



# IMED 1316 WEB PAGE DESIGN I



## Department of Digital Communication - Houston Community College Course Syllabus and Guidelines - Fall Semester, 2009 – CRN 17463

**INTERNET BASED CLASS:** Start Date: Start Date: 08/22/2009 • End Date: 12/12/2009.

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Office Hours: by appointment.

West Loop Room 139A for appointment email me.

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

Lloyd Schuh's Web Portal: <http://www.classes-on-line.net>

Before you can begin this class you must complete the IMED 1316 On-line Orientation and the DE Data Form, which are found in the Distance Education Web site under On-line Orientation. In order to begin this class you must log into the HCC Blackboard site at distance education, it will not be available until August 22 and 24 hours after your orientation form has been received by the instructor.

Your Blackboard login user ID will be your HCC User ID (sometimes referred to as the "W" number). All HCC students have a unique User ID. If you do not know your User ID you can look it up by visiting the HCC home page:

- From [www.hccs.edu](http://www.hccs.edu), under the column "CONNECT", click on the "Student System Sign In" link
- Then click on "Retrieve User ID" and follow the instructions.

Or use the direct link to access the Student Sign In page:

<https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG>

The default student password is "distance." Students will then be prompted to change their password after their first login. Please visit the DE Technical Support website if you need additional assistance with your login.

**If you do not give me an alternate address when you submit your DE Orientation Data Form, I will use your HCC email address to contact you so it is important that you set up your HCC email address. See <http://www.hccs.edu> Main Page under "Students" for more details.**

You also have a protected grade sheet that reflects your current grade and the assignments that you have submitted. You will find this grade sheet at: <http://www.mygradebook.com>.

Grade Sheet ClassWord: **IMED1316Fall09** (Please note that this classword is case sensitive)

Grade Sheet Password: **Last four digits of your Peoplesoft ID number. PLEASE NOTE: We will not be using the grade book that is built into the Blackboard program.**

## Course Description

This course provides a comprehensive introduction to the Internet, through use of the Internet itself. You will explore the many different opportunities available on the net, learn how to use the software and hardware needed to become an expert Internet surfer, and see how all of the parts relate to the whole. You will complete a web site using Hypertext Markup Language (HTML). There will be a special emphasis on the technical knowledge needed for those who plan to use the Internet as a business or develop web pages professionally. One of the most important parts of this class is learning to develop an ability to solve problems on your own. If you plan to do web sites, you will need to be able to figure out problems and correct them. Each week of class has a specific goal. You will access the Internet either at home, your office, or at an HCC open lab site, read the assignments, complete them, and post your experiences with the lesson to the Discussion Board. There will be additional readings and projects available for those who wish to receive extra credit, or learn in more detail about the week's subject. There will also be a Discussion Board folder that will allow you to post questions and comments regarding the course, and an assignment email address to which you will send your lesson assignment link when you complete the week's assignment. You will have space assigned to you on the Digital Communication Department Server, **DigiCom1**, for your assignments. Details on how to create this Web space will be found in the first lesson.

## Textbooks and software



### REQUIRED TEXT BOOK

The textbook is available on the Internet or at the HCC bookstore: Gaskill, Dennis, *Web Site Design Made Easy*, Third Edition, Morton Publishing Company, 2008, ISBN: 0-89582-735-2. (Required) Please obtain this book before the start of the class. This book is essential to the class and you cannot complete the course without it. We will begin using it immediately. It is available at the HCC Bookstore at the Central or West Loop Campus, or on line at the HCC Bookstore Web site at:

<http://hccs.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=19561&catalogId=10001&angId=-1> Or from the publisher at: <http://www.boogiejack.com/book/resources.html>

**Video Tutorials:** There are also some required video tutorials. They are set of five streaming video tutorials from Lynda.com that are available at a very reasonable cost. These are a great resource and I encourage you to sign up for them. These lessons are a part of the enhanced portion of your class and will be a part of your grade. **In order to subscribe you MUST have completed the Distance Ed Orientation and submitted the form included in the orientation. It takes about 24 hours for your information to be posted on the Lynda.com site so that you can subscribe.** If you have not subscribed by the third week of class, you will not be able to access any further lessons. Remember, this subscription is a part of the class assignments. Part of your grade will depend on the completion of these tutorials. Details on registering will be found in the first lesson of the semester. Please register immediately so that you can use these tutorials.



