



# Web Page Design I

Course Syllabus and Guidelines

Fall 2009

West Loop Center • Houston Community College Southwest  
Program: Digital Communication

**IMED 1316 • CRN 17453**

Start Date: August 25, 2009 • End Date: December 8, 2009

Class Meeting Days: Tuesday/Thursday • Class Meeting Time: 9:30–11:20

Instructor: Paul Roberts • Telephone: 713.718.7892 • Email: paul.roberts@hccs.edu

Office Location: West Loop Room 139A

Office Hours: Mon-Thur 9:00 – 9:30, Mon and Wed 11:30 – 12:00, Tue and Thur 1:30 – 2:00 or by appointment

Digital Communication Department Web site: <http://swc2.hccs.edu/digicom/>

Class Web site: <http://hccs.blackboard.com>

**Email for assignments submission only: [roberts.hccs@yahoo.com](mailto:roberts.hccs@yahoo.com)**

## Course Description

**IMED 1316 • Web Page Design I:** Co-requisite: ARTC 1325 and ARTC 1305, or Departmental Approval. Instruction in web design and related graphic design issues including mark-up languages, web sites, and browsers. 3 credits (2 lecture, 4 lab).

## Required Textbook and Materials

Dennis Gaskill. *Web Site Design Made Easy, 3<sup>rd</sup> Ed.* Englewood, CO: Morton Publishing Company, 2008 [ISBN: 0-89582-765-2 / ISBN 13: 978-089582-735-7]

Mass storage device with a capacity of at least 128 Mb

Subscription to a hosting service that does not require the display of advertising

One ream of laser paper

## Suggested Additional Textbooks

Elizabeth Castro. *HTML, XHTML and CSS: Visual QuickStart Guide*, Sixth Edition. Berkeley, CA: Peachpit Press, 2006. [ISBN-10: 0321430840 / ISBN-13: 978-0321430847]

## Suggested Hosting Services

<http://hostgator.com>

<http://godaddy.com>

## Software Used

- Web browser
- Text editor
- Basic bit-map software
- FTP client

- 
- File compression software

## ***Learning Outcomes***

- Identify how the Internet functions with specific attention to the World Wide Web and file transfer
- Apply design techniques in the creation and optimization of graphics and other embedded elements
- Demonstrate the use of World Wide Web Consortium (W3C) formatting and layout standards
- Design, create, test, and maintain a web site

## ***Course Competencies***

Upon satisfactorily completing the Web Production course, students will use Web authoring computer software to demonstrate the following competencies:

- Identify how the Internet functions with specific attention to the World Wide Web, e-mail, and file transfer.
- Develop well formed HTML code, set to the XHTML standard.
- Demonstrate proficiency in the use of lists, tables, frames, forms and Cascading Style Sheets to create interactive web pages.
- Create, design, test, and debug a Web site.
- Use FTP software to upload files to a server and manage the remote site.
- Use email to communicate needed information to the instructor.

## ***General Requirements and Objectives***

- Complete and comprehend the objectives and technologies involved in all graded assignments.
- Demonstrate the ability to apply creative thinking and problem solving to all class projects and assignments.
- Complete all reading assignments pertaining to the subject matter of the course.
- Attend class regularly, missing no more than 12.5% of instruction and lab time (12 hours)
- Arrive at class promptly and be prepared with necessary books, storage media, assignments, and anything else required.
- Exhibit safe and courteous lab habits.
- Develop and share knowledge and information with fellow students.
- Participate in keeping labs clean and organized; shutting down computers when finished; abiding by lab rules; showing respect for instructors, fellow students and lab assistants.
- Participate in class discussions and critiques.
- Demonstrate the ability to communicate in a clear, coherent manner.
- Turn in all assignment on time and in the manner required by the instructor.

