# COURSE SYLLABUS

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| COURSE TITLE: | ABT 294 – Website Design and Maintenance |
| CLASS SECTION: | D01 |
| TERM: | 2023W |
| COURSE CREDITS: | 3 |
| DELIVERY METHOD(S): | Online, Asynchronous |

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

For COVID-19 information please visit https://legacy.camosun.ca/covid19/index.html.

*Camosun College requires mandatory attendance for the first class meeting of each course.* **If you do not participate the week 1 Introduction discussion by the due date** *and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.*

## INSTRUCTOR DETAILS

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|---|---|
| NAME: | Julia Grav |
| EMAIL: | gravj@online.camosun.ca |
| OFFICE: | Interurban, **CBA 231G** |
| HOURS: | Virtual via Collaborate (in D2L) time TBD |

*As your course instructor, I endeavour to provide an inclusive learning environment. However, if 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.

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| 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.

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

**REQUIRED**:

a. Robbins, J. (2018). Learning Web Design, **5<sup>th</sup> Edition**. O'Reilly Media, Inc.

ISBN: 9781491960202. [Available at the Camosun bookstore](#)

b. **freeCodeCamp** Free account in browser application for coding simulation

c. **Visual Studio Code** Free Microsoft cross-compatible desktop app: basic code editor

d. **Adobe CC Account** Subscription paid for by Camosun, details provided by your instructor

**Order your textbook now!**

*In the first week, detailed instructions are given to show you how to download required applications and create an online account for freeCodeCamp and Adobe CC.*

## 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.

| WEEK | TOPIC | ASSIGNED READINGS | ACTIVITIES/DUE DATES | WEIGHT |
|---|---|---|---|---|
| Week 1: January 9-15, 2023 | Course Intro, File Management, Intro to HTML & CSS | Learning Web Design Part 1: | Discussion: PhotoVoice<br>Classwork: File Management<br>*Both due before Jan. 13 at 11:30pm*<br>Lab: HTML "Hello World" Part 1 | 3.39% |

| WEEK | TOPIC | ASSIGNED READINGS | ACTIVITIES/DUE DATES | WEIGHT |
|---|---|---|---|---|
| Week 2: January 16-22, 2023 | Intro to HTML syntax | Learning Web Design: Chapter 4, 5 & 6 | Classwork: Links<br>Lab: HTML "Hello World" Part 1 & 2<br>Project Part 1: Site Proposal<br>*All due before January 20 at 11:30pm* | 10.64% |
| Week 3: January 23-29, 2023 | Graphics, Image Processing (Photoshop) | Learning Web Design: Chapter 7, 23 & 24 | Classwork: Graphics<br>Lab: Digital Images Part 1<br>Quiz (D2L) Getting Started<br>*All due before January 27 at 11:30pm* | 3.39% |
| Week 4: Jan. 30- Feb. 5, 2022 | Website Design Patterns | Learning Web Design: Chapters 11, 12, 13 & 14 | Classwork: Class homepage Part 1<br>Lab: Digital Images Part 1 & Part 2<br>FreeCodeCamp -Basic HTML and HTML5<br>Discussion: Cloud AI - Links<br>*All due before Feb 3 at 11:30pm* | 6.75% |
| Week 5: February 6 – 12, 2022 | Advanced CSS: Flexbox & Grid | Learning Web Design: Chapter 15 & 16A | Classwork: Class homepage Part 1 & Part 2<br>Lab: Float Flex Grid Part 1<br>Quiz (D2L) Graphics and Web Colours<br>*All due before Feb. 10 at 11:30pm* | 3.39% |
| Week 6: February 13 – 19, 2022 | | Learning Web Design: Chapter 16B | Classwork: Create a responsive website Part 1<br>Lab: Float Flex Grid Part 1 & 2<br>Discussion: Cloud-AI – Layouts<br>*All due before Feb. 17 at 11:30pm* | 4.25% |
| Week 7: Feb. 20 – 26, 2022 | | Reading Break – College Closed | Quiz (D2L) HTML<br>Project Part 2: Project Logos<br>*Due before February 24 at 11:30pm* | 6.25% |
| Week 8: Feb 27 – March. 5, 2022 | Responsive Web Design | Learning Web Design: Chapter 17 | Classwork: Create a responsive website Part 1 and Part 2<br>Lab: Wireframe<br>Quiz (D2L) CSS<br>*All due before March 3 at 11:30pm* | 6.39% |
| Week 9: March 6 – 12, 2022 | Template Layouts, Links and Mobile / Web Typography | Review glossary and assignment feedback for midterm | Classwork: Assigned Review Exercises<br>FreeCodeCamp: Basic CSS *due before March 10 at 6pm*<br>Midterm Exam – Friday, March 10 from 6-8pm | 12.5% |
| Week 10: March 13 – 19, 2022 | | | Classwork: Photo Gallery Part 1<br>Lab: Full-screen bg-video Part 1<br>Project Part 3: Content and Imagery<br>*All due before March 17 at 11:30pm* | 5% |