**Computer and Software:** You will need access to a computer either at home or through an HCC lab with either the Windows XP or Vista or the Macintosh OSX Tiger or Leopard operating system installed. A high speed Internet connection is preferred. The computer will need at least a 500 MHz processor and at least 10 gigabytes of hard drive storage, sound card and CD/DVD reader. Because we are learning basic HTML, we will be using a simple text processor to create our Web pages so, as long as you have a text processor like SimpleText (Mac) or WordPad or NotePad (PC) you will be fine. There are no other software programs needed for this class other than a File Transfer Program (FTP) that will be provided through a link in the lesson.

## Objectives and Workplace Competencies and Skills

On satisfactory completion of this class, the student will have an understanding of:

- How to create a basic web page.
- How to use File Transfer Protocol (FTP) to send your files to a web server.
- How the Internet works.
- Using a browser and the proper way to download applications and plug-ins.
- What you need to know to create dynamic web sites.
- How to add multimedia to your web site.
- Learn the file formats used on the Internet.
- Understand how search engines work and develop an effective search strategy.
- Understand and use newsgroups.
- Learn the proper email netiquette.
- Understand the role of HTML, XML, CSS and XHTML on the Internet.

Houston Community College wants to prepare you with the knowledge and skill you need to succeed in today's dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for this course.

#### **Common Workplace Competencies:**

- **Managing Resources:** Manage Time.
- **Working with information:** Acquire/evaluate data, Organize/maintain information, Interpret/communicate data, Process information with computers.
- **Applying System Knowledge:** Understands Systems.
- **Using Technology:** Select equipment and tools, Apply technology to specific tasks.

#### **Foundation Skills:**

- **Demonstrate Basic Skills:** Reading, Listening, and following directions.
- **Demonstrate Thinking Skills:** Creative thinking, Decision making, Thinking logically.

## **Course Policies**

One of the important goals of this class is that you learn to follow directions carefully and submit assignments when they are due. For this reason, assignments will not count if they are submitted incorrectly or after the due dates. **You can resubmit assignments as many times as necessary, as long as the assignment is first turned in by the deadline for that assignment, and that it is resubmitted within two weeks after the instructor notifies you of the deficiencies in the assignment.**

**CLASS WITHDRAWAL:** The State of Texas imposes penalties on students who drop courses excessively. Students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university.

To help you avoid having to drop/withdraw from any class, contact your DE professor regarding your academic performance. You may also want to contact your DE counselor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.). HCC has instituted an Early Alert process by which your professor will “alert” you and Distance Education (DE) counselors that you might fail a class because of excessive absences and/or poor academic performance.

**In order to withdraw from your DE class, you MUST first contact your DE professor, PRIOR to the withdrawal deadline to receive a “W” on your transcript.** After the withdrawal deadline has passed, you will receive the grade that you would have earned. Zeros averaged in for required coursework not submitted will lower your semester average significantly, most likely resulting in a failing grade of an “F”. It is the responsibility of the student to withdraw from the class; however, your professor reserves the right to withdraw you without your request due to excessive absences. If you do not feel comfortable contacting your professor to withdraw, you may contact a DE counselor. However, please **do not** contact both a DE counselor and your DE professor to request a withdrawal; either one is sufficient.

**FALL Final Withdrawal Deadline for this class is: THURSDAY, NOVEMBER 12, 2009, 4:30pm.**

**PLAGIARISM AND SCHOLASTIC DISHONESTY:** A. definition of plagiarism as it relates to digital imaging: to pass off (the ideas of another) as ones own: use without crediting the source: present as new and original an idea derived from an existing source. This course adheres to HCC’s policy on “Plagiarism and Scholastic Dishonesty” and will pursue and enforce disciplinary action regarding acts of plagiarism.

**DISTANCE EDUCATION ADVISING AND COUNSELING SERVICES:** Much DE student information can be found on the DE Student Services website: <http://de.hccs.edu>. Advising or counseling can be accomplished through our online request form [AskDECounseling](#). Counselors and Student Services Associates (SSA) can assist students with admissions, registration, entrance testing requirements, degree planning, transfer issues, and career counseling. In-person, confidential sessions, can also be scheduled to provide brief counseling and community referrals to address personal concerns impacting academic success.

**ADDITIONAL INFORMATION: Students may find additional information in the student handbook and college catalog on the following subjects:**

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

**INTERNATIONAL STUDENTS:** Receiving a W in a course may affect the status of your student Visa. Once a W is given for the course, it will not be changed to an F because of the visa consideration. Since January 1, 2003, International Students are restricted in the number of distance education courses that they may take during each semester. **ONLY ONE online/distance education class may be counted towards the enrollment requirement for International Students per semester.** Please contact the International Student Office at 713-718-8520 if you have any questions about your visa status and other transfer issues.

**STUDENTS WITH DISABILITIES:** Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc) who needs to arrange reasonable accommodations must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office.

