

ITD 110-01N | Web Page Design I

Syllabus & class calendar | Fall 2022

This syllabus outlines our course of study for the coming semester, including material to be covered, grading criteria, and classroom policies. Please refer to "NOVA Policies" in Canvas and the college [Student Handbook](#) for college-wide policies which apply to this course. If you have any issues with this syllabus, please contact me and we can discuss.

Instructor

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When contacting me via email, please use your college email account.

Course objectives

This course will give you hands-on experience in creating web sites that communicate effectively. Specific objectives include:

- Gain a basic understanding of web page design, including elements such as headings, lists, images, links, tables, and forms, and of the use of HyperText Markup Language (HTML) and Cascading Style Sheets (CSS) to create and format those elements
- Be able to recognize the design elements which make a web site more or less effective
- Be able to apply the principles of good web page design to produce usable and readable web sites
- Understand the processes involved in publishing content to the World Wide Web

(See the college-wide course content summary at

www.nvcc.edu/depts/academic/coursecont/summaries/ITD110.pdf.)

Prerequisites

Familiarity with using a windowed workstation environment, including the ability to move and copy files, and to use a text editor and a Web browser

Class time and location

Room CT 116, 9:35–10:55 AM Tuesdays and Thursdays.

Student engagement hours

Tuesdays and Thursdays 11:00–11:30 AM, room CT 233; appointments are not required but receive priority. We can also meet, by appointment, at other times via phone or video conference. Emails are always welcome. If you are having problems with the class material, I encourage you to contact me right away.

Required text

Responsive Web Design with HTML5 & CSS3, 9th edition, by Jessica Minnick, 2021,. ISBN 978-0-357-42383-7 (hardcopy) or 978-0-357-70626-8 (ebook). Also available via a Cengage Unlimited subscription.

Grading

15% assignments

5% quizzes

5% design evaluation group project

25% project

15% exam #1

15% exam #2

20% final exam

Grading scale: A=90–100%, B=80–89%, C=70–79%, D=60–69%, F=0–59%

All assignment, quiz, and exam grades will be posted in Canvas as soon as they're available. For assignments and quizzes, I will drop the one lowest score in each category when calculating your grade.

Class web site

Available through your college Canvas account.

I will post relevant materials there, including updated versions of this syllabus and class schedule, full details of all class assignments (homework and projects), the PowerPoint slides used in class, additional reference materials, etc. Check it regularly!

Assignments

Just about every week, expect reading assignments from the textbook and, occasionally, from web sites.

Expect written or coding assignments just about every week. A short group project will evaluate the design of a real web site. In addition, a major project will be assigned, involving the creation of a small web site. You will be submitting portions of the project to meet various milestones throughout the semester. Details of the homework and project requirements will be discussed in class and posted in Canvas.

All homework and projects are due at 9:35 AM on the due date; if you will be absent, electronic submission of assignments is still required by the deadline. Late submissions will be penalized 10% per day late. Assignments will not be accepted more than seven days past the due date.

Be sure to allow sufficient time for completing all assignments — this is critical for success in the class.

Attendance & help

Your presence, regular and thorough preparation, and participation in class are expected. If you are unable to attend a class, please contact me in advance. Class sessions will often cover material beyond what is covered in the textbook, and class discussions will help you increase your understanding. If you fail to attend regularly and to do all the assignments, you are not likely to complete the course successfully.

If you find that you are floundering, please don't just stop coming to class. Talk to me and, together, we can try to get you through the semester successfully. On the other hand, if you decide to drop the class, it is your responsibility to do so on a timely basis.

Need more help? Tutoring is available at no charge — click on *Tutor.com: 24/7 Online Tutoring* in Canvas. Other tutoring may be available through the college [tutoring center](#).

If you wish to avail yourself of a disability accommodation as spelled out in the College Policies, you must provide me with the Memorandum of Accommodation at least one week before needed. See the Counseling Office for assistance.

Classroom decorum

Civility is expected at all times. Civility includes leaving class only at scheduled break times, silencing all electronic devices during class, and being awake and attentive. Use of electronic devices, including classroom computers, should be limited to class-related activities only. Any student behaving inappropriately will be removed from the classroom. If in doubt about what is

appropriate by college standards, consult the college [Student Handbook](#).

Academic integrity
“Incomplete” grades

See syllabus insert.

A grade of "I" (Incomplete) is given only when a student has completed 60% or more of the course and becomes unable to attend class or to complete course requirements near the end of the semester due to verifiable mitigating circumstances. An "I" grade is given at the discretion of the instructor.