| WEEK | TOPIC | ASSIGNED READINGS | ACTIVITIES/DUE DATES | WEIGHT |
|---|---|---|---|---|
| Week 11: March. 20 – 26, 2022 | Advanced Media, Interactivity, Web Forms & CSS Animation | Learning Web Design: Chapter 10 & Google Web Fundamentals: Responsive Images | Classwork: Photo Gallery Part 1 & 2<br>Lab: Full-screen bg-video Part 1 & 2<br>*Both due before March 24 at 11:30pm* | 5.14% |
| Week 12: March. 27 – April 2, 2022 | | Learning Web Design: Chapter 9 & Chapter 19 (pgs. 547-550) | Classwork: Business site template site with advanced media interactivity Part 1<br><br>Lab: Animation [Bonus]<br><br>Project Part 4: Site Template<br>*All due before March 31 at 11:30pm* | 12.5% |
| Week 13: April. 3 – 9, 2022 | | Learning Web Design: Chapter 18 & CSS animation | Classwork: Business site template site with advanced media interactivity Part 1 & Part 2<br>Discussion: Cloud AI<br>Lab: Advanced Form [Bonus]<br>*Both due before April 7 at 11:30pm* | 3.39% |
| Week 14: April 10-14, 2022 | PHP and JavaScript in Form Functionality | Learning Web Design: Chapter 21, 22 & Course Resources | Classwork: JavaScript<br>Glossary of Terms<br>Project Part 5: Site Completion<br>*All due April 14 at 11:30pm* | 17.5% |
| | | | | 100% |

**If possible, please print the schedule above for easy reference of all assigned due dates.**

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 noticed is required. Deadlines scan be reviewed on the CAL exams page.  http://camosun.ca/services/accessible-learning/exams.html

## EVALUATION OF LEARNING

| DESCRIPTION | WEIGHTING |
|---|---|
| Online Quizzes | 10% |
| Participation Discussions | 5% |

| DESCRIPTION | | WEIGHTING |
|---|---|---|
| Class work | | 15% |
| Lab work | | 15% |
| Project | | 35% |
| Part 1 – Website Proposal | 5% | |
| Part 2 – Project Logos | 5% | |
| Part 3 – Text and Image Preparation | 5% | |
| Part 4 – Site Template | 12.5% | |
| Part 5 – Site Completion | 12.5% | |
| Midterm | | 10% |
| freeCodeCamp (2) modules | | 5% |
| Glossary of Terms | | 5% |
| | TOTAL | 100% |

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the Grade Review and Appeals policy for more information.

Congrats on reading this far in the syllabus. Email your instructor at gravj@online.camosun.ca for a bonus mark!

## COURSE GUIDELINES & EXPECATIONS

### Assignments

The School of Business uses APA 7 style for formatting assignments and citing references. Proper citations and formatting using APA style will be required. See Camosun College (2018) Library Citation Guides retrieved from: https://camosun.libguides.com/apa7

- Where required by your instructor, submit all assignments into the D2L assignments by your last name.
- In-text citations for quotes, paraphrasing, and references must be consistent with APA standards.
- 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.

Medical notes must be dated, signed, and be written on letterhead or prescription paper imprinted with the physician's name and address. Notes are accepted from Physician (GP or medical specialist), Nurse Practitioner, Psychiatrist, Psychologist, Counsellor and Aboriginal Elder.

## 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 http://camosun.ca/students/.

| Support Service | Website |
| --- | --- |
| Academic Advising | http://camosun.ca/advising |
| Accessible Learning | http://camosun.ca/accessible-learning |
| Counselling | http://camosun.ca/counselling |
| Career Services | http://camosun.ca/coop |
| Financial Aid and Awards | http://camosun.ca/financialaid |
| Help Centres (Math/English/Science) | http://camosun.ca/help-centres |
| Indigenous Student Support | http://camosun.ca/indigenous |
| International Student Support | http://camosun.ca/international/ |

| Support Service | Website |
|---|---|
| Learning Skills | http://camosun.ca/learningskills |
| Library | http://camosun.ca/services/library/ |
| Office of Student Support | http://camosun.ca/oss |
| Ombudsperson | http://camosun.ca/ombuds |
| Registration | http://camosun.ca/registration |
| Technology Support | http://camosun.ca/its |
| Writing Centre | http://camosun.ca/writing-centre |

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 Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the Centre for Accessible Learning (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started: http://camosun.ca/services/accessible-learning/

### Academic Integrity

Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

### Academic Progress

Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/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 http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit http://camosun.ca/learn/fees/#deadlines.

## Grading Policy

Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf for further details about grading.

## Grade Review and Appeals

Please visit http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf for policy relating to requests for review and appeal of grades.

## Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures" (http://camosun.ca/learn/calendar/current/procedures.html) and the Grading Policy at http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf.

## 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. Please visit http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf to learn more about the process involved in a medical/compassionate withdrawal.

## Sexual Violence and Misconduct

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 or misconduct 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 and Misconduct Policy: http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf and https://camosun.ca/sexual-violence. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-3703841

## 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 http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf to understand the College's expectations of academic integrity and student behavioural conduct.

**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.