Students who are requesting special testing accommodations must first contact the appropriate (most convenient) DSS office for assistance:

Disability Support Services Offices:

System: 713.718.5165

Central: 713.718.6164 – also for Deaf and Hard of Hearing Services and Students Outside of the HCC District service areas.

Northwest: 713.718.5422

Northeast: 713.718.8420

Southeast: 713.718.7218

Southwest: 713.718.7909

After student accommodation letters have been approved by the DSS office and submitted to DE Counseling for processing, students will receive an email confirmation informing them of the Instructional Support Specialist assigned to their professor.

**NOTICE FOR STUDENTS OUTSIDE OF HCC SERVICE AREA:** Students who live or work outside the HCC service area and cannot take paper exams at one of our HCC testing locations **MUST** make arrangements for a proctor. A request must be submitted to the instructor and approved **prior to Day of Record**. Please see the DE Student Services Additional Resources webpage for more information on how to obtain a proctor.

**VIRTUAL CLASSROOM CONDUCT:** As with on-campus classes, all students in HCC Distance Education courses are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with faculty and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or being removed from the class.

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.”

# Assignments

You have two weeks to complete each assignment. Every week a new assignment is given and the previous weeks assignment is due at the end of that next week. For example, Lesson One's Assignments are due at the end of the second week of class; Lesson Two's assignments are due at the end of Week Three, etc. The due dates are posted on the calendar on the class Web site and in your personal Grade Book.

Most assignments consist of three parts: Creating a Web Page and posting a summary of your experience; Creating the Web page on the class discussion board under the correct lesson folder and Completing the Review Quiz for that assignment. The assignments may be completed at home or in a lab. The student should backup each assignment. When you send an email with the URL for your lesson, you will receive a confirmation email that is date stamped. Please save this email as proof that you have submitted the assignment. Please do not reply or include questions or comments to this email address. This address is used for **assignment submissions only** and any other messages are not read in a timely manner. If you have a question regarding policies or assignments, it should be posted in the Discussion Board Folder. It is very important that projects be submitted on time. See the "submitting Late Assignments" section of this syllabus for details on the late policy. **No make-up tests or extended deadlines will be given unless special arrangements have been made with the instructor in advance.**

Assignments must be done using a simple word processor. WYSIWYG (What you see is what you get) programs such as Dreamweaver or FrontPage will be considered cheating and will be dealt with under the appropriate regulations. If you are ill or have an emergency at any time, please contact your instructor and request in writing with documentation that special arrangements be made. However, there is no guarantee that you will be allowed to make up work.

All assignments must be correctly labeled to receive credit. **Please follow the instructions on file naming EXACTLY as specified in the instructions.** Please submit each assignment as a separate email. Remember, file names should never have spaces!

One of the goals of this class is to develop the student's problem solving skills. For that reason you should make every effort to solve your problem on your own before involving the instructor. To that end, here are the steps you need to follow when you have a problem:

1. Reread the instructions. Many times the answer is already in front of you. If you can't solve the problem, take a break and then come back and reread the instructions.
2. If step 1 does not solve the problem. Post your problem to the class discussion board. There may be others who have solved the same problem. The instructor monitors the discussion board and will also provide solutions.
3. If step 2 does not result in a solution, then you can pay a visit to the Digital Communication Department Open Labs at West Loop and ask for assistance from a lab assistant. Remember the lab assistants are there to help, not to do the project for you. They may ask you if you have followed the first two steps in the problem solving process before assisting you.
4. If the first three steps do not solve your problem, then you should set up an appointment with the instructor. You can make appointments by emailing the instructor. It is a good idea to make an appointment at least two days in advance.

Remember, the object in setting up this process is not to avoid meeting with students, but to develop your problem solving skills. If you have a personal problem or a problem that is unique to you, you can certainly skip the first three steps and speak directly with me either in person or by email.

Again, the assignment mailbox address is for **ASSIGNMENTS ONLY**. I do not check this address except to grade assignments and may not receive your question if you include it with an assignment or post it in the assignment folder on the discussion board. All questions should be posted to the Questions and Comments folder on the discussion board. By doing this, students are also able to share the answers to their questions and help each other,

Please follow the problem solving process and do not automatically email me before you have gone through the process above. If you do, it may delay your receiving an answer, as I prioritize my email sent to my HCC address and those who have followed the problem solving process receive first call on my time.