Emergency closings

See syllabus insert. In the event of an emergency closing, the class may continue via Zoom.

COVID-19 guidance

See syllabus insert.

Computer lab

The open computer lab is located in room CT 228. The computers are loaded with the same software as in our classroom. The lab phone number is 703.323.3036. Printing in the lab is available, using your NOVACard for payment. Hours are:

Monday–Thursday, 9 AM–7 PM

(No in person help available after 4:45 PM)

Friday, 9 AM–3 PM

Saturday–Sunday, closed

Closed on observed holidays and non-instructional days

Class schedule

(See also the college [Academic Calendar](#).) This schedule is tentative and subject to change. The latest version will always be posted in Canvas.

Be sure to check Canvas every week for full details on assigned reading, coding, and projects. The chapters shown should be studied before coming to class.

Session	Date	Chapters to read/topics/notes
1	8/23	Course introduction
2	8/25	1. Intro to Internet and web design
3	8/30	2. Building an HTML template
4	9/01	HTML templates <i>Project milestone 1 due</i>
5	9/06	3. Images and links
6	9/08	Images and links
	9/08	<i>Last day to drop with tuition refund or to change to audit</i>
7	9/13	4. Intro to CSS
8	9/15	CSS intro <i>Project milestone 2 due</i>
9	9/20	5. Responsive design, part 1
10	9/22	Responsive design
11	9/27	Responsive design
12	9/29	<i>Exam 1</i>

13	10/04	6. Responsive design, part 2 <i>Project milestone 3 due</i>
14	10/06	Responsive design
	10/11	<i>Fall break — no class</i>
15	10/13	Responsive design <i>Begin group evaluation project</i>
16	10/18	7. Layouts <i>Group project presentations</i>
17	10/20	Layouts <i>Project milestone 4 due</i>
18	10/25	Layouts
19	10/27	<i>Exam 2</i>
	10/29	<i>Last day to withdraw without grade penalty</i>
20	11/01	8.. Tables and forms
21	11/03	Tables and forms
	11/08	<i>Election Day — no class</i>
22	11/10	9. Multimedia <i>Project milestone 5 due</i>
23	11/15	Multimedia
	11/17	<i>Thanksgiving Day — no class</i>
24	11/22	11. Publishing
25	11/24	Publishing
26	11/29	Webmastering
27	12/01	<i>Project milestone 6 due: project presentations</i>
28	12/06	Final review
29	12/08	<i>Final exam</i>

Last updated: 29 August 2022

Syllabus insert: The following college-wide policies apply to this class.

INTRODUCTORY STATEMENT

Students are responsible for knowing and following the policies in the [Student Handbook](#). The following are highlights of information that students should be aware of as they begin a course.

Academic Integrity Policy

NOVA promotes and emphasizes the importance of honesty in academic work. It is therefore imperative for students to maintain the highest standard of honor in their scholastic work.

Academic dishonesty, as outlined in more detail in the [Academic Integrity Policy \(Policy Number: 224\)](#), can include, but is not limited to cheating on an exam or quiz, submitting work that is not your own (plagiarism), or sharing assessments online. Consequences of academic dishonesty can include a failing grade on an assignment, a failing grade in the course, and may include additional administrative sanctions such as suspension or expulsion from the college. Procedures for disciplinary measures and appeals are outlined in the [Academic Integrity Procedures](#). It is a student's responsibility to become familiar with the student code of conduct. Lack of awareness is no excuse for noncompliance with NOVA's policies and procedures.

Accommodations and Accessibility Services

NOVA is committed to ensuring all students have an opportunity to pursue a college education regardless of the presence or absence of a disability. No academically qualified student with a disability will be denied access to or participation in the services, programs, and activities of the College. Your access to and inclusion in this course is important to NOVA and me. Please request your accommodation letter (Memorandum of Accommodations) early in the semester or as soon as you become registered so that we have adequate time to arrange your approved academic accommodations. Returning students must renew their Memorandum of Accommodations (MOA) every semester; these students should submit the request 24 hours or later after enrolling in at least one class. Allow up to 7 business days for the request to be approved.

