

COURSE SYLLABUS



COURSE TITLE: ABT 294 – Website Design and Maintenance

CLASS SECTION: 001

TERM: Fall 2024

COURSE CREDITS: 3

DELIVERY METHOD(S): in-person

INSTRUCTOR DETAILS

NAME: Julia Grav

EMAIL: gravj@online.camosun.ca

OFFICE: Interurban, **CBA 231G**

HOURS: Lab hour

As your course instructor, I endeavour to provide an inclusive learning environment. If at any time, you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

This course is designed to introduce students to the design, creation, publication, maintenance and management of a website. This course focuses on design principles using current website design and graphics software.

PREREQUISITE(S): C in BUS140 or equivalent

CO-REQUISITE(S): None

EXCLUSION(S): None

COURSE LEARNING OUTCOMES / OBJECTIVES

Upon successful completion of this course a student will be able to:

1. Identify and describe the network protocols used to enable traffic over the Internet.
2. Apply basic design principles to design and create an effective website utilizing an appropriate file management structure and effective page layouts using a web page editor and file management tool.
3. Create and edit internal, relative, and absolute hyperlinks.
4. Create and edit HTML and CSS code.
5. Create effective website templates.
6. Insert and edit JavaScript widgets.
7. Utilize graphics software to create, import, and edit web page images and choose an appropriate graphics format for banners, photos, line art, navigation buttons, and animations.
8. Create interactive on-line forms and surveys.
9. Set up and secure a website for authoring permission using FTP.
10. Publish several websites to a web server and perform routine maintenance tasks.

Camosun College respectfully acknowledges that our campuses are situated on the territories of the Ləkʷəŋən (Songhees and Kosapsum) and WSÁNEĆ peoples. We honour their knowledge and welcome to all students who seek education here.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

REQUIRED:

- Adobe CC Account** Subscription paid for by Camosun, details provided by your instructor
- freeCodeCamp** Free browser application for coding simulation
- GitHub** Free online repository that will allow you to pull, clone and push code commits.
- Visual Studio Code** Free Microsoft cross-compatible desktop app; basic code editor

OPTIONAL:

- Robbins, J. (2018). Learning Web Design, 5th Edition. O'Reilly Media, Inc. ISBN: 9781491960202. Available through the Camosun ONLINE bookstore

In the first week, detailed instructions are given to show you how to download required applications and create online accounts.

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

| DATES | D2L MODULE | TOPIC | READINGS | ACTIVITIES/DUE DATES |
|--|--|---|--|---|
| Week 1: September 3-8, 2024 | Module 1 – Getting Started | Course Intro, Expectations & File Management, | Annotation Exercise 1: Web Concepts | Week 1 readiness Quiz [Bonus] <i>Due before Sept. 8 at 11:30pm</i> |
| Week 2: September 9-15, 2024 | Module 2 – Web Concepts | How the Internet Works | Annotation Exercise 2: Accessibility | Activity 1: File management & hyperlinks Lab 1: HTML Hello World <i>Due before Sept. 15 at 11:30pm</i> |
| Week 3: September 16-22, 2024 | | Intro to HTML & Web Accessibility | Annotation Exercise 3: Images & Videos | Activity 2: Publish class landing page <i>Both due before Sept 22 at 11:30pm</i> |
| Week 4: Sept. 23 – 29, 2024 | Module 3 – Images | Optimization & Graphics | Annotation Exercise 4: Styling the Web (MDN web docs) | Activity 3: Basic Logo Project Part 1: Site Proposal & Domain Research <i>Due before Sept 29 at 11:30pm</i> |
| Week 5: Sept. 30 - Oct. 6, 2024 | Module 4 – Responsive Web Design | Intro to CSS | Annotation Exercise 5: CSS Box Model (MDN web docs) | Lab 2: Optimized Images <i>Due before Oct. 6 at 11:30pm</i> |
| Week 6: Oct. 7 -13 2024 | | CSS Box Model | | Project Part 2: Project Logos <i>Due before Oct. 13 at 11:30pm</i> |
| Week 7: Oct. 14-20, 2024 | | CSS Flexbox & Grid | Annotation Exercise 6: Process | Lab 3: Float Images, Flex & Grid <i>Due before Oct. 20 at 11:30pm</i> |

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|--|------------------------------|----------------------|---|---|
| Week 8: Oct. 21- 27, 2024 | | | Tools and Workflows | Lab 4: Wireframe drafting Due before Oct 29 at 11:30pm |
| Week 9: Oct. 28 - Nov.3, 2024 | Module 5 - Templates | UX (User Experience) | Annotation Exercise 7: Cross-cultural design | Activity 4: Responsive business website due Oct 29 at 11:30pm Midterm Exam Wednesday, Oct 30 |
| Week 10: Nov. 4 - 10, 2024 | | Image Galleries | | Activity 5: Gallery Project Part 3: Content and Imagery Both due before Nov. 10 at 11:30pm |
| Week 11: Nov. 11 – 17, 2024 | Module 6 – Dynamic Design | Forms | Annotation Exercise 8: Broadening the Community | Lab 5: Survey Form FreeCodeCamp: Responsive Web Design Certification Both due before Nov. 17 at 11:30pm |
| Week 12: Nov. 18 – 24, 2024 | | | Annotation Exercise 9: CSS Secrets | Activity 6: Business site template with advanced media interactivity Project Part 4: Site Template Website Accessibility Bonus All before Nov 24 at 11:30pm |
| Week 13: Nov. 25 - Dec. 1, 2024 | Module 7 - JavaScript | JavaScript Widgets | Annotation Exercise 10: Immersive Content and Usability | Activity 7: JavaScript Lab 6: JS widget Both due before Dec 1 at 11:30pm |
| Week 14: Dec. 2 – 6, 2024 | | | Lab [Bonus]: Animation Activity 8: Finalized Class Landing Page Project Part 5: Site Completion All due Friday, Dec 6 at 11:30pm | |

