



Figure CIT180 Course Banner

Syllabus – Summer 2021

INSTRUCTOR:	Lisa Balbach
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Course Description:

This course covers how to plan, develop, and publish websites using industry standard software. Students will learn responsive web design using HTML5 (Hypertext Markup Language) and CSS3 (Cascading Style Sheets). Students will develop a wide variety of web projects, which include navigation menus, multimedia, forms, lists, tables, and CSS animation. Interactivity will be achieved through CSS and beginning JavaScript. Emphasis will be placed on Industry standard coding practices, ADA compliance, semantic HTML5, beginning, intermediate and advanced CSS. Course content is mapped to the MTA 98-383 Introduction to Programming using HTML and CSS learning objectives and students enrolled in this course will take the certification exam. Group 2 course.

Recommended Prerequisites: None

Materials Needed:

Purchased at the bookstore

1. **Required Book:** There is 1 book required in this course:
 - Gauchat, J.D. "HTML5 for Masterminds, 3rd Edition: How to take advantage of HTML5 to create responsive websites and revolutionary applications". ISBN: 9781542923316
2. Connection to the Internet (This is your ISP).
3. **Required Software:**
 - **Web Editor.** We are using VSCode – there is a link in the Course Information block for you to download the software (it is a free editor). We won't be creating pages until lesson 2
 - **FTP application.** We are using FileZilla – there is a link in the course information block for you to download the software (the program is free). We won't be transferring pages until lesson 2
 - **Web Browsers.** It is important to test web pages in multiple browsers. Links to download recommended browsers are in the Course Information block. We won't be transferring or viewing our own pages until lesson 2.
 - **Web Hosts.** You don't need to worry about obtaining a host for your web pages. I have my own domain and will be creating accounts for you.
4. USB (flash) drive. This is optional for students who want to store their work on a removable device.

Learning Outcomes

General learning outcomes for this course include:

Outcome	Assessment Method
Knowledge #1. Describe the operation of the Internet with respect to browsers, servers, and protocols, including requests, responses, gets and posts. #2. Describe the historical development of the web, its standards, and formats. #3. Describe the tools and methods used to create websites.	Quizzes, exams, assignments, discussion
Application #4. Create websites using HTML and CSS to meet design specifications. #5. Maintain a productive and efficient development environment.	Assignments
Integration #6. Use HTML and CSS to develop websites that are efficient, functional, intuitive, and aesthetically pleasing on multiple browsers. #7. Describe the process of real-world web design #8. Discuss the rationale for various design protocols and decisions.	Assignments, discussion, quizzes, exams
Human Dimension #9. Give and receive feedback in an appropriate manner. #10. Work effectively with others.	Discussions, assignments
Caring – Civic Learning #11. Implement HTML and CSS to develop websites that maintain ADA compliancy. #12. Analyze the ethical, economic, and social repercussions of computer information technology.	Assignments, discussions
Learning How to Learn #13. Engage in self-directed learning. #14. Experience continuous improvement through iteration.	Discussions, assignments

General Education at NMC promotes the acquisition of knowledge, skills, and attitudes needed to function effectively in a changing world. This fosters intellectual curiosity, essential to lifelong learning. To ensure students experience the benefits of our philosophy of general education, the faculty of NMC commits to instilling these practices throughout the curriculum.

This course will help students analyze thinking to effectively identify and resolve issues. The **general education outcome** that has been selected is:

Critical Thinking: *Students will skillfully conceptualize, apply, analyze, synthesize, and evaluate information gathered from observation, experience, reflection, reasoning, or communication.*

Grading and Assignment Information

The grading scale for this course is based on total points. The total points in this course is 1000. The grade breakdowns are shown in the table below:

Grade	Percentage	Points Required
4.0	95-100%	950-1000
3.5	90-94%	900-949
3.0	85-89%	850-899
2.5	80-84%	800-849
2.0	75-79%	750-799
1.5	70-74%	700-749
1.0	65-69%	650-699
0.0	0-64%	0-649

I = incomplete, W = withdrawn (with or without grade (see posted date), FA = failed to attend, AU = audit or drop without record (see posted date)

Grades are assigned based on the total points you have accumulated throughout the semester. Points are accumulated by completing textbook chapter assignments, lab assignments, discussion exercises, a final project, quizzes and exams.

