Basics of Web Authoring (BIT 112 – SPRING 2019)

Students learn the basics of designing and creating web sites including HTML and CSS, image manipulation, page layout, file transfer, and internet protocols. Students consider website design principles, create several sites, and test them on the web. Special emphasis is placed on using professional software, applying industry standards, and managing multiple projects.

Orientation: Wednesday or Thursday, April 3 or 4 at 7 PM
Q & A Sessions: Online Wednesdays 7 PM

Course website:  http://cascadia.instructure.com/

Faculty: LauriBeth Hull
Contact Info: email: lbhull@cascadia.edu
phone: 206-313-3577 (6 PM – 8 PM)
Individual conferences by appointment
Back up Plan: In the event that you are unable to access Canvas for assignments you will find them at http://www.lbhull.com/bit112/

By Castro & Hyslop, Published By Peachpit Press, ISBN: 0321928830

Lynda.com Training via King County Public Library access.
How to access:  http://lbhull.com/bit112/lyndatutorials.html

Access to a computer with web browser, text editor, and FTP client
(see first Lab exercise at course website)

Prerequisites: Completion of ENGL 090 with a grade of 2.0 or higher or placement by testing in ENGL 096.

Assessment: Your course grade is built on the following assessments:

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Forums</td>
<td>10%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>10%</td>
</tr>
<tr>
<td>Portfolio Exercises</td>
<td>20%</td>
</tr>
<tr>
<td>Lab Assignments</td>
<td>20%</td>
</tr>
<tr>
<td>Research Reports</td>
<td>15%</td>
</tr>
<tr>
<td><strong>Personal Website Project</strong></td>
<td><strong>25%</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

**Discussion Forums** will describe your understanding, reflections, and questions from the class discussions, readings, and viewing the online video libraries.

**Quizzes** are taken individually, online and are open-book. Quizzes encourage review of the material and practice using reference material to find information quickly.

**Portfolio Exercises** will display each student’s course work for review and assessment in a course portfolio. The portfolios are also a creative venue to experiment and practice skills and are assessed as a student developed website in their own right.

**Lab Assignments** will include a variety of individual and peer activities, both in-class and beyond the class time. Labs provide practice working with the current course knowledge and skills. You will generally post the results of your work on labs to your course portfolio.

**Research Reports** should complete any activities and answer the research questions completely, citing well-documented sources. Project reports will be posted to your course portfolio.

**Personal Website Project** will be a focus during the second half of the class. Each student will propose, plan, design, create, and test a website based on their personal interest.
<table>
<thead>
<tr>
<th>%</th>
<th>GPA</th>
<th>%</th>
<th>GPA</th>
<th>%</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>96-100</td>
<td>4.0/ A</td>
<td>89</td>
<td>3.4/ B+</td>
<td>79</td>
<td>2.4/ C+</td>
</tr>
<tr>
<td>95</td>
<td>3.9/ A</td>
<td>88</td>
<td>3.3/ B+</td>
<td>78</td>
<td>2.3/ C+</td>
</tr>
<tr>
<td>94</td>
<td>3.8/ A-</td>
<td>87</td>
<td>3.2/ B+</td>
<td>77</td>
<td>2.2/ C+</td>
</tr>
<tr>
<td>93</td>
<td>3.7/ A-</td>
<td>86</td>
<td>3.1/ B</td>
<td>76</td>
<td>2.1/ C</td>
</tr>
<tr>
<td>92</td>
<td>3.6/ A-</td>
<td>85</td>
<td>3.0/ B</td>
<td>75</td>
<td>2.0/ C</td>
</tr>
<tr>
<td>90-91</td>
<td>3.5/ A-</td>
<td>84</td>
<td>2.9/ B</td>
<td>74</td>
<td>1.9/ C</td>
</tr>
<tr>
<td></td>
<td></td>
<td>83</td>
<td>2.8/ B-</td>
<td>73</td>
<td>1.8/ C-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>82</td>
<td>2.7/ B-</td>
<td>72</td>
<td>1.7/ C-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>81</td>
<td>2.6/ B-</td>
<td>71</td>
<td>1.6/ C-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>80</td>
<td>2.5/ B-</td>
<td>70</td>
<td>1.5/ C-</td>
</tr>
</tbody>
</table>

**Learning Outcomes**

1. **Learn Actively (LA)** Effectively use HTML and CSS standards to create web pages. Work with key website development tools including Photoshop, Dreamweaver, and FTP.

2. **Think Critically, Creatively and Reflectively (CT)** Structure a multi-page website to easily handle changes and growth.

3. **Communicate with Clarity and Originality (CO)** Develop and present website designs that communicate effectively to appropriate audience.

4. **Interact in Diverse and Complex Environments (IN)** Engage in work, study, and conversation on the topics of web authoring with colleagues.