- 
- Demonstrate the ability to use computer-based technology and software applications as it applies to be given class.
  - Understand and be proficient in computer file management, including saving and retrieving files.
  - When possible, demonstrate the ability to use and understand both Macintosh and Windows operating systems.
  - Demonstrate knowledge and the ability to use applicable peripherals and storage devices.
  - Develop a portfolio that illustrates concepts, techniques, and programs used in solving class assignment, including a written statement describing project concepts and processes.
  - Demonstrate ability and creativity in using computer-based technology in communicating, solving problems and acquiring information.
  - Accept responsibility for personal understanding of course requirements and degree plan.

### ***Course Requirements***

- Use FTP software to upload projects to a server and manage the remote Web site.
- Use email to alert the instructor of completion of assignments and to relay the URL of each project.
- Complete a series of nine tutorials targeted at developing proficiency in XHTML and CSS. These tutorials are made available through Blackboard Vista.
- Develop well-formed HTML code, set to the XHTML standard, in individual midterm and final projects. Requirements for the projects are specified under the Projects heading of this syllabus
- Complete midterm and final exams.

### ***Course/Lab Policies***

- No handwritten work will be accepted.
- Work turned in past the deadline will receive a failing grade.
- No make-up tests or classroom exercises will be given.
- Information covered in class will not be repeated for tardy or absent students.
- Plagiarism is inexcusable and will result in an automatic F for the course.
- Lab time provided during class is for this course only. Students remaining for lab must use the time for this course. Those doing other work will be asked to leave.
- No software, hardware, or manuals may be removed from the lab. Software and manuals may not be copied. Lab rules are to be strictly followed. Failure to comply with these rules will mean expulsion from both class and lab.
- No food or drink is allowed in the labs for the protection of the equipment.
- Only those currently registered for courses are allowed to use the HCC computer labs. No children, spouses, parents or friends are allowed in the labs. Children especially are not allowed on campus at any time. This is college policy and there are no exceptions.

- 
- Students are required to sign-in and carry their paid receipt when they are in an open lab. If you are asked to show the receipt to a lab aide and cannot do so, you may not be allowed to remain in the lab.
  - No outside software is allowed in HCC labs or on HCC computers.
  - Open labs are for students to work on school work only. If you have outside work to do, numerous commercial centers are located throughout the city where computer time is available for a fee. Students working on projects other than those assigned for class work will be asked to leave.
  - Computers with a scanner attached are reserved for scanning only.
  - Students may not change mice or connect peripherals to any computer.
  - We expect patrons of the lab to conduct themselves in a professional manner. Those who cannot do so will be asked to leave. When asked to leave, students must do so without argument. This is especially true at closing time.
  - Silence cell phones and pagers while in class and lab. Interrupting a class for your telephone call is extremely rude and may be treated in like manner. If you must talk on the phone, please leave the classroom before answering a call or beginning a conversation.
  - Once each class session begins, the door will be closed and will not be opened during lectures and demonstrations. If you arrive for class after lecture/demonstration has begun, you will not be admitted. If you need to leave the room during a lecture or demonstration, you will not be re-admitted until after the lecture/demonstration is complete.

Students may find the following information in the student handbook and college catalog:

- Withdrawal Policy
- Refund Policy
- Plagiarism Policy
- Attendance Requirements
- Grading Scale

“The Houston Community College System seeks to provide equal educational opportunities without regard to race, color, religion, national origin, sex, age or handicap. This policy extends to employment, admission, and all programs and activities supported by the College.”

## **Projects**

Assignments must be submitted to the instructor on time as specified on the syllabus or in class. Because you are developing workforce skills, you must submit your assignments on time. *Late assignments will receive a grade deduction of one letter grade for each class day they are late.* No make-up assignments or extra credit work will be available.

---

## **Tutorial Projects**

The class meets four hours each week in the classroom. Two additional hours of on-line work are expected. Students shall complete assigned tutorial exercises and upload the project to their FTP sites. Notify the instructor by email that the work is complete. The notification must include a courteous message to the instructor and the URL to the completed exercise.

---

The instructor will evaluate your work according to the rubrics provided with each exercise. Use the rubric as a guideline for completing each exercise. The instructor will grade your work and return the evaluation to you via email.

