

Kishwaukee College Syllabus

Spring 2016

Web Site Creation Software (2 Credit Hours)

CIS 122

I. Meeting Time and Place:

Lecture/Lab: A1375

Time: 6:00 P.M. - 8:45 P.M. Wednesday

Dates: 2/17/2016 - 5/20/2016

II. Instructor Information:

Instructor: James A. Sager

Office: A1368

Office hours: by appointment

Phone: 815/825-2086 x 6046

Division Secretary: 815/825-2086 x2830

Email: jsager@kishwaukeecollege.edu

III. Course Description:

An introduction to a popular HTML authoring application. The authoring application used will vary by course section. Site creation, design, development, and remote maintenance will be covered. This course may be repeated three times as authoring software changes. Two hours lecture/discussion a week.

Prerequisite: None

IV. Student Learning Outcomes (SLO):

Upon completion of this course, the student will be able to:

1. Demonstrate a working knowledge of the software interface
2. Set preferences within the application to customize the working environment
3. Create a site and add content using the formatting capabilities of the application
4. Create and manage both internal and external links
5. Use tables to present data
6. Use layout features for creating a page
7. Format pages using CSS
8. Add and edit behaviors
9. Create forms and set behaviors
10. Upload and manage a remote site

V. Required Text and Materials:

A. MacDonald, Matthew *WordPress: The Missing Manual*. 2nd edition Sebastopol, California: O'Reilly Media, Inc., Matthew MacDonald, 2014.

B. Internet access

C. Flash/Thumb drive for keeping assignments electronically

VI. Breakdown of Course Requirements:

15 assignments @ various points each	300 points
project @ 100 points	100 points
final exam @ 100 points	100 points

Total

500 points

VII. Final Grade Determination:

Grade reports will not be mailed out. Please check KishSOS, My Student Info, under Academic Profile, Grades, for grade reports.

A = 90 - 100%	450 points or more
B = 80 - 89.9%	400 - 449 points
C = 70 - 79.9%	350 - 399 points
D = 60 - 69.9%	300 - 349 points
F = below 60%	less than 300 points

Tentative Course Outline:

Please note that this schedule and the topics covered are likely to change. Changes will be announced in class. If you are not able to attend class, it is your responsibility to find out what was covered. A more detailed schedule is provided on the course website. Assignment descriptions and due dates will also be posted on the course web site.

Week #	Week of	Topics	Materials
1	2/17	Syllabus; The WordPress Landscape; Signing Up with WordPress.com; Installing WordPress on Your Web Host.	Chapters 1 - 3
2	2/24	Creating Posts; Choosing and Polishing Your WordPress Theme	Chapters 4 & 5
3	3/2	Jazzing Up Your Posts	Chapter 6
4	3/9	Adding Pages and Menus; Comments: Letting Your Readers Talk Back	Chapters 7 & 8
5	3/16	Spring Break enjoy	
6	3/23	Getting New Features with Plug-Ins	Chapter 9
7	3/30	Adding Picture Galleries, Video, and Music	Chapter 10
8	4/6	Collaborating with Multiple Authors	Chapter 11
9	4/13	Attracting a Crowd	Chapter 12
10	4/20	Editing Themes: The Key to Customizing Your Site; Building an Advanced WordPress Site	Chapter 13 & 14
11	4/27	Dreamweaver Topics 1	
12	5/4	Dreamweaver Topics 2	
13	5/11	Dreamweaver Topics 3	
14	5/18	Final Exam	

XXIII Make-up Policy:

- A. Assignments are to be turned in on time. Assignments which are not turned in will lose ten percent of the total possible points for every week they are late. Exceptions made be made to this rule if the student contacts the instructor before the due date and makes special arrangements **in advance** with the instructor. All late acceptance decisions of this nature are left solely to the discretion of the instructor.
- B. Tests are to be taken at the day and time scheduled. Failure to take a test at the scheduled time may result in a grade of 0 for that test. In the case of an excusable absence or a genuine emergency, the instructor must be contacted as soon as possible, preferably before the scheduled test, to reschedule the makeup of that test in the Learning Skills Center on the day the student returns to campus.