## Attendance

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)." I have expanded that exemption to 20%. **Any Web class student who misses submitting an assignment for more than two consecutive weeks in the semester may be withdrawn from the course no matter what the reason for missing.** The student is responsible for keeping track of his or her assignments. If you have a problem with keeping up please discuss the problem **IMMEDIATELY** with the instructor. Don't wait until it has become an insurmountable problem. One of the disadvantages of an on-line class is that you have to provide your own discipline. I would suggest that you set aside a period of two or three hours at a specific time each week to work on this class. **Assignment weeks run from 12:01 a.m. on Monday through 11:59 p.m. on Sunday.** It is easy to "put off" working on an on-line class, since you will not have to face the instructor or your fellow students. Please do not do so. You will find that, if you get behind it is even harder to catch up in an on-line class

**You are required to attend one on-site meeting for your final exam on Saturday, December 12, from 9:00 a.m. till Noon at the West Loop Campus. Please mark this date on your calendar now, since attendance is mandatory. No make up will be available unless the request for make-up is submitted in writing with the instructor before the day of record Friday, September 4, 2009 and the instructor approves the reason for the request. In those cases, the student will be responsible for obtaining a proctor that meets the requirements of the Distance Education Department.**

## Submitting Late Assignments

One of the most important requirements for Web designers is dependability. When you are working with a customer it is important that you meet the specified deadline. For this reason, this class also emphasizes the importance of turning in your work as scheduled. We understand that there are times when "bad things happen to good people" but it is important that you plan for possible problems. If you wait until the last minute to complete an assignment, I can almost promise you that something will happen that you did not think would happen. Not only should you have a "plan B" in case of problems, but also, you should anticipate that you might have to use it.

However, please keep in mind that it is better to complete an assignment late than not to complete it at all. If you turn in an assignment late, there will be points deducted from the assignment because it is late, however, you will still receive some points instead of no points which is what you will get if you don't submit the assignment.

You may submit late assignments, however, 25 percent will be deducted from your score for assignments that are up to one week past due; 50 percent will be deducted for assignments that are two weeks past due and 75 percent will be deducted for assignments that are three weeks past the due date. **No credit will be given for assignments that are turned in more than four weeks past the due date.**

Remember, that this policy is in place regardless of the reason for the late assignment. The only exceptions to this policy are extreme family crisis or severe illness or accident that continues for more than one week. If you think that this might apply in your case you must submit a request to the instructor in writing with documentation supporting your request. All decisions are at the discretion of the instructor. This exception will not apply to short-term illness, computer problems or any other delays that could have been considered and planned for as discussed above. Remember that part of your grade is based on your ability to solve the day-to-day problems that we all face. It would not be fair to the students who have had to solve these problems, to allow other students to ignore the deadlines.

## Grading

Your grades will be based on completion of the assignments in a timely manner, posts to the discussion board, quizzes and an on-site final. The projects for each lesson assignment must be completed to the satisfaction of the instructor. If they are not, then you will have an opportunity to repost as long as your original assignment was sent within the time allotted for that assignment. Corrections must be made within two weeks of notification. Date of posting will be determined by the confirmation email that you receive when you send an assignment to the assignment email address. In the case of assignments that require you to post information to the Discussion Board, **you must post at least 100 words to receive credit unless the assignment specifies a different requirement.** (That is a little larger than the size of this paragraph.) If you correctly complete the assignment, you will receive the full credit available.

### Grade Percentiles

Orientation and Review Quizzes (1 @ 20 points and 10 @ 10 points)	120 points
Weekly Lesson Postings (1 @ 30 points and 10 @ 25 points)	280 points.
Discussion Board Postings (10 @ 10 points each)	100 points
Quizzes (3 @ 50 points)	150 points
Final Exam	350 points
TOTAL	1000 points

At the end of most units there will be a review quiz that serves to highlight the important points of that lesson. You should not go on to the next lesson until you have completed the review with an 80 percent correct score. (You may repeat the quiz as many times as needed to get 80 percent.)

There may also be additional extra credit projects that can improve your grade.

A=900-1000; B=800-899; C=700-799; D=600-699; F=0-599

You can obtain information regarding your grade at any time by going to your personal grade sheet on the web at: <http://www.mygradebook.com> and selecting single class. Your class word is **IMED1316Fall09** (It is case sensitive) and your password is the last four digits of your HCC student ID number. This is a secure site. Do not share your password with others. It is your responsibility to check your email, grade sheet and the discussion board for instructor responses on a weekly basis. You can also access the grade sheet from the class web site, and email notices may be sent with a direct link to your grade sheet when new grades are posted. We will not be using the Blackboard Grade Book.