---

## Midterm and Final Projects

Midterm and final assignments must be professional in nature. Many students like to make hobby pages rather than professional pages. Some hobbies involve professional topics while others are nothing more than hobbies. How you approach a topic could mark the difference between your hobby and professional subject matter. You will be required to submit a prospectus for this project for the instructor's approval before beginning work on this. This prospectus will require you to outline why you regard your project as professional.

---

## Submission of Projects for Grading

Tutorial, midterm and final projects must be loaded to your server when submitted. Also, zip all project files (and only project files with nothing extra) and attach the zipped folder to the message notifying the instructor that you have completed the work. The notification shall include a professionally written and courteous email message to the instructor with your name, project designation, due date and the last four digits of your student ID number. Following is the email address for submitting assignments:

**[roberts.hccs@yahoo.com](mailto:roberts.hccs@yahoo.com)**

Give the exact URL, including the complete file name. If you do not submit notification that the assignment is ready, the instructor will assign a zero grade. You must submit a notice in order to receive credit for your work. This will be strictly enforced. No exceptions.

Note: The above email address is for submitting assignments only. If you have a concern, you may talk to the instructor face-to-face, leave a message on his voice mail, or post it to the class message board at Blackboard Vista.

To repeat, under no circumstances will extra credit be given.

---

## Additional Assistance

To help you practice the skills you need to develop your own Web site, you may use the *Writing HTML* tutorial provided by Maricopa Community College. Whether you use these tutorials is your decision, but the instructor recommends using them to help build your HTML skills. You can find the Maricopa Lessons at the following address:

<http://www.mcli.dist.maricopa.edu/tut/index.html>

---

## Midterm Assignment

Your midterm assignment is to build a three-page Web site. You must link these pages to each other, and the site must include the features noted on the Web Site Evaluation form that you will find at the class Web site. It is suggested that you download that form and use it as a checklist in completing your midterm project.

The topic must be professional in nature and it must meet the guidelines set forth in your agreement when you apply for server space. (See class Web site for those guidelines.) If you use the same topic for both midterm and final projects, you must add the specified number of pages to the Web site for the final project. You may not use the same pages twice. Further, you must develop your Web site in a text editor such as Notepad (Windows). You may not use any other Web authoring tools. The project is due at the beginning of class on **October 13, 2009**.

---

A word about earning an A grade: If you complete only the above requirements, your grade will be a B. It is essential that all of the requirements are met. In order for the grade to go to an A, you must include an aesthetically pleasing project. This is where your artistic design and portfolio quality will receive credit. If you have any questions regarding this, it is your responsibility to ask the instructor.

---

## **Final Project**

Your final assignment must include the features noted on the Web Site Evaluation form that you will find at the class Web site. It is suggested that you download that form and use it as a checklist in completing your final project.

You shall construct a Web site for your final project. This site must include a minimum of five HTML documents. If you use the same topic for both midterm and final projects, you must develop five new pages for the final assignment. If you completely re-work the three pages from your midterm assignment, you may count them as three of the five final pages. These documents must be linked to each other. The subject matter of the Web site is your choice as long as it meets the policy guidelines set forth in the Web Site Agreement.

The final project must be on the DigiComm server and ready for presentation at the beginning of the session on **December 1, 2009**. NOTE: Your project must be loaded and operational on your server. No other server will be allowed for submitting the project. As a safety measure, be sure you can present it from a local drive in the event the server cannot be accessed. When you present the project, be prepared to do the following:

- Explain what was involved in the development of the Web site.
- Explain any problems you encountered with the project.
- Explain how you solved those problems.
- Explain five things you learned about the Internet, HTML and/or Web site development from doing this project.

No late final projects will be accepted. Anyone attempting to turn in projects after deadline will receive an automatic zero. No exceptions. You may obtain your project evaluation from the instructor after you have submitted the final exam.

A word about earning an A grade: If you complete only the above requirements, your grade will be a B. It is essential that all of the requirements are met. In order for the grade to go to an A, you must include an aesthetically pleasing project. This is where your artistic design and portfolio quality will receive credit. If you have any questions regarding this, it is your responsibility to ask the instructor.