**General Learning Policy:** Our classroom will be A Gracious Space for Learning, as such disorderly, abusive, or bothersome conduct will not be tolerated in the classroom, lab, or online environment. Such behavior which interferes with the rights of others or which obstructs or disrupts teaching will result in immediate disciplinary action.

See the attached Cascadia Community College Learning Environment Policies document [here](http://lbhull.com/bit112/learning_environment_policies.pdf) for details.

**Rights & Responsibilities**

Cascadia is a learning-centered college, operated to provide knowledge and skills for the achievement of learners’ academic, professional and personal goals. Inherent in the college’s mission are certain rights and freedoms needed for learning and personal development. Admission to Cascadia provides these rights to students, and also assumes that students accept the responsibility to conduct themselves in ways that support the purposes of the college in providing education for all of its learners. For the complete policy, see the **Student Handbook**.

---

**Instructor**

- Show respect for the thoughts, ideas and contributions of others.
- Come to class prepared.
- Create opportunities for active learning.
- Publish the criteria that will be used to assess student work.
- Provide timely and constructive critique of assessments.
- Solicit and act on feedback from students.

**Student**

- Show respect for the thoughts, ideas and contributions of others.
- Come to class prepared.
- Participate in class discussion and in-class activities.
- Complete activities and assignments in a timely and professional manner.
- Provide constructive feedback to instructor on the classroom-learning environment.
Pluralism and Diversity

Cascadia believes in pluralism, an intentional culture where everyone's history contributes to the collective success of our community. Cascadia is committed to creating a supportive environment for a diverse student, faculty, and staff population. Individual differences are celebrated in a pluralistic community of learners. Cascadia does not discriminate on the basis of race, color, religion, gender and/or sex, sexual orientation, national origin, citizenship status, age, marital or veteran status, or the presence of any sensory, mental or physical disability, or genetic information, and is prohibited from discrimination in such a manner by college policy and state and federal law. The following office has been designated to handle inquiries regarding non-discrimination policies and can direct inquiries to the appropriate office for ADA-related requests: Director of Human Resources, Office CC2-280, 425-352-8880.

Title IX

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs or activities that receive Federal financial assistance. In compliance with Title IX, Cascadia is committed to providing an educational environment free from sexual harassment, including acts of sexual violence or sexual assault. The College is equally committed to ensuring that those who raise complaints or participate in the investigation and resolution of complaints are free from retaliation. To raise a complaint or voice a concern with Cascadia's compliance with Title IX, contact Martin Logan, Executive Director of Human Resources, at mlogan@cascadia.edu or 425-352-8262.

Academic Honesty

The College regards acts of academic dishonesty, including such activities as plagiarism, cheating and/or violations of integrity in information technology, as very serious offenses. In the event that cheating, plagiarism or other forms of academic dishonesty are discovered, each incident will be handled as deemed appropriate. Care will be taken that students’ rights are not violated and that disciplinary procedures are instituted only in cases where documentation or other evidence of the offense(s) exists. A description of all such incidents may be forwarded to the Student Conduct Officer, where a file of such occurrences is maintained. The Student Conduct Officer may institute action against a student according to the college’s disciplinary policies and procedures. Click here to see the policies and procedures in the Student Handbook.

Take proper credit for your work in the classroom and honor the integrity of your learning. Please talk with classmates to clarify the course topics you are trying to understand as necessary to complete assignments. However, be careful to not represent another person’s work, in whole or in part as your own thinking. Remember, copying and slightly modifying another person’s work is plagiarism and it not acceptable. In the event plagiarism should occur, the plagiarist will receive a grade of zero for the assignment. A second occurrence will result in the person taking a "0.0" for the term or withdrawing (if not past the drop deadline.)

Student Rights and Responsibilities

Cascadia is a student-centered college, operated to provide knowledge and skills for the achievement of learners’ academic, professional and personal goals. Inherent in the college’s mission are certain rights and freedoms needed for learning and personal development. Admission to Cascadia provides these rights to students, and also assumes that students accept the responsibility to conduct themselves in ways that do not interfere with the purposes of the college in providing education for all of its learners. For the complete policy, see the Student Code of Conduct in the Student Handbook.

Course Websites
Nearly every course at Cascadia has one or more dedicated websites. The most common course website is the college Learning Management System, CANVAS; nearly all mathematics courses use WAMAP. Access to course websites is through Internet browsers, and students will use personal user IDs and passwords to log in.

* Students may not share their user IDs and passwords with anyone else or allow anyone else to participate in course sites on their behalf.

* Students need reliable access to the Internet. Some devices, such as smartphones, cannot access all aspects of CANVAS and most other course websites. Cascadia does not recommend that students attempt to complete a course using only a smartphone. Computers are available in many locations on campus.

Students who enroll in courses that make use of a course website are expected to check that site frequently with their own devices and campus computers. Technical support for accessing learning management systems is available at the Cascadia Bock Learning Center.

