

CIST 2510
Fall 2016 Syllabus/Lesson Plan

****Disclaimer Statements****

*****Instructor reserves the right to change the syllabus and/or lesson plan as necessary.*****

*****The official copy of the syllabus is located inside the student's online course shell or will be given to them during face to face class time the first day of the semester. The syllabus displayed in advance of the semester in a location other than the course you are enrolled in is for planning purposes only.*****

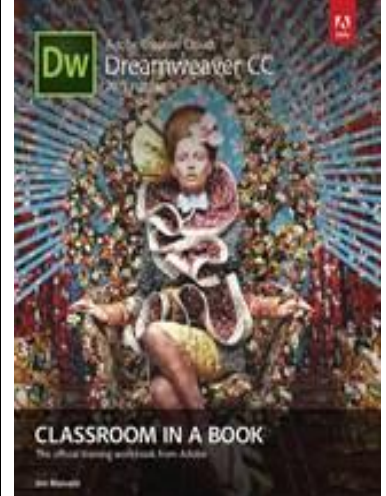


**CIST 2510
WEB TECHNOLOGIES
COURSE SYLLABUS
Lecture/Lab
Fall Semester 2016**

Semester: Fall 2016
Course Title: Web Technologies
Course Number: CIST 2510
Credit Hours/ Minutes: 3 / 3000
Class Location: Room 812 Gillis Building
Class Meets: 8:15-10:05 am, T/R
CRN: 20112

Instructor: John Taylor
Office Hours: 2-5 pm M-Th
Office Location: Room 810, Gillis Building
Email Address: jtaylor@southeasterntech.edu
Phone: 912-538-3116
Fax Number: 912-538-3106

REQUIRED TEXTS:

	<p>Adobe® Dreamweaver® CC 2015 Release: Classroom in a Book</p> <p>Jim Maivald</p> <p>ISBN-10: 0-13-430999-5 ISBN-13: 978-0-13-430999-6</p> <p>456 Pages © 2016 Published</p>
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REQUIRED SUPPLIES & SOFTWARE: Internet Access and Adobe Dreamweaver Creative Cloud Software required. (Both are available in Lab 812)

COURSE DESCRIPTION: In Web Technologies, students will investigate one or more software packages that help automate Web content creation. Students will explore and utilize various features of software packages such as CSS, multimedia incorporation, scripting technologies, form creation, search functionality, advanced image techniques and database connectivity.

MAJOR COURSE COMPETENCIES: Basic Web Page Development; Advanced Image Techniques, Audio and Video; Dynamic Web Page Development; Web 2.0 Technologies; Publish and Manage a Web Site

PREREQUISITES: Program Admission

COURSE OUTLINE:

1. Customizing Your Workspace
2. HTML Basics
3. CSS Basics
4. Web Design Basics
5. Creating a Page Layout
6. Working with a Web Framework
7. Designing for Mobile Devices
8. Working with Templates
9. Working with Text, Lists, and Tables
10. Working with Images
11. Working with Navigation
12. Adding Interactivity
13. Working with Web Animation and Video
14. Publishing to the Web

GENERAL EDUCATION CORE COMPETENCIES: STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS: Class attendance is a very important aspect of a student's success in this course. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is expected. Students are expected to complete all work required by the instructor. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

- **Students are expected to come prepared for each class meeting, focused and ready to learn.** This means that it is necessary to read the chapters and work outside of class in order to succeed in this course. A detailed lesson schedule has been provided at the end of this syllabus.
- **Students MUST wear their STC id; one free lanyard is provided in the student affairs division. Students may NOT enter the classroom without their student id visible. This is strictly enforced.**
- Students should complete all work shown on the attached tentative lesson schedule by the scheduled deadlines, unless otherwise notified of a change in deadline.
- Homework will be collected for a grade. **Homework assignments will not be graded after the due date; a zero will be assigned if homework is not submitted on or before the due date.**
- There may be graded in class activities planned in which you will not be able to participate if you are not prepared for that day's class.

- **Unannounced quizzes or in-class assignments are subject to be given every day. A grade of zero will be assigned for any quizzes or in class assignments missed. There will be no makeup of quizzes or in class assignments; a grade of zero will be assigned.**
- Please make every effort to be in class every day. However, if you are SICK and CONTAGIOUS, please do not come to class.
- Students are expected to complete all tests, labs, and other assignments on the dates specified on the attached lesson schedule.
- Instructor reserves the right to modify the tentative lesson schedule attached to this syllabus with notice.
- Students should subscribe to remind.com for reminder from the instructor via email or text. Instructions will be provided to students.
- Students are responsible for policies and procedures included in the STC Catalog and must acknowledge this by signing the acknowledgement provided on the first day of class.

ATTENDANCE GUIDELINES: Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students **will not** be withdrawn from class by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

SPECIAL NEEDS: Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, to coordinate reasonable accommodations.

