

Course Title: Web Principles: HTML/Expression Web
Course Number: 103-192
Credits: 3
Dates: 1/17/2012 – 5/15/2012
Class Hours: 6:00pm – 9:30pm (Tuesday)
Room: SP 104
Instructor: Dave Colby
Office Hours: by appointment
Office E-Mail: dave.colby@mstc.edu
Web Site: <http://instructor.mstc.edu/dcolby/>

Course Description:

This course serves two main purposes:

- (1) Introduces the student to the Internet, including search techniques & email; and
- (2) Introduces the student to basic web design, including basic HTML tags and Expression Web.

Students will create and maintain a personal web page, with applications for business web sites.

Prerequisite: Microcomputer Operations (103-102) or equivalent skill

Course Competencies:

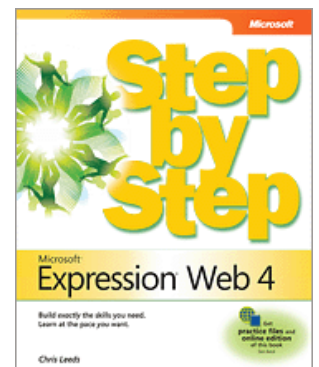
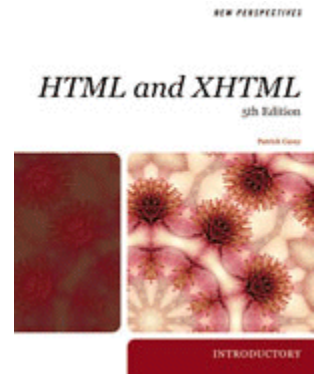
1. Understand the History of the Internet
2. Use E-Mail
3. Navigate the Web using Internet Explorer
4. Use Basic Search Techniques
5. Use Advanced Search Techniques
6. Practice principles of good web design
7. Use Basic HTML Codes
8. Create a web site using Microsoft Expression Web

Course Materials:

- New Perspectives HTML and XHTML, Introductory, 5th Edition, Patrick Carey, ISBN 9781423925453
- Microsoft Expression Web 4 Step by Step, Chris Leeds, ISBN 9780735639027
- USB Storage Drive (for archive purposes)

Student Assignments:

- Complete reading assignment
- Participate in lecture/discussion sessions
- Participate in group discussions
- Complete group and individual projects
- Complete written assignments
- Complete exams



Grading:

Course grades will be determined by proficiency in fulfilling the course competencies and based on:

- 60% Weekly Assessments* (300 points)
- 20% Mid-Term Exam/Project (100 points)
- 20% Final Exam/Project (100 points)

*Weekly Assessment includes assignments, quizzes, activities, participation, and instructor appraisal of your general performance including MSTC Core Abilities.

Final grades will be calculated as a percentage of the total possible points. Points may be earned from exam/projects, weekly assessments, and levels of participation. A letter grade will be based on the following overall percentages:

Percentages	MSTC Scale
94% - 100%	A
90% - 93%	A-
87% - 89%	B+
83% - 86%	B
80% - 82%	B-
77% - 79%	C+
73% - 76%	C
70% - 72%	C-
60% - 69%	D
Below 60%	F

TOTAL POINTS EARNED/TOTAL POSSIBLE POINTS (e.g., 465/500= 93%)

Note: This course may be a prerequisite for other courses at MSTC. MSTC policy (see the handbook) states you must earn at least a C in a prerequisite course to enroll in the subsequent courses.

Late Assignments or Exam/Missed Activities/Late Assessments:

- Late assignments will result in 50% loss of credit. Late assessment or exam (if accepted) will result in a 20% loss of total points. Missed class activities will result in loss of credit
- You are responsible for all assigned material. (The normal rule for the amount of outside class time to be spent is 2-3 hours per hour of class.)

General Course Policies/Expectations:

Attendance: Class attendance is considered essential to the learning process. Therefore, regular attendance is expected of all students. As an adult learner, you are responsible for your own learning. You will be held accountable for all assigned activities. The form and content of your participation will determine the level of achievement, satisfaction, and enjoyment you experience in this course. Your classmates are counting on you to contribute to the success of this class by meeting deadlines for completing assignments and communicating with your instructor and classmates.

Attendance will be taken for record keeping purposes. You are responsible to attend class sessions and complete assigned work. If you are unable to attend a class session you should try to make arrangements before your absence to make up missed assignments. You will need to communicate with fellow students for missed lecture notes/handouts.

If you choose not to complete the class it is your responsibility to officially withdraw from the class. Not doing so will result in a failing grade for this course.