## Important Dates to Remember

August 15-21	Complete On-line Orientation at Distance Education Web site.
August 22	Class Begins.
September 4	Official Date of Record. (Students will be withdrawn who have not participated in class.)
September 7	Labor Day (All HCC Campuses are closed.)
November 12	Last Day for Administrative/Student Withdrawals-4:30 p.m.
November 26-28	Thanksgiving Holiday (All HCC Campuses are closed.)
December 6	Last Day of Class.
December 12	On-site Final and Hands-on Exam, 9:00 till 12:00 at West Loop

## PROPOSED SCHEDULE OF TOPICS

**This schedule is a guideline only** and may be altered at any time at the instructor's discretion. You must have completed the On-Line Student Information form on the DE On-line Orientation Page. **You cannot begin the class until this information has been provided to the instructor.**

### Lesson One: Intro to Class and Overview.

**Topics:** Introductions on Discussion Board  
Course requirements and grading  
What is HTML?  
What is XHTML?  
What is CSS?  
FTP and applying for Web space on the Student Server  
Creating your Index.html Page  
Uploading files

**Reading Assignment:** Text Book Chapters 1 and 2, Pages 1 through 20.

**Exercise 1A: (25 points):** Create your index.html page for your semester assignments.

**Exercise 1B: (15 points):** Write at least a **200-word** essay (I will count the words) about you and what you expect to learn in this class. Include background information on yourself, and your life, any experience you may have had in Web design and other experiences in your life (jobs, family, education, etc. that you think would be interesting to your fellow students) **Spell and grammar check**, and post to the class discussion board in the folder named Exercise 1, with the subject: YourLastName Exercise 01 (Example: Schuh Exercise 01) **Please note: because of the file structure of the discussion board it is absolutely essential that you follow the EXACT instructions in posting these assignments including the topic wording.**

**Exercise 1C: (15 points):** Read your fellow students essays and reply to at least three of them.

### Lesson Two: HTML Kick-start.

**Topics:** Elements of a HTML page  
HTML Structure Module  
Editing an HTML Document

**Reading Assignment:** Text Book Chapter 3, Pages 21 through 32.

**Exercise 2A: (25 Points)** Do Exercise 2.10. Post your thoughts to the Lesson 2A folder on the Discussion Board.

**Exercise 2B: (25 Points)** Do Exercise 3.11. Create your first page on your project and include the meta tags and other information called for in lesson 3.11. Email the URL to the Assignment Email Address.

**Exercise 2C: (10 Points)** Post the information that you have included on your first page along with your thoughts about this part of the project in the folder for Exercise 2C.

## Lesson Three: CSS Kick-start

**Topics:** Style Rules  
Cascading Order  
Inline and External Styles  
Classes

**Reading Assignment:** Text Book Chapter 4, Pages 33 through 54.

**Exercise 3A: (25 Points)** Do Exercise 4.14 and upload it to your DigiCom Web site follow the instructions and create the page using the code as described in the exercise. When you have completed the page and uploaded it to your Web site, create a link to it from Lesson Three in the Index.html template that you set up in the previous lesson and then email the instructor at the assignment email: [imed1316@classes-on-line.net](mailto:imed1316@classes-on-line.net). Make the subject of your email: YourLastName Exercise 3A (Example: Schuh Exercise 3A) and include in the message the URL of your index.html page. Before you send the message, please check your page to make certain that the link works.

**Exercise 3B: (10 Points)** Post your experience to the Discussion Board in the Lesson 3B Folder.

## Lesson Four: Text Formatting and Applying Styles to Text.

**Topics:** Line Breaks and Paragraphs  
Size, color and quote tags  
Style and other text formatting tags

**Reading Assignment:** Text Book Chapter 5 and 6, Pages 55 through 88.

**Exercise 4A: (15 Points)** Do Exercise 5.23 and upload it to your DigiCom Web site follow the instructions and create the page using the code as described in the exercise. When you have completed the page and uploaded it to your Web site, create a link to it from Lesson 4A in the Index.html template that you set up in the previous lesson and then email the instructor at the assignment email: [imed1316@classes-on-line.net](mailto:imed1316@classes-on-line.net). Make the subject of your email: YourLastName Exercise 4-A (Example: Schuh Exercise 4A) and include in the message the URL of your index.html page. Before you send the message, please check your page to make certain that the link works.

**Exercise 4B: (10 Points)** Do Exercise 6.17 and upload it to your DigiCom Web site follow the instructions and create the page using the code as described in the exercise. When you have completed the page and uploaded it to your Web site, create a link to it from Lesson 4B in the Index.html template that you set up in a previous lesson and then email the instructor at the assignment email: [imed1316@classes-on-line.net](mailto:imed1316@classes-on-line.net). Make the subject of your email: YourLastName Exercise 4B (Example: Schuh Exercise 4B) and include in the message the URL of your index.html page. Before you send the message, please check your page to make certain that the link works.