## **Attendance**

**Important! This is not fine print. Please read carefully.**

The HCCS Catalog states, "A student may be dropped from a course for excessive absences after the student has accumulated absences in excess of 12.5% of the hours of instruction (including lecture and laboratory time)." That is equivalent to two weeks of class.

Attendance will be checked during the first 30 minutes of each class session. Your attendance is considered to be part of class participation and will affect your final grade. The instructor does not agree to issue administrative withdrawals for students who have excessive absences. Students with excessive absences will receive the grade earned up to the point of departure from the course. The instructor makes no distinction between excused and unexcused absences.

---

This policy does not discriminate on the basis of race, color, religion, national origin, citizenship, sex, sexual orientation, age, or disability.

## ***Scholastic Dishonesty***

The following comes from the HCCS Student Handbook:

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty.

- “Scholastic dishonesty” includes, but is not limited to, cheating on a test, plagiarism, and collusion.
- “Cheating” on a test includes:
  - Copying from another student’s test paper;
  - Using materials during a test that are not authorized by the person giving the test;
  - Collaborating with another student during a test without authority;
  - Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an unadministered test;
  - Bribing another person to obtain a test that is to be administered.

“Plagiarism” means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work offered for credit.

“Collusion” means the unauthorized collaboration with another person in preparing written work offered for credit.

### ***VIOLATIONS***

Possible punishments for academic dishonesty may include a grade of “0” or “F” on the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. A recommendation for suspension or expulsion will be referred to the College Dean of Student Development for disciplinary disposition.

Students who wish to appeal a grade penalty should notify the instructional supervisor within 30 working days of the incident. A standing committee appointed by the College Dean of Instruction (Academic or Workforce) will convene to sustain, reduce, or reverse the grade penalty. The committee will be composed of two students, two faculty members, and one instructional administrator. A majority vote will decide the grade appeal and is final.

## ***Grading***

Your work will be evaluated according to the following criteria:

- *Adherence to the assignment:* Although you may go beyond the demands of the assignment, you must meet the outlined requirements. If the assignment is not clear to you, it is your responsibility to ask for clarifications before doing it.
- *Appropriateness:* Follow the assignment guidelines and matters of good taste.
- *Level of difficulty:* More sophisticated work may receive higher scores.
- *Layout:* Consider balance of elements, use of white space, skillful use of fonts, sizes and style.

- *Quality of Execution:* Strive for excellence. All work should be an attempt at portfolio quality. Only work deemed by the instructor to be of portfolio quality will receive an A grade.

Using the above criteria, your work will be assessed on five levels:

- A *Exceptional* (This means you have gone beyond the requirements and have reached portfolio quality.)
- B *Excellent* (This means you have met the requirements.)
- C *Acceptable* (This means your work is average and needs improvement.)
- D *Not good enough* (Although it is passing, you show that you really aren't serious about developing your workforce skills.)
- F *Fail* (Why did you bother?)

These letter grades have corresponding percentage scores. The letter grades correspond to the percentage grades as follows:

- A 90–100
- B 80–89
- C 70–79
- D 60–69
- F 0–59

You will be able to find your final grade by going to the HCCS Web site at <http://www.hccs.edu/>. The course grade will be based on the following:

Participation.....	10 percent
Tutorial projects.....	15 percent
Midterm project .....	15 percent
Midterm Exam .....	15 percent
Final project.....	25 percent
Final Exam.....	20 percent

### ***Dates to Remember***

August 25 .....	Classes begin
August 28 .....	Last day for change of schedule
September 7.....	Labor Day holiday (Classes and offices closed)
October 15 .....	Priority deadline for Fall completion of degree/certificate
November 12.....	Last day to drop classes with a grade of W (4:30 p.m.)
November 25.....	No night classes before Thanksgiving
November 26–27 .....	Thanksgiving holidays (Classes and offices closed)
December 3 .....	Instruction ends
December 8.....	Final examination

### ***Students With Disabilities***

“The Disability Support Services (DSS) Office assists students with physical, learning, or emotional disabilities in developing independence and self-reliance. Services include adaptive equipment and reasonable accommodations for admissions assistance, testing, academic advising, registration, and classroom instruction. Interpreting service is provided for students who are deaf/hard of hearing and assistive technology devices are provided for students who are blind.

