CTEC 122 HTML Fundamentals
Course Syllabus

Course Description

Introduction to website development through the mastery of the fundamentals of HTML, XHTML, and CSS coding for web pages. Intended to give the student the basic skills required to hand-code web pages from scratch. A five-page website will be developed. Topics include: text editors, essential elements, images, links, lists, forms, tables, and CSS-based page layout.

Course Information

<table>
<thead>
<tr>
<th>Details:</th>
<th>Instructor Information</th>
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</thead>
<tbody>
<tr>
<td>CTEC 122</td>
<td>Bruce Elgort</td>
</tr>
<tr>
<td>Sections A and B</td>
<td>Phone: 360-992-2951</td>
</tr>
<tr>
<td>3 Credits</td>
<td>Office: 127</td>
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<tr>
<td>Spring 2013</td>
<td>Office Hours: Monday and Wednesday 2:00-3:00PM, Tuesday and Thursday 1:00-3:30PM or by appointment</td>
</tr>
<tr>
<td>Time: Section A – MW 12:30PM – 1:50PM</td>
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<tr>
<td>Section B – TTh 11:00AM – 12:20PM</td>
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<tr>
<td>Prerequisites: None</td>
<td>Email: <a href="mailto:belgort@clark.edu">belgort@clark.edu</a></td>
</tr>
<tr>
<td>Room: MW SHL125 TTh SHL 124</td>
<td>Web Page: <a href="http://ctec.clark.edu/~belgort">http://ctec.clark.edu/~belgort</a></td>
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<tr>
<td>Operating System: Any</td>
<td>Mailstop: SHL 116</td>
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<td>Requirements: Internet Access</td>
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Texts, Readings, Resources, Materials

Text and Online readings will be assigned throughout the course.

1. **Build Your Own Web Site The Right Way Using HTML & CSS, 3rd Edition** by Ian Lloyd -- Required Textbook. This textbook can be purchased at the Clark College Bookstore or online at [http://www.sitepoint.com/books/html3/](http://www.sitepoint.com/books/html3/) where you can purchase it in paperback ($29.95) or as an eBook ($19.95). This textbook is also available to Clark students online free of charge through IT Pro / 24x7. Login at [http://www.clark.edu/cgi-bin/Library/Books24x7](http://www.clark.edu/cgi-bin/Library/Books24x7). After logging in with your name and Student ID number you can access the textbook [http://library.books24x7.com/toc.aspx?bookid=43336](http://library.books24x7.com/toc.aspx?bookid=43336).

2. **HTML For the World Wide Web** by Elizabeth Castro -- **optional** – reference book

Online Reading on the World Wide Web is assigned throughout the quarter. URLs will be announced in class. You will be responsible for reviewing and learning this material.

This **Course Syllabus**, as well as other materials required for participation, is available to download online. You will be responsible for reviewing and knowing this material.

Supplies: You may either work on your own computer at home or you may use the computer labs at Clark College. If you work from home, you will not need any supplies. Just be sure you back up your work periodically in case anything happens to your computer at home. A thumb drive would be sufficient.
Communication: You will communicate with the instructor and other students through the “Moodle” application that is available online at http://moodle.clark.edu. Communications with the instructor through email is also encouraged.

You will need a user ID and password so that you can store your HTML code on Clark’s web server. You will be given instructions in Moodle about how this user ID and password are constructed.

Computer Access: If you want to use the computers on campus you will need a unique user ID and password. To obtain your user ID and password, follow the instructions posted in the computer labs or request assistance from a lab assistant in the SHL 135 open computer lab. If you wish to use the computers on the Clark College campus, click this link to the lab schedules:

http://www.clark.edu/student_services/computing_resources/hours.php

Desired Technical and Personal Skills

File management: you should know how to add, delete, copy, move and rename files.
Editing: you should know how to use a text editor such as Notepad, TextEdit, or Notepad++.
You should have basic Internet skills including the ability to download files.
You should be self-motivated.
You should have time management skills and the ability to meet deadlines.
You should have the ability to read and follow directions and the ability to learn by reading.
You should be willing to figure things out for yourself.
Communication skills: if you are having a problem you need to ask for help.
Critical thinking: computer problems are like math "story problems".