Classroom Structure:

Computer Lab classes will be separated into Lab/Group Sessions and Lecture/Discussion Sessions. During Lab/Group Sessions you will use the computer as necessary. *During Lecture/Discussion Sessions the computer will not be used and all programs will be minimized, with no keyboard or mouse activity.*

Laptops, Cell Phones, and Other Electronic Devices:

Students are expected to ensure that laptops, cell phones, MP3 players, and other electronic devices do not distract other students and/or the instructor. If you choose to use electronics in class for activity not related to the class material, you may be asked to stop based upon the discretion of the instructor.

E-mail:

Due to federal law, specifically the Family Educational Rights and Privacy Act (FERPA), we will communicate via your MSTC email account ONLY. Therefore, it is your immediate responsibility to learn how to use and access your MSTC email. For information regarding your MSTC email go to: <http://mstc.edu/email/>

Class Conduct:

- Respect the diversity of people, cultures, opinions, and viewpoints
- Be respectful of others – avoid talking in class or creating other disruptions
- Arrive on time and be prepared to discuss the material that will be covered
- Attend the duration of class and participate in class - avoid working on other materials

Course Outline:

1. History of the Internet and Communication Technology
2. Navigating the Web using a Browser Software & Email
3. Basic and Advanced Search Techniques
4. Principles of Web Design
 - a. Web Page Design Considerations
5. HTML and Personal Site Construction
 - a. Developing a Basic Web Page using HTML
 - b. Formatting Web Pages using HTML
 - c. Developing a Basic Web Site using HTML
 - d. Creating a Web Page with Tables using HTML
 - e. Including active content in Web Pages
6. Expression Web and Business Web Site Construction
 - a. Creating a Web Site Using Expression Web
 - b. Managing Web Sites Using Expression Web
 - c. Creating a Web Page with Tables using Expression Web

MSTC ADA Statement (Students with Disabilities Procedures)

It is the policy of MSTC to comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Individuals with disabilities are provided with reasonable and effective accommodations, when requested, to afford equal access to educational opportunities at MSTC.

If you know you have a recognized disability, or suspect that you might have one, it is your responsibility to identify yourself as soon as possible to the *MSTC Disabilities Services Coordinator* in Student Services at (715) 422-5452. Course standards will not be lowered, but various kinds of accommodations are available to you. Adequate and reasonable time will be required to develop and provide appropriate accommodations so contact Disability Services as soon as possible. It is MSTC's goal to assist you in your education plan.

Student Support Services: To access information about MSTC's Student Support Services, click on the "MSTC Resources" tab at the top of the screen in MSTC's online learning management system. You can also access information at this website address: <http://www.mstc.edu/students/support.htm>

MSTC Information Technology Resources: Acceptable Use Policy/Agreement

Each person that uses MSTC information technology resources including MSTC's computers, computer network, web-accessible e-mail, and online learning management system are required to abide by the terms of **MSTC's Acceptable Use Policy:** <http://www.mstc.edu/students/policiesusage.htm>

The college reserves the right, without notice, to limit or restrict access and to inspect, remove or otherwise alter any data, file or system resource that may undermine the authorized use of any MSTC information technology resources. Violations of MSTC's Acceptable Use Policy are subject to disciplinary action which may include expulsion from this class and the college.

MSTC Academic Integrity Policy

The MSTC Board, administration, faculty, and staff believe that academic honesty and integrity are fundamental to the mission of higher education. All students are expected to maintain and promote the highest standards of personal honesty and professional integrity. These standards apply to all examinations, assigned work, and projects. Therefore, a student who is found to have been dishonest, fraudulent, or deceptive in the completion of work or willing to help others to be so or who is found to have plagiarized (presented the work of others as his or her own) is subject to disciplinary action up to and including suspension.

MSTC Core Abilities

In addition to specific job-related training, MSTC has identified a set of core abilities which are transferable and go beyond the content of a specific course. The college supports the following skills for all graduates of MSTC:

1. Act with integrity
2. Communicate effectively
3. Demonstrate effective critical and creative thinking
4. Demonstrate global social awareness

Acknowledgement: [Your Name] has read this syllabus and saved a copy to my H: drive.

Initials: _____ **Date:** _____

**Web Principles: HTML/Expression Web
(Tentative Schedule)**

Week of	Material to Cover	Topic	Notes
1/17		Internet and Communication Technology Browser Software & Email Basic and Advanced Search Techniques	
1/24		Internet and Communication Technology Browser Software & Email Basic and Advanced Search Techniques	
1/31		Principles of Web Design/HTML	
2/7		HTML	
2/14		HTML	
2/21		HTML	
2/28		HTML	
3/6		HTML/Project	
3/13		Mid-Term Project	
3/20		SPRING BREAK – NO CLASSES!	
3/27		Expression Web	
4/3		Expression Web	
4/10		Expression Web	
4/17		Expression Web	
4/24		Expression Web	
5/1		Expression Web/Project	
5/8		Expression Web/Project	
5/15		Final Project	