**WEB FUNDAMENTALS**

# WEB-105 Sections: 001

## Credit Hours: 3.00 Lab Hours: 2.00 Lecture Hours: 2.00

**IAI Core: IAI Majors:**

## Semester: Fall Course Begins: 8/15/14 Course Ends: 12/5/14 Days: Fridays Times: 9:00 am – 12:50 pm Room: E112

**Instructor:** Marissa Lambert

**E-mail:** Please use the email system in Canvas

**Office hours:** Before class begins at 8:45am in Room E112

## Office location: None

**Required/Recommended Course Materials:**

**Textbook(s):** None - reading assignments and tutorials can be found in Canvas.

**Websites:** Required Reading/Viewings (free websites):

[www.w3schools.com](http://www.w3schools.com/js/DEFAULT.asp)

[www.merihelp.net](http://www.merihelp.net/) (includes links videos and help for this class)

**Software:** Web page creation software such as Aptana Studio (free) or Adobe Dreamweaver.

**Computer with Internet access:** Although the computer labs are available outside of

class time, a personal computer with internet access is highly desirable for completing assignments and projects outside of class time.

**Supplies:** - You will need speakers or a headset to hear the lectures recorded for this course.

* 2 gig or larger thumb drive recommended, but not required.
* Notebook & Pen/Pencil

## Course Description:

Web Fundamentals provides students with the tools to access, explore, and contribute to the Internet. Students work with current web tools as well as create a basic website by hand coding.

**Course Notes/Tiers:** For additional offerings of computer and digital media courses, see also Animation,Computers and Digital Media, Graphic Arts and Web Design.

**Section Notes:** This is a fast paced course. Please allow a MINIMUM of four hours a week to complete your work. Since this class only meets once a week, you should please plan ahead.

It may take you longer than that to complete your work. You will be expected to participate in class discussion. Most days we will have some open lab time available during class hours to work on assignments.

## Course Objectives

**Upon completion of this course, the student will be able to:**

1. Describe the Internet and how it works
2. Identify domain names and web addresses
3. Use FTP (File Transfer Protocol) software to upload files
4. Describe the purpose and function of various search tools
5. Explain the legal, ethical, and social issues associated with internet use
6. Use web development tools to create a web page
7. Find information using search tools
8. Compose a message and attach a file using an e-mail program
9. Upload files to a server
10. Define the purpose of blogs, Wikis, and forums
11. List privacy concerns with social networking sites
12. Describe security issues on the Internet
13. Explore emerging Internet technologies
14. Hand code basic HTML structures
15. Manage basic website functions through a control panel
16. Create a wireframe to plan a website
17. Use current WYSIWYG (What you see is what you get) software to create a basic website
18. Create basic style sheets to control fonts and colors on a web page

## Course Outline

1. Introduction to the Internet
   1. Description of the Internet
   2. How the Internet works
   3. Historical overview
2. Internet Basics
   1. Domain names and addresses
   2. Netiquette
   3. Electronic mail
      1. How e-mail works
      2. Advantages and limitations of e-mail
      3. Parts of an e-mail message
      4. E-mail etiquette
3. World Wide Web
   1. Hypertext and Hypermedia
   2. Uniform Resource Locator (URL)
   3. Browsers
   4. Searching the Web
4. . Searching the Internet
   1. Effective search techniques
   2. Using various search engines
5. Ethical, Legal, and Social Issues
   1. Privacy and civil liberties
   2. Intellectual property and copyright
   3. Security
   4. Social Networking
6. Emerging Internet Technologies
7. Web Page Creation
   1. Blog Creation
   2. Planning a web site with wire frames
   3. Hand coding basic HTML
   4. Style Sheets
   5. Page creation software
8. anaging a web site
   1. Control Panel
   2. FTP access
   3. Backups
   4. Testing

# Learning Communities Policies

## Attendance and Class Participation Policy:

This is a fast pace course that only meets one day/week and your attendance is expected in class. You will receive points for attendance and class participation. I will allow 1 unexcused absence throughout the semester. In addition to class lectures and discussions, we will have lab time at the end of the class period which will allow you to work on assignments and get assistance.

## Details and Due Dates for all Assignments, Projects & Quizzes:

Details for all assignments, projects and quizzes, including possible points and due dates can be found in the Canvas Home Tab organized on a week by week topic basis. You will also find the required videos, tutorials and readings for the class in the Canvas Home Tab as well.

## Assignments and Grading Criteria

**Projects (including final project):** 60% of Final Grade.

**Quizzes:** 15% of Final Grade.

**Discussions:** 15% of Final Grade.

**Attendance and Class Participation:** 10% of Final Grade.

## Late Work/Make-up Policy:

* Plan to spend as much time as is needed to complete your work on time each week. Assignments turned in on-time are eligible for full points.
* Late assignments and projects are accepted for up to one week after the due date and are automatically deducted 50% of the grade.
* Assignments more than 1 week late receive zero points.
* Makeup work may be possible in extreme personal emergencies on a case-by-case basis at the discretion of the instructor. Even if accepted, points may be deducted.