SPECIFIC ABSENCES: Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY: Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with Helen Thomas, (912) 538-3126, hthomas@southeasterntech.edu.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

MAKEUP GUIDELINES: Students are required to take all tests/exams scheduled during the semester. Failure to take tests/exam(s) will result in a grade of zero for each. There will be no makeup of exams. If Internet or browser failure occurs, contact instructor immediately. A decision will be made at that time if the test/exam will be reset. Instructor reserves the right to deduct points from the scores for exceeding the scheduled time limit on the test/exam. **Note: If student notifies instructor about problems because of technical issues after the due date or on the last day of the semester, the student will NOT be allowed to make-up the assignment. No exceptions!** Assignments must be turned in on or before the assigned due date and may not be accepted late. ALL assignments are due according to the lesson plan. The due dates are posted beside each assignment on the lesson plan.

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states *All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline.* The policy can also be found in the *STC Catalog and Student Handbook*.

Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

--First Offense--

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

--Second Offense--

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

--Third Offense--

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

Your instructor is more than willing to assist you with any help you might need; it merely requires you to make the extra effort to come by for help during your instructor's office hours. This is your responsibility. Many times, computer professionals deal with private/personal information; in-class behaviors give some insight into a student's professional ethics in the workplace, or lack thereof. Cheating is never an option; dishonesty cannot and will not be tolerated. If you are involved in an academic dishonesty incident, expect a private conference with your instructor and the Dean of Business Technologies and Human Services.

STATEMENT OF NON-DISCRIMINATION

Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the [mySTC portal](#) or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

GRADING POLICY		GRADING SCALE		
Chapter Work	25%	A	Excellent	90-100
MidTerm Exam	25%	B	Good	80-89
Web Project	25%	C	Satisfactory	70-79
Final Exam	25%	D*	Poor	60-69
	<u>100%</u>	F*	Failing	0-59
		*Grade of D or below results in student repeating class		

TCSG GUARANTEE/WARRANTY STATEMENT:

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

Syllabus Addendum-

Please note the following classroom courtesies, which are designed to maximize the classroom experience for you and your classmates.

- Class begins promptly at the start time shown on your schedule.
 - Please make arrangements to be here on time.
 - Attendance is taken daily at the beginning of class.
 - The classroom door is locked as a safety precaution; therefore arriving late will be disruptive and inconsiderate to your instructor and your fellow classmates. Expect to wait if you arrive late and a lecture is in progress.
 - Failure to be present and accounted for at the beginning of class may result in missing an unannounced quiz, for which there are **NO MAKEUPS**.
- In an attempt to simulate a work environment, please notify your instructor if you are absent by emailing or leaving a voice message. To avoid telephone tag, please do not leave a message for your instructor to call you back. Leave a message with the information regarding your absence. You would call in to your workplace if you were going to be absent from your job; class is preparation for the workplace. See instructor contact information on the syllabus.
- **The classroom is a learning environment; enter the classroom quietly EVERY DAY. Conversations should take place in the student center or outside. You will be asked to leave if you disrupt the class; this includes sleeping.**
- **EVERY DAY**--Please turn your cell phone on silent when in the classroom. In emergencies, please go outside the building to make or receive a call. If your phone interrupts class by ringing or vibrating, you will be asked to leave class.
- Also, no texting is allowed during class; you will be asked to leave class. Texting during an exam, in particular, may result in an academic dishonesty policy violation being noted in your records.
- **No food or drinks are allowed in the classroom.** Bottled drinks may be kept in your book bag or on the floor. They should never be open or consumed in the classroom. Do **not** bring an open can or cup into the classroom. If you have a medical condition that requires a snack or drink, you should see Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.
- Please dress appropriately for class. You may be asked to leave if dressed inappropriately, and you will be counted absent. **Regardless of current fashion trends or the time you awoke for class, no hats, caps, scarves, etc. covering the head are allowed in the classroom. This refers to both ladies and gentlemen.**

**CIST 2510 – Web Technologies
FALL Semester 2016 Lesson Schedule (Fiscal Year 2017)**

You will be provided a live web domain (server) for this class. You will create a web site during this course and upload to your web server. After completing an assignment and testing the pages locally (local site), you will upload your work to your web domain (server). Once uploaded to the web domain, your web pages will be accessible to anyone thru the Internet. Instructor will grade your work by accessing your web pages thru the Internet, so your work has to be uploaded to the web server for you to receive a grade. Be sure you understand the “Publishing to the Web – Chapter 14 pp 418-439” assignment!