Grade proportions and points are as follows:

Activity	Learning Outcome	Points
11 Textbook Assignments @ 20-40 points each (30%)	2, 3, 4, 5, 6, 9, 11, 14	300
10 Lab Assignments @ 20-40 points each (30%)	3, 4, 5, 6, 9, 11, 14.....	300
Final Project and project showcase (10%)	3, 4, 5, 6, 9, 11, 14.....	100
Discussion Forum, ePortfolio, GitHub, Certiport Registration @ 5-20 points each (8%)	7 thru 10, 12, 13.....	80
1 Quiz and 2 Exams @ 10- 60 points each (12%)	1, 2, 3, 7, 8.....	120
MTA Final Exam (10%)	1, 2, 3, 7, 8.....	100
Total Points Possible		1000

General Assignment Information:

All assignments, exercises and quizzes in this course have due dates which are indicated in the semester assignment schedule located in Moodle below this document. **Late work will NOT be accepted unless prior arrangements are made with the instructor.**

For most weeks, you will need to do the following:

- 1) Read the textbook chapters.
- 2) Read and practice interactive exercises in the lecture/demo
- 3) Complete the textbook assignment and transfer your pages to the web
- 4) Complete the lab assignment and transfer your pages to the web
- 5) Participate in discussion exercises or complete a quiz or exam

We will be covering portions of chapters each week, so pay close attention to the pages you need to complete, or you may end up doing more work than you needed to!

The pages you need to read are posted in two locations:

- In the course assignment schedule.
- At the top of each Moodle block

Course Information and Startup Exercises

The activities for the first week involve getting your system set up to complete work in the course, getting to know each other and becoming familiar with the web environment you will be working in.

Textbook Chapters and Lecture/Demos

You should read the assigned pages from the textbook before reviewing the lecture, assignments, and videos. The lecture will explain the concepts and techniques in more detail and provide examples for you to review, in addition to links to interactive sites that let you practice skills while you are learning. It is helpful if you read through the book first because you will be familiar with the concepts and techniques being presented and they will make more sense.

Textbook Assignments

Textbook assignments are designed to practice skills covered in the book and lecture/demo. The purpose of the exercises is to teach you the material. All required exercises include videos that show you and tell you what you need to do.

Once the assignment has been completed, you will transfer your pages to the Internet and submit a comment of "Done" to the dropbox in Moodle so I know your assignment is ready for grading.

Textbook assignments are worth 20-40 points and are due on the Internet by the date indicated in the assignment schedule.

Lab Assignments

Lab assignments involve creating your own pages and website. They are designed to practice skills you've acquired in the textbook assignments, so there will be minimum requirements that you need to meet to receive full credit. These assignments tend to be more open-ended because you will be determining the content.

Lab assignments are worth 20-40 points and are due on the Internet by the date indicated in the assignment schedule. Once you are done with the assignment, please submit a comment of "Done" to the dropbox in Moodle, so I know it is ready for grading.

Final Project and Project Showcase:

Your last assignment is your final project which is worth 75 points. The project includes HTML and CSS requirements learned throughout the semester, in addition to a few JavaScript requirements learned in the last class lecture. Minimum requirements are posted to the project assignment page along with points associated with each task. Projects must be turned in on time (late work will not be accepted).

The final project showcase is an opportunity for you to show the class your fantastic final project and to discuss design protocols used to create the project! The showcase is worth 25 points. Minimum requirements are posted to the showcase instruction page.

Discussion Forums, e-Portfolio, GitHub, Certiport

Discussion forums are used to help you build resources for continuing education and training and to share your pages with classmates.

You will be creating a GitHub account and uploading your final project to the GitHub site (GitHub is a site that is used for project management and version control. Uploading code to GitHub is an industry standard.)

You will be creating an ePortfolio. You are free to use any resource for this, but we recommend using LinkedIn because you can connect your professional certifications to LinkedIn and you can also add a link to your GitHub repository to LinkedIn.

Assignments are worth between 5-20 points.

Quizzes/Exams

You will have a quiz on the first chapter's material (we don't have any web assignments from that chapter which is why you have a quiz).

The remaining chapters have been split into two exams. The first test is worth 60 points and the second is worth 50 points. The tests cover key points from the different chapters that you need to know for the MTA exam at the end of the semester.

Quizzes and exams are open book/open note with no time limit.

Final Exam

This class prepares you for the MTA 98-383 Introduction to Programming Using HTML and CSS exam, which is your final exam in this course. Passing the certification exam is worth 100 points. Students who do not pass, will be allowed to retake the exam. Students who retake and pass the exam will be awarded 100 points. Students who do not pass the certification exam, will still receive points for the final, but their score will be prorated.

PLEASE NOTE the MTA exam must be taken in the professional testing center which is in the Parsons-Stulen building on the Aero Park Campus. If you do NOT live in Traverse City and you need to use a different testing center, please let me know ASAP so we can get a testing voucher for you (the cost of the voucher is covered by your course fees).