General Description

This course is divided into three major sections, beginning with an introductory overview to give students a broad understanding of the materials to be covered during this course. Next, students will become familiar with the concepts of XHTML and CSS structure, elements, properties and attributes and how they come together to form a Website. The final section will involve hands-on skill building during on-computer exercises that I will provide. Through the use of these on-computer sessions, students will begin to code XHTML and CSS with a simple text editor and will begin to develop the skills necessary to complete their course project. Completion of every exercise is essential to the success of each student.

Instructional Methods

Students will begin by learning the concepts of HTML and CSS with assigned readings and classroom instruction. Students will then take this knowledge and practice skill-building during instructor provided assignments. Student Labs and the Final Project (Lab 4) must also be uploaded to Clark College’s web server by the stated deadline. Off-hours communication via email or the DISCUSSION FORUM is encouraged for the success of specific tasks.

Completing the instructor-supplied tutorials is extremely important because they provide specific examples needed to complete the required Labs and Quizzes.

Educational Requirements Met by This Course
CTEC 122 is a required course for those seeking a degree or certificate in web development. The course also meets an elective requirement for an Associate in Arts degree. It is a highly recommended offering for students in computer-related curriculum.

**Philosophy behind this course**

The Web has become part of our everyday lives, so those who have a working knowledge of its structure will be more successful in their pursuit of a career in a computer-related field. HTML, XHTML and CSS is the ultimate foundation for the Web and the primary means of Web-based communication. This course will give you the basic skills you need to excel in your career choice. The ability to find necessary information on the Internet is stressed throughout the course.

### Course Outcomes

<table>
<thead>
<tr>
<th>Course Outcome with assessment</th>
<th>Computer technology competency</th>
<th>ISTE Skills Standards</th>
<th>Program Outcomes</th>
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</table>
| Research and demonstrate knowledge of up-to-date web standards, CSS, HTML, and basics of HTML5 beyond those topics covered in the course. | • Explain the difference between presentation and structure in web pages. You will use CSS for presentation for the look of the page and HTML to build the structure for each Lab.  
• Distinguish the three basic rules that define XHTML in contrast to HTML.  
• Describe the following terms: HTML, tag, attribute, value, CSS, selector, property, value, rule, declaration. You will use these on each web page.  
• Recognize and understand HTML-coded documents retrieved from a wide variety of sources. | Technology Operations and Concepts  
Critical Thinking, Problem Solving, and Decision Making | Plan and execute industry standard code, web scripting, and server strategies to capture, integrate and manage data.  
Write, organize and publish well written content and code to engage web communities for personal and professional research, marketing, and interaction. |
| Create and debug a website which is easy to navigate and complies with web standards. | • Complete a course project in the form of a Website.  
• Apply the basic structure of any web page. Use the XHTML Template Page as a starting point for every web page.  
• Use the W3C’s Validator to validate both CSS and XHTML (Strict) files. Each web page should be validated with no errors.  
• Categorize the components to a complete website. You will do this by coding a four-page website that contains a Welcome page, a Products or Services page, an Ordering page, and an About Us page.  
• Code HTML without the use of an HTML editor, building on a solid concept of HTML structure, elements and attributes. | Technology Operations and Concepts  
Critical Thinking, Problem Solving, and Decision Making | Plan and execute industry standard code, web scripting, and server strategies to capture, integrate and manage data.  
Write, organize and publish well written content and code to engage web communities for personal and professional research, marketing, and interaction. |
| Design proper HTML syntax | • Contrast the differences between Technology Operations | Plan and execute industry |
which accommodates for cross-browser incompatibilities.

Exams  
Projects/Labs

regular and deprecated elements. Your web pages should not contain any deprecated elements.

- Distinguish how and when to use Inline CSS, Embedded CSS, and External CSS. You will only use Embedded CSS and External CSS in this class.
- Debug HTML code, including the ability to correct code errors and cross-browser incompatibilities.
- Understand the strengths and weaknesses of each major browser in a cross-browser environment, and have the ability to create code that works in both Internet Explorer and Netscape.

Demonstrate competency with basic HTML code including links, lists, forms, tables, images, and basic tags.

Exams  
Projects/Labs

- Explain how nested lists work and are used. Use a nested list on at least one web page.
- Demonstrate the coding technique needed to put images on your web pages. Several of your web pages require one or more images.
- Apply working forms that contain text boxes, text areas, check boxes, radio buttons, drop down controls, submit buttons, and reset buttons. Your Ordering page should contain all of these elements.