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced notice is required. Deadlines can be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

EVALUATION OF LEARNING

| DESCRIPTION | WEIGHTING |
|---|-----------|
| Reading annotation exercises (10 in total) | 10% |
| Activities (8 in total with the lowest one dropped.) | 15% |

| DESCRIPTION | WEIGHTING |
|--|--|
| Lab (6 in total) | 15% |
| Project | 40% |
| Part 1 – Website Proposal & Domain Research | 7.5% |
| Part 2 – Project Logos | 7.5% |
| Part 3 – Text and Image Preparation | 5% |
| Part 4 – Site Template | 10% |
| Part 5 – Site Completion | 10% |
| Midterm | 15% |
| freeCodeCamp: Responsive Web Design Course | 5% |
| <p>If you have a concern about a grade you have received for an evaluation, please email me as soon as possible. Refer to the Grade Review and Appeals policy for more information.</p> <p>http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf</p> | <p>TOTAL</p> <p>100%</p> |

COURSE GUIDELINES & EXPECTATIONS

In-house citation rules will be used on all written Activities. Specifically, all sources must have an in-text citation with a direct link to source. e.g. (Grav, 2024)

SCHOOL OR DEPARTMENTAL INFORMATION

Assignments

The School of Business uses APA style for formatting assignments and citing references. Proper citations and formatting using APA style will be required. See Camosun College Library Citation Guides retrieved from: <https://camosun.libguides.com/apa7>

- Submit all assignments into the D2L assignments by your last and first name.
- In-text citations for quotes, paraphrasing, and references must be consistent with APA standards. In-house rules that in-text citations require a direct link to the source. (Grav, 2023)
- Grammar, spelling, style and APA formatting, citations and referencing will be assessed in your mark.
- All submitted work must be properly referenced to sources.

Unless otherwise specified, you are to submit your own work. Any work collaborated on (unless permitted by the course) will be considered in violation of the college's Academic Integrity policy. See Camosun College (2021) [Academic Integrity Policy](#)

Deadlines and exams

You must submit your assignments by the due date or as announced. A grade of zero will be assigned to late submissions. There are no additional assignments or make-up exams of any kind if you performed poorly on an assignment, midterm or final exam.

EXAM DATES WILL NOT BE RESCHEDULED. Non-attendance on scheduled exam dates will result in a zero grade. All exams must be written at the scheduled times with the exception of students requiring an accommodation by CAL. It is understood that emergency circumstances do occur (e.g. severe illness or family

emergency); for such circumstances accommodation may be granted at the discretion of the instructor, provided the student:

- a) notifies the instructor *in advance* of the exam (not after), and
- b) provides documented evidence of the circumstance (e.g. medical certificate).

In most cases of an excused absence for an exam, an alternate exam will be scheduled for the student at the end of term.

Do not make travel plans until the final exam schedules are finalized and posted. Please ask any family members who might make travel plans on your behalf to consult you before booking tickets. Travel plans are not an acceptable reason to miss an exam.

Students registered through the [Centre for Accessible Learning \(CAL\)](#) should discuss timelines with their instructors at the beginning of each semester.

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit camosun.ca/services.

| Support Service | Website |
|-------------------------------------|---|
| Academic Advising | camosun.ca/services/academic-supports/academic-advising |
| Accessible Learning | camosun.ca/services/academic-supports/accessible-learning |
| Counselling | camosun.ca/services/health-and-wellness/counselling-centre |
| Career Services | camosun.ca/services/co-operative-education-and-career-services |
| Financial Aid and Awards | camosun.ca/registration-records/financial-aid-awards |
| Help Centres (Math/English/Science) | camosun.ca/services/academic-supports/help-centres |
| Indigenous Student Support | camosun.ca/programs-courses/iecc/indigenous-student-services |
| International Student Support | camosun.ca/international |
| Learning Skills | camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills |
| Library | camosun.ca/services/library |

| Support Service | Website |
|---------------------------|---|
| Office of Student Support | camosun.ca/services/office-student-support |
| Ombudsperson | camosun.ca/services/ombudsperson |
| Registration | camosun.ca/registration-records/registration |
| Technology Support | camosun.ca/services/its |
| Writing Centre | camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills |

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>
Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

Academic Accommodations for Students with Disabilities

Camosun College is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging appropriate academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities. If you are a student with a documented disability and think you may need accommodations, you are strongly encouraged to contact the Centre for Accessible Learning (CAL) and register as early as possible. Please visit the CAL website for more information about the process of registering with CAL, including important deadlines: <https://camosun.ca/cal>

Academic Progress

Please visit <https://camosun.ca/sites/default/files/2023-02/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

Grading Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal (see [Medical/Compassionate Withdrawals policy](#)). Please visit <https://camosun.ca/services/forms#medical> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence Policy: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and camosun.ca/services/sexual-violence-support-and-education.

To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-370-3841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <https://camosun.ca/sites/default/files/2021-05/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.