---

"HCCS is committed to compliance with the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973 (Section 504). If you have any special needs or disabilities which may affect your ability to succeed in college classes or participate in college program/activities, please contact the DSS Office at the college you plan to attend. Upon consultation and documentation, you will be provided with reasonable accommodations. Academic accommodations will be provided only after students have properly registered for services through designated disability services staff.

"It is recommended that you contact the DSS Office at least 60 days prior to the beginning of the term. Additional procedures are outlined in the HCCS Student Handbook." (*Source: Houston Community College System Catalog*)

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office. If you have any questions, please contact the disability counselor at your college or Donna Price at 713-718-5165. (*HCCS Institutional Statement*)

Students with verifiable disabilities that offer legal protection under the Americans With Disabilities Act may receive reasonable accommodations to assist in succeeding in the course. If you have a disability and wish to receive such reasonable accommodations, you must see the ADA counselor, Dr. Becky Hauri, at 713.718.7909. Without a recommendation from Dr. Hauri, the instructor cannot make such accommodation.

### ***Repeated Courses***

Students who repeat a course three or more times may soon face significant tuition/fee increases at HCC and other Texas public colleges and universities. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test-taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

### ***Course Withdrawals***

The 2007 legislative session passed a law that limits the number of withdrawal (W grade) a students may have to six classes over the course of their entire academic career. This policy is effective for students entering higher education for the first time in Fall 2007 and subsequent terms. Withdrawals accumulated at any other Texas public higher education institution count toward the six-course total.

There are a number of permissible exceptions to the six course limit, such as personal medical emergency, emergency needs of family members, work schedules, military duty, and other exceptions approved by the college.

Policies and procedures for implementation of this new legislation are being developed and will be published as soon as they are available.

This statute applies to all Texas public colleges and universities. Therefore, HCC students affected by this statute, who have attended or plan to attend another institution of higher education, should become familiar with that institution's policies on dropping classes.

### ***Weekly Schedule***

Following is a *tentative* outline of discussion topics and class assignments for the term.

---

## Week One

## Syllabus, Gaskill • Chapters 1, 16

*Topics:* Introductions  
Student profile sheets  
Course requirements and grading  
Review of computer file management  
Introduction to the Internet  
Parts of the Internet  
How data is transferred across the Internet  
Browsing the Web  
Downloading  
Using email  
FTP

*Assignment:* Complete *Tutorial One — Getting Started With the Internet*. Completion is for guided practice and must be submitted via email to the instructor for a grade. Due September 1.

## Week Two

## Gaskill • Chapters 2, 15

*Topics:* Web site design principles  
Creative process  
Developing the comp

*Assignment:* Complete *Tutorial Two — Getting Started With HTML*. Completion is for guided practice and must be submitted via email to the instructor for a grade. Due September 8.

---

## Week Three

## Gaskill • Chapters 3, 5–7, 14

*Topics:* Planning midterm projects  
Developing a concept  
Introducing your HTML authoring tool  
Text editor vs. WYSIWYG editors  
Considerations in Web design  
Getting started with HTML  
Writing well-formed code  
Saving HTML files  
Using a filing system  
Creating a Web page  
Using text to organize your page  
Inline Cascading Style Sheets  
Spacing and layout  
Special characters and entities  
Copyright  
Maricopa Lessons  
FTP and uploading files

*Assignment:* Write a 200-word prospectus covering what you plan to do for your midterm project. Discuss the topic, concept, audience and scope of your project. Also discuss why you view the subject as professional. If the instructor does not approve your project, this assignment will be rejected and returned to you to do again. Submit in Word format as an email attachment. Due September 15.

---

## Week Four

## Gaskill • Chapters 9–10

*Topics:* Preparing thumbnails and roughs  
Horizontal rules  
Background colors and images  
Ordered and unordered lists  
Formatting the <li> tag  
Nesting lists  
Various types of lists  
Hyperlinks

*Assignment:* Complete *Tutorial Three — Lists, Backgrounds and Hyperlinks*. Completion is for guided practice and must be submitted via email to the instructor for a grade. Due September 22.