Foster an ability to interact, collaborate and implement projects with peers, clients or others in various work environments.

Exams  
Projects/Labs

Identify conventions, and interacts for managing libraries, files and folders.

Assessment:  
Hands on labs  
Exam

Identify media types

Modify, manage and navigate file structures

Critical Thinking, Problem Solving, and Decision Making

Creativity and Innovation

Demonstrate professional skills and business ethics to communicate and collaborate in various work environments.

Digital Citizenship Creativity and Innovation

Plan and execute industry standard code, web scripting, and server strategies to capture, integrate and manage data.

Write, organize and publish well written content and code to engage web communities for personal and professional research, marketing, and interaction

Course Policies
**Attendance:** Participation is an essential element towards good performance and success in this class. If there is a reason that you will not be able to participate for an extended period, arrange the absence with the instructor as soon as possible in advance. Participation also involves doing the required reading, labs, assignments, and quizzes.

**Assignments:** Assignments will be available on the Moodle web. There are two types of assignments; practice tutorials (Tutorials) and Labs. Only Labs need to be turned in. Full-credit deadlines will be given on Moodle in the **Daily Schedule**. Labs that are turned in late will lose 1 point per day late.

Late final projects will only be accepted if **prearranged** due to an emergency was cleared with the instructor in advance of the final due date.

**Quizzes:** Missed quizzes cannot be made up.

**Dropping a Class, Incompletes, Etc.:** Students who find it necessary to withdraw from classes must do so formally. The withdrawal is effective on the date a Change of Registration form is processed at the Registration Office. The dates for dropping/withdrawing classes are listed in the quarterly schedule of classes.

**No withdrawals will be accepted after the seventh week of classes during fall, winter and spring quarters. Check the College’s website for the exact date.**

A class officially dropped before the tenth day of instruction will not be entered on the student's transcript.

**The College mandates that a student who doesn’t officially withdraw from a course will receive a grade of F.**

Incomplete grades and post-quarter arrangements for completing course work will only be considered by the instructor for reasons of illness or other circumstances beyond the student's control. The student must be getting a grade of C or better to be considered for an Incomplete. Guidelines for incomplete grades and other college policies regarding grade assignment are located in the Clark College catalog.

**Personal Conduct:** Students are responsible for ensuring that their personal conduct is in accordance with the following guidelines:

- Treat the instructor, other students, visitors, College employees, and College property with respect.

- Refrain from engaging in harassing or demeaning behavior or any other behavior that disrupts the learning environment.

- Comply with the policies and regulations established by the college, including the **Code of Student Conduct** and the Clark College **Computing Resource Policy** (also available in the current Clark College Catalog).

- Listen carefully to the views of others, even if they differ from yours; present differing opinions in a constructive manner. Comply with the policies and regulations established by the college, including the **Code of Student Conduct**.

**General Statement of Student Expectations:** A student enrolled in this course must understand that sharing of passwords, plagiarizing, and disrespecting copyright and intellectual property rights are considered a
demonstration of inappropriateness of behavior for further study in the college environment. Violating students will be referred to the Dean of Students.

Additional student expectations may be discussed during the first online meeting of this course. Students will be expected to comply with these expectations at all times.

**Assistance from other students during tests:** Each student is expected to complete their quizzes without the help of any other individual.

**Integrity regarding assignments:** Students are expected to do their own work in this class. Assignments that are too similar will be returned with a grade of zero the first time. A second offense may result in a grade of "F" for the quarter. It is in your best interest to do your own work and ensure that your work is not being used by anyone else. Also, **this is a course in HTML code. HTML generators are not allowed during this class or for assignments or projects.** Any work that appears to be developed using a code generator will receive a zero grade the first time. A second offense may result in an "F" for the quarter.

**Cheating:** Any student caught copying or rewriting someone else’s work, having someone else do their assignments, or cheating in any fashion will receive a zero for that test or assignment. A second offense will result in an automatic "F" in the course. The same rule applies to those who allow their work to be copied. You are expected to do your own work.

**Guided Activities and Lecture:** Much of the instruction for the course will be in the form of textbook reading, reading Internet articles and tutorials, and "guided activity" by the instructor.