Course Communication

The best way to contact me is via email or by visiting me during livestream office hours. If you send me an email, please use the following email address: Lbalbach@nmc.edu. To attend livestream office hours, watch your email 5-10 minutes before office hours begin and you will see an email from me with a link to the office hours.

I will not be on-campus very much this summer because I am teaching online. If you call my office phone and leave a message, I will receive the message through my email, and I will return your call. Please make sure you leave your number and the best time of day to reach you.

Please remember all students are required to use their NMC email account for all communication in this class and college business. I will be using your NMC email address to communicate with you throughout the semester.

I will try my best to answer your emails to me within a 24-hour period during Monday through Friday. I will also check email over the weekend. I will try to read the emails at least once or twice a day and respond at that time. If I am gone or ill, I will post that fact in the announcements so that you will know why I have not responded to your email.

The Student Questions/Answers discussion forum at the top of the course is for you to ask each other questions. You may be able to resolve the problem without waiting for a response from me 😊.

Online Communication Netiquette Policy:

Dialogue through Discussion Boards provides opportunities to communicate with each other and the instructor. Communication is expected to be positive and constructive with the intent of helping others gain further insight and clarity on assignments and concepts. Think critically as you respond to others and consider the following:

- Have others expressed the same sentiment you are thinking?
- Can you offer suggestions or provide examples illustrating points you are making?
- Use a subject line reflective of the material you are providing.
- Written responses should be concise in paragraph form with longer passages broken into additional paragraphs for ease in reading.
- Be respectful and professional. Disrespectful or sarcastic responses will be removed.
- Use emotional symbols (:-), :-), :-o, etc. to indicate the tone of voice. Use emotional symbols to convey feelings.
- Use standard writing practices including correct spelling, complete sentences with punctuation, and capitalization.

Additional Instructional Support:

1) Support Materials: Support materials include grading rubrics, completed examples, lecture notes, assignment videos, and individualized help when needed.

2) Feedback on assignments/scores: I will correct assignments within a week of receiving them. Scores will be posted to Moodle and comments will be entered into the comment section of the assignment dropbox. You should receive email notification when your assignment has been corrected. PLEASE make sure you check your score and read the comments. If there is something you need to correct, you can fix the problem and resubmit the assignment one time for rescoring. If you submit something for rescoring, make sure you enter "Done" in the dropbox or email me to let me know I need to rescore the assignment; otherwise, I won't know you made the correction.

3) Posting Scores: Scores will be updated when textbook, lab or discussion assignments are corrected. Quiz scores should display immediately. If you have any questions about your assignment or quiz scores, please send me an email and ask!

4) Time Requirements: This course is NOT a self-paced course. College courses are designed to require 2 to 3 hours of study per hour of class time. This means that a 4-contact hour course, requires at least 8 hours of study outside of class, in addition to 4 hours of class time. If you cannot find 8 hours of time per week to study for this course, then you should postpone until a future semester when you have adequate time to study. If you are taking more than one course, multiply your total units by 2 hours and consider whether you will have time to do that much work at a minimum in addition to class time. There is no point in setting yourself up for failure.

Course Expectations and Department Policies

Attendance Policy: Active participation and completion of homework is expected and will ensure the best results from this class. Students who do not submit work for 3 weeks may be administratively withdrawn from class. Livestream students who do not attend class for 2-3 weeks, may be administratively withdrawn from class.

Software/Network Policy: Students using NMC's network cannot share login information with others. Please realize, NMC resources are for your use only. Any misuse of the network or college resources may result in a denial of services. If you have any questions about the use of the network, please ask!

Computer Lab: If you would like to work on the course using NMC's computer labs, there are two labs that include software needed for this course:

- 1) JB 214 computer lab (James Beckett Building, upstairs). Please consult the website for hours: <https://www.nmc.edu/departments/help-desk/computer-labs.html>
- 2) Student Success Center computer lab in the Osterlin Library. The "business pod" computers have the correct software for this course. They are loaded with the same software as the Beckett Building computer labs – please consult the website for hours: <https://www.nmc.edu/library/index.html>

Department Policy for Academic Code of Conduct: The policy for academic dishonesty is as follows: The penalty for the first offense of cheating will be zero (0.0) on the assignment. Future offenses will result in failure of the course. The same will be true for the quizzes. Please think before you cheat—it is really hurting you the most.

Note: NMC requires instructors report any cheating incidents to the Vice President of Student Services. Each offense will be recorded, and multiple offenses could result in expulsion.

CIT Majors: CIT majors must have a 3.0 GPA in CIT courses as a prerequisite to taking the work experience internship. This internship class is necessary for a CIT degree. Please see the internship instructor if you are near the end of your program.

Syllabus Changes: The instructor reserves the right to make changes to the syllabus and will inform the class of any changes.