---

## Week Five

## Gaskill • Chapter 4

*Topic:* Using internal Cascading Style Sheets

*Assignment:* Complete *Tutorial Four — Internal Cascading Style Sheets*. Completion is for guided practice and must be submitted via email to the instructor for a grade. Due September 29.

---

## Week Six

## Gaskill • Chapter 8

*Topics:* Inserting images  
Using color on the Internet  
Document relationships

*Assignment:* Complete *Tutorial Five — Images and Colors*. Completion is for guided practice and must be submitted via email to the instructor for a grade. Due October 6.

---

## Week Seven

*Topic:* Work on midterm project. Project is due for presentation at the beginning of class October 13. No late assignments accepted.

---

## Week Eight

## Midterm projects

*Topics:* Midterm project presentations  
Midterm exam (Available October 15; due October 20)

*Assignment:* Complete *Midterm Exam*. Submit in person to instructor. Due October 20.

---

## Week Nine

## Gaskill • Chapters 4, 11

*Topics:* Using div elements for page layout  
Creating tables for data  
Building external CSS

*Assignment:* Complete *Tutorial Six — Tables and Internal CSS*. Completion is for guided practice and must be submitted via email to the instructor for a grade. Due October 27.

---

**Week Ten****Gaskill • Chapter 9**

*Topics:* Image maps and mouse-sensitive images  
Simple image rollovers

*Assignment:* Complete *Tutorial Seven — External CSS and Templates*. Completion is for guided practice and must be submitted via email to the instructor for a grade. Due November 3.

---

**Week Eleven****Gaskill Chapter 13**

*Topic:* Handling user input with forms

*Assignment:* Complete *Tutorial Eight — Meta Elements and Image Maps*. Completion is for guided practice and must be submitted via email to the instructor for a grade. Due November 10.

---

**Week Twelve****Gaskill • Chapter 12**

*Topics:* Developing frames  
Content of frames  
Seamless frames  
Frames — Why or why not?

*Assignment:* Complete *Tutorial Nine — Form Elements*. Completion is for guided practice and must be submitted via email to the instructor for a grade. Due November 17.

---

**Weeks Thirteen and Fourteen**

*Topic:* Work on final project. Keep in mind the project is due for presentation at the beginning of the class session on December 1. No late projects will be accepted. If the project is not complete to your satisfaction, you must submit what you have done. See the Final Project section of this syllabus for details.

---

**Week Fifteen****Final Presentations**

Presentation of final projects at the beginning of the class session December 1. Absolutely no late assignments accepted. If your work is not complete, submit what you have done.

Final exam will be available on December 3. It is due for submission in person on December 8 at 9:30 a.m.

---

**Week Sixteen****Final Examination**

The final exam is due promptly at the beginning of class December 8. No late submissions will be accepted under any circumstances.

---

## Secretary's Commission on Achieving Necessary Skills (SCANS)

The Secretary's Commission on Achieving Necessary Skills (SCANS) from the U.S. Department of Labor was asked to examine the demands of the workplace and whether young people are capable of meeting those demands. Specifically, the commission was directed to advise the Secretary of the level of skills required to enter employment. In carrying out this charge, the Commission was asked to do the following:

- Define the skills needed for employment
- Propose acceptable levels of proficiency
- Suggest effective ways to assess proficiency
- Develop a dissemination strategy for the nation's schools, businesses and homes.

SCANS research verifies that what we call workplace know-how defines effective job performances today. This know-how has two elements: competencies and a foundation. This report identifies five competencies and a three-part foundation of skills and personal qualities that lie at the heart of job performance. These eight requirements are essential preparation for all students, whether they go directly to work or plan further education. Thus, the competencies and the foundation should be taught and understood in an integrated fashion that reflects the workplace contexts in which they are applied.