## Computer Availability:

Please use the computers *only* for class-related work during class time. MCC provides two computer labs for student use in A127 and E108. Details and hours can be found on the MCC website a[t: www.mchenry.edu/acl/](http://www.mchenry.edu/acl/)

## CIS Tutoring:

CIS Tutoring is now available through the Sage Learning Center. Contact the Sage center for details and tutoring hours.

## Weekly Course Schedule

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| **Week** | **Course Schedule** |
| Week #1 8/15/14 | **Topics: Introductions, History of the Internet, Cpanel & Email Server** Discussion 1: Introduce Yourself / Upload Picture - *Due before 10:00pm Friday 8/22* Quiz 1: History of the Internet - *Due before 10:00pm Friday 8/22*  Assignment 1: Setting up an email server - *Due before 10:00pm Friday 8/22* |
| Week #2 8/22/14 | **Topics: The Web 2.0, Safe Browsing & WIX**  Discussion 2: Web 2.0 - *Due before 10:00pm Friday 8/29*  Discussion 3: Safe Browsing - *Due before 10:00pm Friday 8/29*  Project 1: Creating a Website with WIX - *Due before 10:00pm Friday 9/5* |
| Week #3 8/29/14 | **Topics: The World Wide Web**  Assignment 2: Searching the Web - *Due before 10:00pm Friday 9/5*  Quiz 2: The World Wide Web - *Due before 10:00pm Friday 9/5* |
| Week #4 9/5/14 | **Topics: Reputation Management & Hand Coding**  Discussion 4: Reputation Management - *Due before 10:00pm Friday 9/12*  Project 2: Hand Coding - *Due before 10:00pm Friday 9/12* |
| Week #5 9/12/14 | **Topics: Computer Security & Digital Property Rights**  Quiz 3: Computer Security - *Due before 10:00pm Friday 9/19*  Quiz 4: Digital Property Rights - *Due before 10:00pm Friday 9/19* |

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| Week #6 9/19/14 | **Topic: Wordpress**  Project 3: Simple WordPress Site - *Due before 10:00pm Friday 10/3* |
| Week #7 9/26/14 | **Topic: HTML Coding – Your Development Environment**  Project 4: Setting up your Index Page and using your Development Environment  - *Due before 10:00pm Friday 10/3* |
| Week #8 10/3/14 | **Topics: HTML Text and Images**  Project 5: Working with Text - *Due before 10:00pm Friday 10/10*  Project 6: Working with Images - *Due before 10:00pm Friday 10/10* |
| Week #9 10/10/14 | **Topic: HTML Links**  Project 7: Working with Links - *Due before 10:00pm Friday 10/17* |
| Week #10 10/17/14 | **Topic: HTML Tables**  Project 8: Working with Tables - *Due before 10:00pm Friday 10/24* |
| Week #11 10/24/14 | **Topics: iFrames and Forms**  Project 9: Working with iFrames - *Due before 10:00pm Friday 10/31*  Project 10: Working with Formes - *Due before 10:00pm Friday 10/31* |
| Week #12 10/31/14 | **Topics: Formatting Text with CSS and Table Based Site**  Project 11: Formatting Text with CSS - *Due before 10:00pm Friday 11/7*  Project 12: Creating a Table Based Website - *Due before 10:00pm Friday 11/7* |
| Week #13 11/7/14 | **Topic: CSS for Page Layout**  Project 13: CSS for Page Layout - *Due before 10:00pm Friday 11/14* |

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| Week #14 11/14/14 | **Topic: Wireframes**  Project 14: Planning your Web Pages Using Wireframes  - *Due before 10:00pm Friday 11/21* |
| Week #15 11/21/14 | **Topics: Backing Up and Testing Your Site**  Project 15: Backing Up Your Website - *Due before 1pm Friday 12/5* |
| Week #16 12/5/14 | **Final Project Due before 1pm Friday 12/5/14** |

**Withdrawals:** The last day to drop this course is **11/8/14.** Failure to attend class does not constitute official withdrawal. If students are considering a withdrawal, they should consult directly with the instructor and an academic advisor. Students may withdraw from a class through the Registration Office, either in person or by fax: (815) 455-3766. In their request, students should include their name, student ID number, course prefix, number and section, course title, instructor, reason for withdrawing, and their signature. Withdrawal from a course will not be accepted over the telephone.