**John and Margaret Bock Learning Center Services**

To support student success, Cascadia offers a variety of support services through its John and Margaret Bock Learning Center (The Bock Center). The Bock Center, located in CC2-060 and CC2-080, provides tutoring in a range of subjects, space for students to work individually or in small groups, computer and printing resources, technology support, and graphing calculators available for checkout. [Click here for hours and contact information for the Bock Center.](#)

**Online Tutoring and Writing Assistance**

Cascadia provides online access to live tutors in a variety of subjects through the Western e-Tutoring Consortium. This service includes live, interactive sessions and asynchronous feedback through an Essay Center. Many subjects have convenient tutoring hours late into the evening and seven days a week, depending on tutor availability; schedules are available online. To learn more or get started, visit the Bock Learning Center's [etutoring webpage](#).

**Disability Support Services**

Cascadia provides services to help students with disabilities successfully adapt to college life. Students who meet specific criteria may qualify for reasonable academic accommodations. If you have or suspect you have a disability and need an accommodation please contact the DSS Office at 425-352-8128 to make an appointment, or email us at [disabilities@cascadia.edu](mailto:disabilities@cascadia.edu). Services and Accommodations through DSS are not retroactive. It is the student’s responsibility to approach the faculty member with the accommodation letter as soon as it is issued from DSS.

**Counseling Services**

If you have a personal problem or stress that is affecting you and would like to talk with someone, please contact [UWB's Mental Health Counseling Center](#). Counseling at Cascadia (provided through UWB) is confidential, professional and free (six sessions). Visit the Counseling Center front desk in UW1-080 Monday through Friday, 8:30 a.m. to 5 p.m. or call 425-352-3183 for an appointment. The number for a 24-hour Crisis Line is 206-461-3222.

**Advising**

Students should schedule an appointment to meet with an advisor to consult about classes and degrees, and to create a tentative education plan. They can call 425-352-8860 or come to the Kodiak Corner to make an appointment. Appointments are not made via email. At the time of the appointment, they need to indicate which degree they are pursuing. [See the Cascadia website for information about Drop-In Advising hours](#).

**Online Advising**

Email advising is available at [advising@cascadia.edu](mailto:advising@cascadia.edu). Our distance advisor can answer most questions via email, but we don’t schedule advising appointments via email.

**Campus Closures and Inclement Weather**

Find information about and sign up for alerts and notifications at [Emergency Notifications Cascadia FlashAlert](#). The site includes instructions for subscribing to alerts. In the event of a campus closure, instruction for this class will continue in the following way:
In the event of a campus closure, please log into CANVAS for announcements and instructions. If Canvas is down, please visit my website at http://www.lbhull.com/bit112/ for announcements and instructions.

In the event of inclement weather affecting morning classes, there will be notification on the local media by 5:30 a.m. You may also call the main campus number: 425-352-8000 to hear a message that will be updated with the latest Cascadia closure information. Should the weather deteriorate during the day, you may check online, listen to the main campus message, check email or the media to hear news about closures or class schedule changes.

**Emergency Procedures**

Emergency procedures are posted in each classroom. To reach campus security personnel, dial 425-352-5222. City of Bothell fire and police may be reached by dialing either 9-9-1-1 or 9-1-1 from any campus phone. Campus emergency phones are located on campus walkways and parking lots.

**Acceptable Use Policy on Information Technology**

In general, the same ethical conduct that applies to the use of all college resources and facilities applies to the use of Cascadia’s systems and technology. These systems may only be used for authorized purposes, using only legal versions of copyrighted software, and with consideration and respect for the conservations of resources and the rights of other users. For additional information, see the online version of the Student Handbook or go to the Bock Learning Center for assistance with any questions.

**Family Education Rights and Privacy Act (FERPA)**

Cascadia College complies with the Family Education Rights and Privacy Act (FERPA) of 1974 concerning the information that becomes a part of a student’s permanent educational record and governing the condition of its disclosure. Under FERPA, students are protected against improper disclosure of their records. See the student handbook for details.

online, listen to the main campus message, check email or the media to hear news about closures or class schedule changes.

**Emergency Procedures:** Emergency procedures are posted in each classroom. To reach campus security personnel, dial 425-352-5222. City of Bothell fire and police may be reached by dialing either 9-9-1-1 or 9-1-1 from any campus phone. Campus emergency phones are located on campus walkways and parking lots.

**Acceptable Use Policy on Information Technology:** In general, the same ethical conduct that applies to the use of all college resources and facilities applies to the use of Cascadia’s systems and technology. These systems may only be used for authorized purposes, using only legal versions of copyrighted software, and with consideration and respect for the conservations of resources and the rights of other users. For additional information, see the online version of the Student Handbook or go to the Open Learning Center for assistance with any questions.

**Family Education Rights and Privacy Act (FERPA):** Cascadia College complies with the Family Education Rights and Privacy Act (FERPA) of 1974 concerning the information that becomes a part of a student’s permanent educational record and governing the condition of its disclosure. Under FERPA, students are protected against improper disclosure of their records. See the student handbook for details.