**Exercise 4C: (10 Points)** Post your experience in to the Discussion Board in the Lesson 4C Folder.

**Take Quiz One:** After you complete Lesson Four, it is now time for you to take Quiz One on the first four lessons. You will have one week from the time that lesson four is due to complete this on-line quiz. If you do not complete it by the due date, you will receive a zero for the quiz.

## Lesson Five: Applying Styles to Other Elements

**Topics:** The Box Model  
Adding Padding, Borders and Margins  
Width and Height  
Positioning  
Stacking and Hiding Elements

**Reading Assignment:** Text Book Chapter 7, Pages 89 through 112.

**Exercise 5A: (25 Points)** Do Exercise 7.13 and upload it to your DigiCom Web site follow the instructions and create the page using the code as described in the exercise. When you have completed the page and uploaded it to your Web site, create a link to it from Lesson Five in the Index.html template that you set up in the previous lesson and then email the instructor at the assignment email: [imed1316@classes-on-line.net](mailto:imed1316@classes-on-line.net). Make the subject of your email: YourLastName Exercise 5A (Example: Schuh Exercise 5A) and include in the message the URL of your index.html page. Before you send the message, please check your page to make certain that the link works.

**Exercise 5B: (10 Points)** Post your experience in creating this page to the Discussion Board in the Lesson 5B Folder.

## Lesson Six: Color, Backgrounds and Images.

**Topics:** Colors  
Choosing an Image Format  
Image Sizes  
Server Paths  
Centering Images  
Images as Thumbnails  
Editing Images

**Reading Assignment:** Text Book Chapter 8, Pages 113 through 148.

**Exercise 6A: (25 Points)** Do Exercise 8.18 and upload it to your DigiCom Web site follow the instructions and create the page using the code as described in the exercise. When you have completed the page and uploaded it to your Web site, create a link to it from Lesson Six in the Index.html template that you set up in the previous lesson and then email the instructor at the assignment email: [imed1316@classes-on-line.net](mailto:imed1316@classes-on-line.net). Make the subject of your email: YourLastName Exercise 6A (Example: Schuh Exercise 6A) and include in the message the URL of your index.html page. Before you send the message, please check your page to make certain that the link works.

**Exercise 6B: (10 Points)** Post your experience in creating this page to the Discussion Board in the Lesson 6 Folder.

## Lesson Seven: Links and Multimedia

**Topics:** Understanding Web Addresses  
Relative and Absolute Web Paths

Text Links and Named Anchors  
Email Links  
Image Maps  
Linking to Other File Types  
Adding Audio and Video Links

**Reading Assignment:** Text Book Chapter 9, Pages 149 through 178.

**Exercise 7A: (25 Points)** Do Exercise 9.29 and upload it to your DigiCom Web site follow the instructions and create the page using the code as described in the exercise. When you have completed the page and uploaded it to your Web site, create a link to it from Lesson Seven in the Index.html template that you set up in the previous lesson and then email the instructor at the assignment email: [imed1316@classes-on-line.net](mailto:imed1316@classes-on-line.net). Make the subject of your email: YourLastName Exercise 7A (Example: Schuh Exercise 7A) and include in the message the URL of your index.html page. Before you send the message, please check your page to make certain that the link works.

**Exercise 7B: (10 Points)** Post your experience to the Discussion Board in the Lesson 7B Folder.

## Lesson 8: Creating Lists

**Topics:** Ordered Lists  
Unordered Lists  
Image Bullets  
Definition Lists

**Reading Assignment:** Text Book Chapter 10, Pages 179 through 192.

**Exercise 8A: (25 Points)** Do Exercise 10.8 and upload it to your DigiCom Web site follow the instructions and create the page using the code as described in the exercise. When you have completed the page and uploaded it to your Web site, create a link to it from Lesson Eight in the Index.html template that you set up in the previous lesson and then email the instructor at the assignment email: [imed1316@classes-on-line.net](mailto:imed1316@classes-on-line.net). Make the subject of your email: YourLastName Exercise 8A (Example: Schuh Exercise 8A) and include in the message the URL of your index.html page. Before you send the message, please check your page to make certain that the link works.