The five SCANS workplace competencies identified by the Commission are the following:

*Resources*—An ability to identify, organize and allocate time, money, materials, space and people. Much of what you do in the classroom can help develop competency with resources. Planning skills in relation to preparing, working and completing assignments may be emphasized.

*Interpersonal*—Skills to participate as a member of a team, teach others, serve customers, exercise leadership, negotiate and work with others possessing diverse backgrounds. Cooperative/collaborative learning activities are effective in teaching interpersonal skills. In discussions after group activities, interpersonal lessons and challenges of the activities may be emphasized.

*Information*—An ability to acquire, organize, evaluate, interpret and communicate information along with using computers to process information. Competency with information is basic to any classroom. Efforts to master information skills prepare students for future employment may be emphasized.

*Systems*—An understanding of social, organization and technological systems; an ability to monitor and correct performance; a competence in the design and improvement of systems. Students may have opportunities to use critical thinking skills to identify and analyze systems in their school, community, nation and world.

*Technology*—The knowledge and skill to select equipment and tools, apply technology to specific tasks, and maintain and troubleshoot software and hardware. Although there are many forms of technology that can be used in class, computers create real interest and opportunities for students. Students are encouraged to make computers an important part of their education, whether the computers are used in self-paced learning or in group projects.

The three SCANS foundation skills identified by the Commission are the following:

*Basic Skills*—Reading, writing, mathematics, listening and speaking. Classroom activities can develop and reinforce all these basic skills. Learning these skills in the classroom can provide cross-curricular opportunities.

*Thinking Skills*—Creative thinking, decision making, problem solving, seeing things in the mind's eye, knowing how to learn and reasoning. During their careers, students will need this foundation to adapt to a rapidly changing society. Learning to think critically becomes very important so that students may adjust to change. Opportunities

---

for students to stretch their minds, find new answers, ask hard questions and lay foundations for lifelong learning will be sought.

*Personal Qualities*—Responsibility, self-esteem, sociability, self-management and integrity. Throughout their lives, students will need to get along with others: with classmates, friends and family, customers, and coworkers. Chances to reinforce good personal qualities will be sought.

SCANS workplace competencies and foundation skills have been integrated into Web Page Design I (IMED 1316). The following SCANS items are covered in this course:

- *Managing Resources*: Manage time; Manage money; Manage materials
- *Working With Information*: Acquire/Evaluate data; Organize/maintain information; Interpret/communicate data; Process information with computers
- *Exhibiting Interpersonal Skills*: Teach others; Lead work teams; Negotiate with others; Work with different cultures
- *Applying System Knowledge*: Understand systems
- *Using Technology*: Select equipment and tools; Apply technology to specific tasks; Maintain/troubleshoot technologies
- *Demonstrating Basic Skills*: Reading; Writing; Speaking; Listening
- *Demonstrating Thinking Skills*: Creative thinking; Decision making; Problem solving; Thinking logically; Seeing with the mind's eye
- *Exhibiting Personal Qualities*: Individual responsibility; Self-esteem; Sociability; Self-management; Integrity

---

## ***Acknowledgment of Syllabus/Consent Statement***

Please fill in the following information and return this page to the instructor before leaving class. Also, please read the consent paragraph and check the box if you agree to allow your work to be displayed. Not checking the box implies that you do not grant your consent to display your work.

Student Name: \_\_\_\_\_

Student ID (Last four digits of Social Security Number or Student ID): \_\_\_\_\_

Student Home Phone: \_\_\_\_\_

Student Work Phone: \_\_\_\_\_

I have read and understand the contents of the course syllabus for *IMED 1316 —Web Page Design I*.

---

*By checking this box, I voluntarily agree to the following conditions:*

- Give my consent to allow the work I do for this class to be displayed in a variety of venues, including art exhibitions, student expos, classroom demonstrations and on-line galleries.
- My work shall not use copyrighted materials without express written consent from the copyright owner.
- I shall retain the copyright on my original work.
- I require that my name be included with any public display of my work.
- I shall retain profits resulting from any cash sales of my work.
- Houston Community College may benefit non-monetarily from the public exposure of my work for promotion of its programs and accomplishments.

---

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_