Please refer to the following link for other important college dates: [www.mchenry.edu/academiccalendar.asp](http://www.mchenry.edu/academiccalendar.asp)

**General Education Goals:**

1. Critical Thinking: To identify, define, analyze, synthesize, interpret, and evaluate ideas.
2. Information Literacy: To locate, evaluate, and use resources effectively.
3. Effective Communication: To develop, articulate, and convey meaning.
4. Ethical Awareness: To identify and make responsible choices in a diverse world.
5. Technological Literacy: To use tools skillfully.

**Assessment:**

Some student work may be collected for the purpose of assessment, including student competency in the general education goals, the program, or the course.

**Effective Fall 2014: Student E-Portfolio:**

The instructor of the course will designate at least one graded assignment for possible inclusion in the student E-portfolio. Students applying for an AA, AS, AFA, AES, or AGE degree must document their learning outcomes with a graded assignment for each of the five general education goals by the time of graduation. These five assignments and a cover letter will be in the student E-portfolio in Canvas.

## Special Needs Statement

McHenry County College offers support services for students with special needs. It is your responsibility to meet with the Special Needs Coordinator and provide current documentation regarding a disability. Please call or stop by the Special Needs Department, (815) 455-8676, Room A260, as soon as possible if you would like more information about the accommodations that are available. In addition, it is important for you to discuss those accommodations with your instructor so you are fully able to participate in this course.

## Academic Integrity

As an educational community, McHenry County College values the pursuit of academic excellence and integrity. In accordance with this philosophy and Chapter 10, Act 5 of the 1994 Illinois Community College Act, academic dishonesty in any form, including cheating, plagiarism, and all other acts of academic theft, is considered intolerable. Appropriate sanctions, up to and including suspension from the College will be imposed by authorized College personnel.

## Copyright Policy

MCC will maintain current procedures and guidelines to ensure that all staff and students comply with applicable copyright laws and other intellectual property protection laws. The College will encourage staff and students to engage in the development of intellectual property and facilitate ownership protections with respect to such development of intellectual property.

The College expects that staff and students will act responsibly and ethically in a manner consistent with all copyright laws and College copyright procedures and guidelines. This policy authorizes the College to adopt and maintain such procedures and guidelines necessary to ensure compliance with copyright laws and to facilitate ownership protection with respect to the development of intellectual property.

## Student Code of Conduct and the Judicial Process

Consistent with the MCC mission is an expectation that students will govern themselves in terms of appropriate behavior with emphasis on self-respect and respect for others. It is the practice of the College to respect the properly exercised rights of its students. The College recognizes a student’s rights within the institution to freedom of speech, inquiry and assembly; to the peaceful pursuit of education; and to the reasonable use of services and facilities at MCC.

MCC has adopted a Student Code of Conduct and judicial process to maintain a learning environment of respect, civility, safety, and integrity for all members of the MCC community.

Whenever possible, sanctions for violations of the Student Code of Conduct may be educational in nature. However, violations affecting the health and safety of members of the MCC community are deemed to be the most serious. Therefore, acts of violence, threats or dangerous behavior are most likely to result in a suspension from the College. Violations of the academic dishonesty policy may also result in suspension or expulsion from the institution and/or reduced or failing grade.

## Children on Campus

For the safety of children on campus, children (i.e., less than 16 years of age) are not permitted on campus unattended by a parent/guardian, except when they are attending classes offered by MCC for children. The College requires that no children be allowed into a classroom/laboratory environment, including the Testing Center, Learning Center and computer labs, solely for the purpose of a parent/guardian to provide direct supervision of his/her child.

## Teaching Schedule

The scheduling of the activities and teaching strategies on this syllabus, but not the objectives or content, may be altered at any time at the discretion of the instructor.

## Resources

The following are useful resources available to you as a student at McHenry County College:

**Advising and Transfer Center: Phone (815) 479-7565; Office A257**  <http://www.mchenry.edu/atc>

## Counseling:

**Phone (815) 455-8765; Office A257**

[www.mchenry.edu/counseling](http://www.mchenry.edu/counseling)

## Financial Aid:

**Phone (815) 455-8761; Office A262**

[www.mchenry.edu/financialaid](http://www.mchenry.edu/financialaid)

## Library:

**Phone (815) 455-8533; Office A212**

[www.mchenry.edu/library](http://www.mchenry.edu/library)

## Special Needs:

**Phone (815) 455-8676; Office A260**

[www.mchenry.edu/specialneeds](http://www.mchenry.edu/specialneeds)

## Tutoring and Study Skills (Sage Learning Center): Phone (815) 455-8579; Office A247 [www.mchenry.edu/sage](http://www.mchenry.edu/sage)

This workforce solution was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timelines, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use, by an organization and/or personal use by an individual for non-commercial purposes, is permissible. All other uses require the prior authorization of the copyright holder.