**Exercise 8B: (10 Points)** Post your experience in creating this page to the Discussion Board in the Lesson 8B Folder.

**Take Quiz Two: After you complete Lesson Eight, it is now time for you to take Quiz Two on lessons Five through Eight. You will have one week from the time that lesson Eight is due to complete this on-line quiz. If you do not complete it by the due date, you will receive a zero for the quiz.**

## Lesson 9: Tables

**Topics:** Basic Table Structure  
Sizing and Alignment  
Creating Rows and Columns  
Cell Padding and Spacing

Borders  
Adding Text To Banners and Buttons  
Framing Pictures

**Reading Assignment:** Text Book Chapter 11, Pages 193 through 222.

**Exercise 9A: (25 Points)** Do Exercise 11.17 and upload it to your DigiCom Web site follow the instructions and create the page using the code as described in the exercise. When you have completed the page and uploaded it to your Web site, create a link to it from Lesson Nine in the Index.html template that you set up in the previous lesson and then email the instructor at the assignment email: [imed1316@classes-on-line.net](mailto:imed1316@classes-on-line.net). Make the subject of your email: YourLastName Exercise 9A (Example: Schuh Exercise 9A) and include in the message the URL of your index.html page. Before you send the message, please check your page to make certain that the link works.

**Exercise 9B: (10 Points)** Post your experience in creating this page to the Discussion Board in the Lesson 9B Folder.

## Lesson 10: Frames and Search Engines

**Topics:** Considerations When Using Frames  
Frame Navigation  
Formatting Frames  
Alternatives to Frames

**Reading Assignment:** Text Book Chapter 12, Pages 223 through 238.

**Exercise 10A: (25 Points)** Do Exercise 12.15 and upload it to your DigiCom Web site follow the instructions and create the page using the code as described in the exercise. When you have completed the page and uploaded it to your Web site, create a link to it from Lesson Ten in the Index.html template that you set up in the previous lesson and then email the instructor at the assignment email: [imed1316@classes-on-line.net](mailto:imed1316@classes-on-line.net). Make the subject of your email: YourLastName Exercise 10A (Example: Schuh Exercise 10A) and include in the message the URL of your index.html page. Before you send the message, please check your page to make certain that the link works.

**Exercise 10B: (10 Points)** Post your experience in creating this page to the Discussion Board in the Lesson 10B Folder.

**Exercise 10C: (15 Points Extra Credit)** Use one of the Yellow Pages search directories to find a company that delivers balloon greetings in Chicago, Illinois, or Los Angeles, California. Then e-mail me with the name and address of the company and their Web site at [imed1316@classes-on-line.net](mailto:imed1316@classes-on-line.net) Use as the subject line: YourLastName Project 10C.

## Lesson 11: Forms

**Topics:** Form and Function  
Designing Forms  
Graphical Buttons  
Drop Down List Boxes  
Hidden Fields

**Reading Assignment:** Text Book Chapter 13, Pages 239 through 264.

**Exercise 11A: (30 Points)** Do Exercise 13.17 and upload it to your DigiCom Web site follow the instructions and create the page using the code as described in the exercise. When you have completed the page and uploaded it to your Web site, create a link to it from Lesson Eleven in the Index.html template that you set up in the previous lesson and then email the instructor at the assignment email: [imed1316@classes-on-line.net](mailto:imed1316@classes-on-line.net). Make the subject of your email: YourLastName Exercise 11A (Example: Schuh Exercise 11A) and include in the message the URL of your index.html page. Before you send the message, please check your page to make certain that the link works.

**Exercise 11B: (10 Points)** Post your experience in creating this page to the Discussion Board in the Lesson 11 Folder.

## Lesson 12: Creating XHTML

**Topics:** Differences Between HTML and XHTML  
Creating an XHTML Page  
Style Sheet Problems

**Reading Assignment:** Text Book Chapter 14, Pages 265 through 280.

**Exercise 12A: (25 Points)** Do Exercise 14.6 and upload it to your DigiCom Web site follow the instructions and create the page using the code as described in the exercise. When you have completed the page and uploaded it to your Web site, create a link to it from Lesson Twelve in the Index.html template that you set up in the previous lesson and then email the instructor at the assignment email: [imed1316@classes-on-line.net](mailto:imed1316@classes-on-line.net). Make the subject of your email: YourLastName Exercise 12A (Example: Schuh Exercise 12A) and include in the message the URL of your index.html page. Before you send the message, please check your page to make certain that the link works.

**Exercise 12B: (10 Points)** Post your experience in creating this page to the Discussion Board in the Lesson 12B Folder.

**Take Quiz Three:** After you complete Lesson Twelve, it is now time for you to take Quiz Three on lessons Nine through Twelve. You will have one week from the time that lesson Twelve is due to complete this on-line quiz. If you do not complete it by the due date, you will receive a zero for the quiz.