**Email-mediated Homework:** All Labs and the final project are considered completed and turned in when the class’ instructor receives an email notification from the student. This is accomplished by filling out the appropriate “**Lab Scoring Sheet**” for each Lab. Student Labs and the final project must be stored on the student’s account on Clark’s web server.
Grading Information

Grade Breakdown of class activities:

1. First Web Page Assignment: 10 pts = 10 possible
2. Lab Assignments: 30 pts each (x3) = 90 possible
3. Quizzes: 50 pts each (x3) = 150 possible
4. Final Project: 50 pts = 50 possible

Maximum possible points = 300

Labs: There will be a preliminary web page Assignment: Lab 0 (10 points) that teaches everyone how to build a simple page and move it to Clark’s web server. There will be three more assignments (Labs 1, 2 & 3) of limited scope designed to familiarize the student with the HTML and CSS structure, elements, properties, values and attributes. Each Lab will be graded for accurate coding, error-free implementation, and completeness. Also, evaluation of Labs will be based, in part, on their being received by the instructor on the assigned date and time.

Each of the three Lab Assignments along with the fourth and fifth pages described in the Final Project specification will be combined to form your entire website. (See below).

Lab 4 / Final Project:

You will be asked to develop a five-page website to develop your skills and knowledge obtained during the quarter. Details on this project are available in Moodle. Evaluation of this assignment is based, in part, on its suitability to be presented on the Internet. The bulk of the scoring will revolve around the forms pages (Ordering and Contact) of the project along with error-free validation, consistency and ease of use.

The project will consist of the three prior Lab assignments (Lab 1, Lab 2, and Lab 3) along with a fourth “Ordering” and “Contact” web pages (Lab 4).

Quizzes: There will be four quizzes emphasizing HTML coding knowledge, CSS, Internet research, and development issues. The quizzes may include T/F, multiple choice, short-answer questions and a practical hands-on development component (a web page). There will be a study guide available online prior to the quiz. Even though there are four quizzes, I will only count your highest three quiz scores. Therefore, one of the quizzes is optional.

Reading Assignments: Students in this course are expected to read the assigned material prior to a particular topic being covered by my online questions and Tutorials. The Daily Schedule in Moodle provides the reading schedule.

There are no makeup Labs or makeup Quizzes.
There is no extra credit available.
There is no Final Quiz.

Final Grading Scale (based on a percentage score)

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 to 100</td>
<td>A</td>
<td>270 to 300</td>
</tr>
<tr>
<td>80 to 89</td>
<td>B</td>
<td>240 to 269</td>
</tr>
<tr>
<td>70 to 79</td>
<td>C</td>
<td>210 to 239</td>
</tr>
<tr>
<td>60 to 69</td>
<td>D</td>
<td>180 to 209</td>
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</tbody>
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CTEC Support Services

Tutors, open labs, and a wide range of student services are available. Contact your instructor, as soon as possible, if you have any questions about available support and/or tutoring services.

Lab hours are posted outside of each lab area. The SHL 135 lab is fully equipped with all software required to meet your course needs. Lab staff members are available for questions or assistance while the lab is open. They may also be able to help you with access to tools and other essential issues, but they do not serve as your tutors.

On the front page of Moodle for our class there is listed a Tutoring Schedule for your use.

Other

Support Services:

If you have difficulties, fall behind in your work; find it difficult to focus etc. you should make an appointment to see one of the instructors during office hours. Students are encouraged to form study groups. If you need help forming a study group, contact one of the instructors. Lab assistants will help with general problems in using the lab, but are not expected to act as tutors. If you would like to have a tutor, contact the tutoring center at 992-2253 or see one of your instructors for some help in making that contact.

ADA Accommodations:

If you have emergency medical information which should be shared; or if you require assistance in case the building should be evacuated; please make an appointment to see me as soon as possible during the office hours indicated in this syllabus. Any student with a disability who may require accommodation in order to fully participate in this class should contact the Disability Support Services Office at (360) 992-2314 or (360) 991-0901 (VP) or stop by GHL 137. Click the following for more information.
http://www.clark.edu/student_services/disability_support.php

Important College-Wide Student Information

Click the following for important college-wide student information.
http://www.clark.edu/academics/syllabi/