snippets of code from a web site without credit to the source.
- Downloading finished files that demonstrate the same or similar skills.
- Using page kits, code generators, or design templates without permission.
- Sharing files or using another file found on the computer or Internet.
- Using files/finished work from another class.
- Communicating with others while taking online assessments.

Acts of cheating or plagiarism will result in a zero on the activity and a total grade deduction equal to the point value of the activity. So, cheating on a 50-point assignment would earn -50 points. This amounts to a 100-point impact on the class total.

## College Policies

### GRADES AND STUDENT RECORDS

Visit COCC's page on grades and student records policies (https://www.cocc.edu/departments/admissions/grades-and-student-records/) for information related to grade points, withdraw grades, incompletes, academic warning, petitions, and grade forgiveness.

### STUDENT RIGHTS AND RESPONSIBILITIES

All students should be familiar with the portion of the student handbook pertaining to student rights and responsibilities (https://www.cocc.edu/policies/general-procedures-manual/student/student-rights-and-responsibilities.aspx).

### IMPORTANT ENROLLMENT DEADLINES

| First week of each term | Mandatory attendance: students not in attendance or absent without instructor permission are administratively withdrawn |
|---|---|
| 5pm, Friday of second week | Last day to drop with full refund |
| 5pm, Friday of 7th week | Last day to drop with no grade on transcript, last day to change to an audit, instructor approval not required |
| 6pm, Wednesday of 10th week | Last day to drop, requires instructor approval, shows as "W" on transcript |

### DISABILITY ACCOMMODATIONS

Students with documented disabilities who may need accommodations, who have any emergency medical information the instructor should know of, or who need special arrangements in the event of evacuation, should make an appointment with the instructor as early as possible, no later than the first week of the term. Students may also wish to contact the COCC Disability Services Office (https://www.cocc.edu/departments/disability-services/) in the lower level of the library, 541-383-7743.

### COCC NON-DISCRIMINATION POLICY

The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of the Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran status or any other classes protected under Federal and State statues in any education program, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Equal Employment Officer, c/o COCC's Human Resources office, (541) 383-7216, hr@cocc.edu.

### TITLE IX STATEMENT

Title IX protects people from discrimination based on sex in education programs and activities. This includes conduct such as: gender discrimination (includes males, females, transgender, gender identity, etc.),sexual harassment, sexual assault, stalking, intimate partner/relationship violence, bullying and cyberbullying,

retaliation, the failure to provide equal opportunity in athletics and discrimination based on pregnancy. Persons having questions about Title IX should contact Human Resources, (541) 383-7216, hr@cocc.edu.

### COUNSELLING SERVICES FOR STUDENTS

Feeling a little bit stressed or discouraged? Personal issues distracting you from your learning? COCC contracts with St. Charles Hospital to provide free, confidential, personal counseling on the Bend campus for any student who needs it. These sessions are with licensed, professional counselors. Call CAP Services to make an appointment 541-383-7200.

### BASIC NEEDS

Any student who is experiencing difficulty with transportation, affording materials and supplies for classes, accessing food on a regular basis, and/or lacking a safe place to live, and believes this may affect their class performance are encouraged to contact Marcus Legrand, COCC College and Career Success Coach at 541-318-3798 or mlegrand2@cocc.edu to discuss eligibility for resources available at COCC and in the community.

## Learner Support

This course facilitates student access to school support services.

### TECHNICAL SUPPORT

Blackboard is a Learning Management System (LMS) used by many COCC classes, including this one. The company that makes Blackboard maintains an FAQ and other helpful resources (https://en-us.help.blackboard.com/Learn/9.1_2014_04/Student) for using the system.

The school provides technical support for most education-related technical serivces. If you are in need of any technology assistance, contact Student Technical Support (541-383-7716, visit a Computer Lab, or view self-help resources online at https://www.cocc.edu/departments/elearning/student-online-resources/default.aspx). Computer labs can be found at Bend-Boyle Education Center or Pioneer Hall; Redmond-Redmond Technology Center; Madras; Prineville.

FAQs, tech support help pages, and discussion boards for software unique to this class can be found in the FAQ and Help area within our Blackboard environment.

### COCC ACCESSIBILITY POLICIES AND SERVICES

The footer for COCC's home page (https://www.cocc.edu/default.aspx) contains hyperlinks that lead to the school's accessibility policy as well as policies regarding sexual misconduct, harrassment, and privacy.

### ACADEMIC SUPPORT

CAP Services Tutoring may be helpful, and they have eTutoring availble. Not all CIS classes will have available tutors, but check and you may find tutors for math, writing, computer concepts, software applications, and web development.

Key support resources include:

- Blackboard Learner Support (https://www.cocc.edu/departments/elearning/blackboard/bb-for-students/)
- Online Orientation using Blackboard (https://www.cocc.edu/departments/elearning/online-orientation/)
- Bobcat Orientation (https://www.cocc.edu/departments/admissions/future-students/bobcat-orientation.aspx)

- Placement testing for Math and Writing (https://www.cocc.edu/departments/cap/testing/taking-the-placement-test.aspx)
- Library Services (https://www.cocc.edu/departments/library/services/default.aspx)
- Certification Testing (https://www.cocc.edu/departments/tutoring-and-testing/testing/tests-available.aspx)
- Tutoring (https://www.cocc.edu/departments/tutoring-and-testing/tutoring/default.aspx)

### STUDENT SERVICES AND RESOURCES

Your academic advisor is generally a faculty member within your major. Contact your academic advisor (https://www.cocc.edu/departments/cap/advising/contacting-your-advisor.aspx) with questions about your major, including the best sequence of courses and planning for future terms.

Other advisors include:

- Admissions and Records (https://www.cocc.edu/directory/departments/admissions-records.aspx)
- Financial Aid (https://www.cocc.edu/directory/departments/financial-aid.aspx)
- Student Life (https://www.cocc.edu/directory/departments/student-life.aspx)

# Accessibility and Usability

An accessible course is one that is designed so that users with disabilities can access information and content and interact with the course as a student. Usability refers to the ease of use and learnability of the user interface (web pages, Blackboard, etc.) of the course.

### COURSE NAVIGATION

The navigation for this course, the Blackboard environment, and even this syllabus have been designed with consistency, accessibility, and ease-of-use in mind. HTML attributes such as rel, role, longdesc, title, and alt are used frequently for web page elements that students will need to interact with.

### ACCESSIBILITY STATEMENTS

AMERICANS WITH DISABILITIES STATEMENT

Students with documented disabilities who may need accommodations, who have any emergency medical information the instructor should know of, or who need special arrangements in the event of evacuation, should make an appointment with the instructor as early as possible, no later than the first week of the term. Students may also wish to contact the COCC Disability Services Office (https://www.cocc.edu/departments/disability-services/) in the lower level of the library, 541-383-7743.

- COCC Accessibility Statement (https://www.cocc.edu/home/accessibility.aspx)
- Accessibility at Blackboard (http://www.blackboard.com/accessibility.aspx)
- Accessibility on YouTube (https://support.google.com/youtube/answer/189278?hl=en)

Accessibility statements for other technologies unique to this course can be found in the Course Information area within our Blackboard environment.

### ALTERNATE MEANS OF ACCESS

This course does make use of visuals and media. There are many YouTube videos (public and unlisted) to go along with weekly learning modules. Refer to YouTube Help (https://support.google.com/youtube/answer/100078?hl=en) for Closed Captions to see how to turn on captioning for videos. Images provided within a learning module will also include descriptive text.