## Lesson 13: Good Design and Publishing Your Web Sites (Extra Credit)

Topics: Content Rules  
Site Planning  
Usability Testing  
Site Consistency  
Accessibility  
Obtaining a Domain Name  
Search Engines  
Selecting a Host

**Reading Assignment:** Text Book Chapters 15 and 16, Pages 281 through 365.

**Exercise 13A: (15 Points Extra Credit)** Follow the instructions in Exercise 15.14 and make improvements in your Web site. You may wish to use this Web site as a part of your portfolio of work for getting an internship or job later on, so it would be to your advantage to dress it up as much as possible. When you have completed your improvements please email a list of the changes you have made to the instructor at [imed1316@classes-on-line.net](mailto:imed1316@classes-on-line.net) with the subject YourLastName Exercise 13A (Example: Schuh Exercise 13A) and include in the message the URL of your index.html page. Before you send the message, please check your page to make certain that the link works.

**Exercise 13B: (5 Points Extra Credit)** Post your experience in creating this page to the Discussion Board in the Lesson 13B Folder.

## Lesson 14: Other Technologies (Extra Credit)

Topics: JavaScript, Java, DHTML  
Flash, RSS, XML  
Perl  
PHP, ASP JSP or ColdFusion  
Data Bases

**Reading Assignment:** Text Book Chapter 17, Pages 367 through 386.

**Exercise 14A: (15 Points Extra Credit)** Create a Web page with a short explanation of each of the above subjects and include a link to a page that is a good example of that kind of Web page. When you have completed the page and uploaded it to your Web site, create a link to it from Lesson Fourteen in the Index.html template that you set up in the previous lesson and then email the instructor at the assignment email: [imed1316@classes-on-line.net](mailto:imed1316@classes-on-line.net). Make the subject of your email: YourLastName Exercise 14A (Example: Schuh Exercise 14A) and include in the message the URL of your index.html page. Before you send the message, please check your page to make certain that the link works.

**Exercise 14B: (5 Points Extra Credit)** Post your experience in creating this page to the Discussion Board in the Lesson 14B Folder.

## Lesson 15: Bonus Stuff for fun (Extra Credit)

**Topics:** Netiquette  
Email Hoaxes  
Installing CGI Scripts  
Server Side Includes  
Maintain a Save File

**Reading Assignment:** Text Book Chapter 18, Pages 387 through 412.

**Exercise 15A: (5 Points Extra Credit)** Post your experience in creating this page to the Discussion Board in the Lesson 15A Folder.

## On-site Final Exam

The final will be an on-site exam at the West Loop Campus on Saturday, December 12. It is important that you mark your calendar now for that date, as there will be no make-up exam.

The exam will be part written and part hands-on. You may take the exam between the hours of 9:00 a.m. and 12:00 noon. No one will be admitted to the exam after 9:15, so please be prompt.

The written part will be closed book, and cover the entire semester's lessons. You may, however, use any reference materials that you bring for the hands-on portion.

In order to log in for the exam you will need to know your HCC Student ID Number (the "W" Number)

You will be required to FTP your hands-on portion to your DigiCom1 Web site, so be certain to bring your password information to access that site.

The exam will end promptly at noon, so the earlier you arrive, the longer you will have to work.

## Contacting the Instructor

### By Email:

The instructor's email is listed at the beginning of this syllabus. If you have questions of a personal nature, please feel free to contact him at this address. However, please do not send questions about class assignments, policies, etc. to this address. **All questions of this type should be posted on the class discussion board in the Questions and Discussion Folder.** By doing this, you will enable other students in the class to share in the answers.

**Please do not use the assignment drop box email address or the Discussion Board Assignment Folders to post questions.** These are not viewed until after the grading period has passed, and **you will not receive a prompt answer to anything that is posted there.**

It is important that you understand proper email netiquette. **Do Not** use the reply to feature of your email to email me from messages sent to the entire class unless you change the topic line to reflect your reply. I archived all correspondence and it is impossible for me to find your email message if I receive 20 emails with the same topic name.

**When you email me please include in the topic both your last name and the class CRN number.** I have several classes and some of them have more than one person with the same name. This makes it very difficult for me to determine who is contacting me when I receive an email from [imadodo@yahoo.com](mailto:imadodo@yahoo.com) with no other name.

Example of email subject: **Schuh CRN 76694 Can I have another copy?**

### By telephone:

You can call my office number, but expect a delay in a returned call. I am only in my office for a few hours twice a week, so it might be as long as five days before your call is returned. In case of an emergency, you can call the Digital Communication Office at West Loop at 713-718-7895 and ask them to contact me.

### By mail:

My mailing address is: Lloyd Schuh; Houston Community College, Digital Communication Department; 5601 West Loop South; Suite 135, MC 1587; Houston, TX 77081.

### On Campus:

You can also leave material for me in my box in the Digital Communication Office at the West Loop Campus.