Date	Chap / Less	Content	Assignments & Tests Due	Competency Area
Week 1				
Tue Aug 16		Class Introduction – Syllabi, Outline, Work Ethics, Rules, and Regulations Coverage Getting Started	<p>Logon to STUDENT MAIL: Send email to Instructor Reply to any Instructor email.</p> <p>Logon to the course on BLACLBBOARD.</p> <p>All students: Click the Getting Started link. Complete all tasks located under the Start Here Items. You must complete the Pledge and Student Introduction tasks within the first 3 days of class. Otherwise, you will be dropped from the class!!!</p> <p>To begin, go to Course Work – Chapter 1. Complete each item in order to maintain attendance for the class. You have assignments to complete that are due at the end of each week.</p> <p>Read Introduction chapter.</p> <p>Copy folder “cist2510” from the M: drive to your P: drive. I renamed the Lessons folder to cist2510.</p> <p>Review Getting Started chapter. pp. 1 - 15</p>	
Thu 18	1	Customizing Your Workspace	Read Chapter 1 pp. 16-55. due: 8/23	1 a,c
Week 2				
Tue Aug 23	2 3	HTML Basics CSS Basics	Read Chapter 2 pp. 16-55. Read and work thru Chapter 3 pp. 66-101. due: 8/30	1 a,c
Thu 25			Complete Web Project: Assignment #1 See Blackboard for details. due: 8/30	1 a,c
Week 3				
Tue Aug 30	4	Web Design Basics	Read and work thru Chapter 4 pp. 102-119. due: 9/6	1 a,c
Thu Sep 1			Complete Web Project: Assignment #2 See Blackboard for details. due: 9/13	5 a

Week 4				
Tue 6	5	Creating a Page Layout	Read and work thru Chapter 5 pp. 120-143. due: 9/13	1,3,5 a,c,d
Thu 8			Complete Web Project: Assignment #3 See Blackboard for details. due: 9/20	1,3,5 a,c
Week 5				
Tue 13	6	Working with a Web Framework	Read and work thru Chapter 6 pp. 144-203. due: 9/27	1,3,5 a,c
Thu 15				
Week 6				
Tue 20			Contact Instructor to request your Web Server Information!!!	1,2,3,5 a,c
Thu 22	14	Publishing to the Web (you will need web server info!!!)	Work thru Chapter 14 pp. 418-439. due: 9/29 Complete Web Project: Assignment #4 See Blackboard for details. due: 10/4	1,2,3,5 a,c
Week 7				
Tue 27	7	Designing for Mobile Devices	Work thru Chapter 7 pp. 204-233. due: 10/4	1,3,5 a,c
Thu 29			Complete Web Project: Assignment #5 See Blackboard for details. due: 10/11	1,3,5 a,c
Week 8				
Tue Oct 4	8	Working with Templates	Work thru Chapter 8 pp. 234-255. due: 10/11	1,3,5 a,c
Thu 6			Take Midterm Exam on Blackboard. due: 10/18 Complete Web Project: Assignment #6 See Blackboard for details. due: 10/18	1,3,4,5 a,c
Week 9				
Tue 11	9	Working with Text, Lists, and Tables	Work thru Chapter 9 pp. 256-309. due: 10/25	1,3,4,5 a,c
Thu 13				1,3,4,5 a,c
Week 10				
Tue 18			Complete Web Project: Assignment #7 See Blackboard for details. due: 10/25	1,2,3,5 a,c
Thu 20				1,2,3,5 a,c

Week 11				
Tue 25	10	Working with Images	Work thru Chapter 10 pp. 310-341. due: 11/01	1,2,3,5 a,c
Thu 27			Complete Web Project: Assignment #8 See Blackboard for details. due: 11/01	1,2,3,4,5 a,c
Week 12				
Tue Nov 1	11	Working with Navigation	Work thru Chapter 11 pp. 342-371. due: 11/08	1,2,3,4,5 a,c
Thu 3			Complete Web Project: Assignment #9 See Blackboard for details. due: 11/08	1,2,3,4,5 a,c
Week 13				
Tue 8	12	Adding Interactivity	Work thru Chapter 12 pp. 372-399. due: 11/15	
Thu 10			Complete Web Project: Assignment #10 See Blackboard for details. due: 11/15	
Week 14				
Tues 15	13	Working with Web Animation and Video	Work thru Chapter 13 pp. 400-417 due: 11/29	5 a,c
Thu 17			Complete Web Project: Assignment #11 See Blackboard for details. due: 11/29	5 a,c
Week 15				
Tue 22			Work on Web Project. Review for Final Exam.	1,2,3,4,5 a,c
23-24	H	HOLIDAYS		
Week 16				
Tue 29			Take Final Exam on Blackboard. Submit completed Web Project . due: 12/1(noon)	1,2,3,4,5 a,c
Thu Dec 1		Last Day of Semester	Complete any unfinished work!!! All work due today at 12 Noon!!!!	

COMPETENCY AREAS:

1. Basic Web Page Development
2. Utilize Advanced Image Techniques, Incorporate Audio and Video
3. Dynamic Web Page Development
4. Web 2.0 technologies
5. Publish and Manage a Web Site

GENERAL EDUCATION CORE

COMPETENCIES:

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

