NEOSHO COUNTY COMMUNITY COLLEGE
MASTER COURSE SYLLABUS

COURSE IDENTIFICATION

Course Code/Number: CSIS 117

Course Title: Introduction to Webpage Design

Division: [x] Applied Science (AS)   [ ] Liberal Arts (LA)   [ ] Workforce Development (WD)

[ ] Health Care (HC)   [ ] Lifetime Learning (LL)   [ ] Nursing   [ ] Developmental

Credit Hour(s):   One (1)

Effective Date: Fall 2013

Assessment Goal Per Outcome: 70%

COURSE DESCRIPTION

The purpose of Web Page Design is to provide instructions on creating and maintaining a web site for publishing on the Internet. Students will use a graphical tool to author pages that include text and graphics. An introduction into editing graphics for Web Pages will also be covered. Students will have hands-on experience through a laboratory approach in creating and maintaining a web page. This course is designed for students interested in Web design that may become responsible for designing a Web in his/her career field. Students will learn such Web preparation steps as defining the purpose; creating a Web structure; layout design with text, hyperlinks, images and tables and researching and gathering information. Other areas of focus will include design considerations as well as hyperlink and multimedia analysis. Additional applications such as Macromedia Flash and Fireworks may be utilized time permitting.

MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES

A familiarity with Microsoft Word and the Internet would be helpful; however, there is no pre/co-requisite.

TEXTS

The official list of textbooks and materials for this course is found on *my*Neosho.

http://www.neosho.edu/ProspectiveStudents/Registration/CourseSyllabi.aspx

GENERAL EDUCATION OUTCOMES

1. Practice Responsible Citizenship through:
   - identifying rights and responsibilities of citizenship,
   - identifying how human values and perceptions affect and are affected by social diversity,
   - identifying and interpreting artistic expression.
2. Live a healthy lifestyle (physical, intellectual, social) through:
   - listing factors associated with a healthy lifestyle and lifetime fitness,
   - identifying the importance of lifetime learning,
   - demonstrating self-discipline, respect for others, and the ability to work collaboratively as a team.
3. Communicate effectively through:
   - developing effective written communication skills,
   - developing effective oral communication and listening skills.
4. Think analytically through:
   - utilizing quantitative information in problem solving,
   - utilizing the principles of systematic inquiry,
   - utilizing various information resources including technology for research and data collection.

COURSE OUTCOMES/COMPETENCIES (as Required)

At the end of the course the student will be able to:

1) Prepare, Plan and Create a Web Site.

- Explain the different roles and talents necessary to build a Website.
- Build a relative file structure that is portable to different Web servers.
- Create a flowchart that depicts the structure of your information design.
- Create a sketch of a basic page layout design.

2) Plan the Site Navigation by using design principles.

- Describe common navigation principles.
- Create a navigation scheme that meet's user needs.
- Explain the creative uses of hyper-linking.
- Describe the uses of graphics for navigation and linking.

3) Demonstrate a clear knowledge of the web development tool and the features it offers.

- Identify the components of the application window.
- Describe views.
- Utilize the many features of the application Help
- Add buttons to the toolbar.
- Personalize menus.

4) Insert and edit Clipart and Imported graphics into a Web Page.

- Open an existing webpage
- Open an existing Web page into Page view
- Insert Clip Art images
- Insert images from file
- Crop an image
- Resize an image
- Resample an image
- Set transparent color to images
- Set alternative text to images
- Wrap text around an image
- Rotate an image
- Alter the brightness of an image
- Format an image to grayscale
- Wash out an image
- Add text to an image
- Insert and format AutoShape images
- Insert and format WordArt
- Create a Photo Gallery

5) Create and Customize Hyperlinks.

- Create a hypertext navigation bar
- Create an e-mail hyperlink with a built-in subject
- Remove hyperlinks
- Delete Web pages and files in Folders view
- Insert a hyperlink on an image
- Create an image navigation bar
- Create a FrontPage link bar
- Create rectangular and circular hotspot hyperlinks on an image
- Create Auto Thumbnail images
- Test hyperlinks in Page view
- Create external hyperlink associations in Navigation view
- Verify hyperlinks
- Alter hyperlink text color
- Enable rollover effects to remove hyperlink underlines.

6) Demonstrates knowledge on modifying and enhancing Web Pages.

- Insert existing files into a Web page
- Check the spelling of an entire Web
- Copy and paste text and images
- Use the Format Painter
- Find and Replace Text
- Insert horizontal rules

- Format line spacing
- Insert the date a time Web component
- Copy and paste images from the Web
- Paste images from the Office Clipboard

7) Create and manipulate tables and borders within a web page.