Accommodations are provided for in-person, online, and remote/synchronous (Zoom) learning. To get started, review NOVA's [Accommodation and Accessibility Services](#) website. Following a meeting with a counselor, you will be issued a Memorandum of Accommodation (MOA). You must provide your MOA to your professors, testing proctor, and/or tutoring center in order to receive your accommodations. You may provide your MOA any time

during the semester; however, accommodations are not retroactive. You may email your MOA or provide me with a printed copy. I will send you an email to acknowledge receipt. If I have any questions or if there is anything about your accommodations you wish to explain, we will schedule a meeting outside of class for that purpose. Please remind me of any special arrangements that must be made in advance of tests and assessments. If you need a sign language interpreter, or if you need live captions for your Zoom class, send an email to interpreters@nvcc.edu.

Career Services

The College is committed to providing career services to all students as part of the comprehensive educational journey. [Career Services](#) assists students with exploring, developing and setting goals related to each student's unique educational and academic needs. These services include career assessments, occupational information, goal setting, planning and employment resources. You can [request an appointment with a career counselor](#).

Closing Information

NOVA announces campus and college closings on the NOVA homepage. You can also receive notification by cell phone or email if you register for [NOVA Alert](#). Also review NOVA's guidance on [emergency closings, delayed openings, and continuation of instruction](#).

If a course is canceled due to a weather event or other unforeseen situation, check the course Canvas site or NOVA email as soon as possible for instructions and assignments to avoid falling behind in coursework. You are expected to be up to date with all assignments the next time the class meets.

Communication

Northern Virginia Community College (NVCC) faculty, staff, and administrators communicate with students through their official NVCC email accounts (@nvcc.edu). Students are likewise required to use their VCCS email accounts (@email.vccs.edu) to communicate with instructors and other college personnel. Students should check their email accounts regularly.

Course Drop/Withdrawal Policy

Please note these important deadlines related to your enrollment in a course:

- Students may drop courses through NOVAConnect until the last day to drop with a tuition refund (census date). Students who drop a class during this period will receive a full refund.
- Requests to change your grade status to audit must also be completed before

- the last day to drop with a tuition refund (census date).
- Students who do not attend at least one class meeting or participate in an online learning class by the last day to drop with a tuition refund (census date) may be administratively deleted from the class. This means that there will be no record of the class or any letter grade on the student's transcript. The student's tuition will not be refunded.
 - The *Last Day to Withdraw* is the last day to withdraw without a grade penalty. Students will receive a grade of W. Students may withdraw from a course through NOVACconnect. The student's tuition will not be refunded.

Dropping a course after the census date and before the withdrawal date will result in a "W" grade appearing on your transcript. To identify these dates for your courses, please visit the [College Academic Calendar](#) and scroll down to the specific session for your course. Please note that any drops or withdrawals from a course may impact [financial aid](#), [International Student status](#), or [military benefits](#). Students with questions should check with the appropriate offices.

COVID-19 Updates

COVID-19 information and updates can be found on the [Stay Safe with Ace](#) webpage.

Financial Stability and Advocacy Centers

[The Financial Stability and Advocacy Centers](#) provide assistance to students who are experiencing financial hardships that might prevent the students' academic success. The personnel at the Financial Stability and Advocacy Centers work with students to identify college or community services available. For more information, please visit the [Financial Stability and Advocacy Centers](#) webpage, or contact the office by calling 703.323.3450 or emailing financialstability@nvcc.edu.

Office of Wellness and Mental Health

During your time at NOVA, you may experience challenges including struggles with academics, finances, or your personal well-being. NOVA has support resources available. Please contact the [Office of Wellness and Mental Health](#) if you are seeking resources and support, or if you are worried about a friend or classmate.

Prerequisite Verification Statement

As noted in the [Course Prerequisites Policy](#), some courses have prerequisite or corequisite requirements that are established to foster a student's success in the course. Students may not enroll in a course for which they do not meet the

prerequisites by the time the course begins or for which they do not simultaneously enroll in any corequisite. Students may be administratively dropped from any course for which they have not met the prerequisite. If a course has a prerequisite, it is the responsibility of the student to ensure completion of this pre-requisite course first. Any student needing assistance in determining prerequisite or corequisite requirements can reach out to their faculty member or Campus Academic Division office for support.

Remote Student Support Services

If you need academic assistance or need college services but cannot make it to campus, please review NOVA's [Remote Student Support Services](#) to receive virtual assistance. Services provided include enrollment services, advising, tutoring, and financial aid assistance.

TITLE IX

Title IX is a civil rights law that prohibits discrimination on the basis of sex in educational programs, activities, admission, and employment. Complaints of sex-based discrimination, sexual violence, domestic violence, dating violence, and sexual or gender-based harassment are governed by the Title IX Policy. For more information or to make a report, visit the [Office of Title IX](#).