- Create A Simple Table Using The Insert Table Button
- Insert Rows
- Insert Columns
- Delete Rows
- Delete Columns
- Merge Cells
- Split Cells into Columns
- Split Cells into Rows
- Apply Borders To A Paragraph
- Format Border Style, Colors, And Width
- Apply Background Color Fills
- Apply And Format Background Pictures
- Apply A FrontPage Theme To A FrontPage Web
- Insert A Navigation Bar Based on The Navigation Structure

MINIMUM COURSE CONTENT

The following topics must be included in this course. Additional topics may also be included.

I.   Introductions of a web design tool and Web Design Principles.

II. Planning the site and the navigation for the site. Defining a topic and researching factual information to portray using the Internet and various search engines.

III. Explore a web design tool and identify the components of the application window.
- Utilize the many features of help.
- Add buttons to the toolbar and personalize menus.

IV. Plan and create an initial Web Page
- Create, name and rename Web pages in Folders view.
- Format the hierarchical site structure in Navigation view.
- Insert text and format accordingly.
- Preview and print you Web pages.

V.   Working with Graphics and Photo Galleries
- Insert Clip Art images and images from file.
- Crop, resize and resample an image.
- Set transparent color to images and wrap text around an image.

- Wash out an image and add an image to the background of a page.
- Insert and format AutoShape images.
- Create a personalized Photo Gallery.

VI. Creating and Customizing Hyperlinks
- Create a hypertext navigation bar.
- Remove hyperlinks and delete Web Pages and files in Folders view.
- Create an image navigation bar, and create a link bar.
- Test hyperlinks in Page view; create external hyperlink associations in Navigation view.
- Verify and alter hyperlinks text color.

VII. Modifying and Enhancing Web Pages
- Insert existing files into a Web page.
- Send a Web Page by e-mail.
- Insert horizontal rules, format line spacing.
- Apply and format numbering and bullets.
- Insert the date and time using a Web component.
- Working with Tables, Borders and Themes.
- Create a simple table using The Insert Table Button
- Create a Simple Table at the Insert Table Dialog Box
- Converting Text to a Table
- Insert rows, columns and cells
- Apply borders, backgrounds and page banners

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

INSTRUCTIONAL METHODS
1. Students will create a Web Page on a topic of their choice; outcomes will be demonstrated in a final project at the end of the class period.
2. Students will gain knowledge from demonstrations, presentations, lectures and hands-on tutorials. Students will also be introduced to three learning theories: cognitive, Behavioral and Constructive. Each learning theory will focus on the individual learning pattern.

STUDENTS METHOD OF EVALUATION
1. Students will complete 4 labs and a final presentation. Each lab and the final presentation will be worth 20% of their grade.

GRADING SCALE

The grading scale is as follows:

90% - A
80% - B
70% - C
60% - D
<60% - F

ASSESSMENT OF STUDENT GAIN

The purpose of assessing student learning at Neosho County Community College is to ensure the educational purposes of the institution are met and appropriate changes are made in program development and classroom instruction to allow for student success. The instructor(s) of this course will determine the methods of assessment most appropriate and complete an assessment report at the end of the course.

Assessment will be based on labs and the final as appropriate for each outcome.

Attendance Policy

1. NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment.

2. Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-eighth of the total course duration, (which equates to one hundred (100) minutes per credit hour in a face-to-face class) the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified. Please refer to the Student Handbook/Academic Policies for more information

3. Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

ACADEMIC INTEGRITY

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

ELECTRONIC DEVICE POLICY

Student cell phones and other personal electronic devices not being used for class activities must not be accessed during class times unless the instructor chooses to waive this policy.

NOTE

Information and statements in this document are subject to change at the discretion of NCCC. Students will be notified of changes and where to find the most current approved documents.

ACCOMMODATIONS

If you are a student with a disability who may need accommodation(s), in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, please notify the Dean of Student Services in the Student Services Office, Sanders Hall, 620-432-0304, on the Chanute Campus, or the Dean for the Ottawa and Online Campuses, 785-248-2798, on the Ottawa Campus as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

NON-DISCRIMINATION POLICY

The following link provides information related to the non-discrimination policy of NCCC, including persons with disabilities. Students are urged to review this policy.

http://www.neosho.edu/Departments/NonDiscrimination.aspx

SEXUAL MISCONDUCT POLICY (TITLE IX)

At NCCC, it is the responsibility of an instructor to help create a safe learning environment in the classroom, including both physical and virtual classrooms.   All instructors are considered mandatory reporters at NCCC, therefore any information regarding sexual misconduct that is shared by a student in one-on-one meetings with the instructor must be reported to appropriate personnel at the College. Instructors will keep the information private to the greatest extent possible, but it is not confidential. Generally, climate surveys, classroom writing assignments or discussions, human subjects research, or events such as Take Back the Night events do not provide notice that must be reported to the Coordinator by employees, unless the reporting party clearly indicates that they wish a report to be made.

The following link provides information related to the sexual misconduct policy of NCCC, including resources, reporting options, and student rights. Students are urged to review this policy.

http://www.neosho.edu/TitleIX.aspx

COURSE NOTES