XXIV Attendance Policy:

Class attendance is strongly encouraged. You are responsible for whatever was covered in class, whether you are there or not. If you must miss a class, it is your responsibility to contact the instructor and make arrangements for notes, handouts, or announcements that were missed. Although attendance is not counted toward the final grade, there may be coursework which is done during class time which may count toward the final grade and may not be able to be taken outside of class time.

XXV Class Withdrawal:

A "W" cannot be given as a final grade. The student is responsible for officially withdrawing from the class according to procedures described in the college catalog. Any student that does not officially withdraw from the class will receive a letter grade. The last date for withdrawal for this course can be found at "My Class Schedule" on KishSOS. Kishwaukee College reserves the right to administratively withdraw at midterm those students who are not actively pursuing course objectives or who are in violation of standards of behavior as outlined in the Student Code of Conduct and Discipline. For a copy of the student conduct policy, contact the Vice President of Student Services Office or refer to the Kishwaukee College catalog.

XXVI Incomplete Grade:

All course requirements must be completed by the end date for the course. In the event that extremely difficult circumstances merit granting a student more time to finish course requirements, an "Incomplete" (I) grade may be given. Taking an Incomplete is possible only at the instructor's discretion. To receive an Incomplete, a contract between the student and the instructor must be completed and approved regarding the completion of all remaining work within a strictly defined period of time. If the conditions of the contract are not met, an "I" grade may revert to an "F".

XXVII Class Cancellations:

Class cancellations due to inclement weather will be posted on the College Website: www.kishwaukeecollege.edu. or announced by the local radio stations. Students may also call the College at (815) 825-2086. Class cancellations due to instructor absence will be posted on the classroom door and posted at www.kishwaukeecollege.edu/class_cancellations. Room changes will be announced in advance whenever possible and posted on the classroom door.

XXVIII Academic Dishonesty:

In order to evaluate student work, faculty must be able to trust that the work is original with a student and not the work of someone else. Cheating, falsifying information, forgery, plagiarism, and other dishonest actions will not be tolerated. Sanctions for academic dishonesty are at the discretion of the instructor and subject to appeal as provided in Student Code of Conduct and Discipline. A complete explanation of the policy and procedures surrounding academic dishonesty are outlined in the Kishwaukee College Catalog.

XXXVI Copyright:

As a Kishwaukee College Student, you may have copyrighted materials or software made available to you by the college for course use. Please understand that copyright law may prohibit copying these materials. Violation of copyright laws can lead to prosecution for a criminal offense. You are required to abide by the specific copyright and licensing agreements that apply to each particular piece of software.

XXXIX Recording of Classes/Presentations:

Kishwaukee College prohibits students from electronically recording class lectures and presentations (either by audio, video, picture, or otherwise) unless certain qualifying conditions are met. For more information about this College procedure and the qualifying conditions, please visit: <http://www.kishwaukeecollege.edu/go/recordingclasses>

XL. Graduation Requirements for Transfer Degree Students:

All students intending to graduate with an A.A., A.S., A.E.S., or A.F.A. are required to submit a complete Degree Portfolio. The Degree Portfolio is a means for the institution to measure its effectiveness in preparing students for successful completion of a degree at a transferring institution. Save your college-level work throughout your academic career in order to facilitate the portfolio compilation. Also, submit a completed application for graduation from the college the semester that you plan on graduating prior to submitting the complete Degree Portfolio. Guidelines and the specific requirements (along with the rubrics used for assessment) for the Degree Portfolio can be found at www.kishwaukeecollege.edu/portfolio/.

XLI. Assitive Resources Center/Disability Services:

Any student with a documented disability or special learning need and wanting to request accommodations, should contact the Coordinator in A1317 or at (815) 825-2086 ext 3960, (815) 825-9106 (TTY), or send an email to awilson@kishwaukeecollege.edu. The student's disability must impact their ability to participate in the educational environment and be documented by an appropriate professional prior to accommodations being approved.

XLII. Learning Skills Center (A1300):

Students must present their Kishwaukee College student ID when using any Learning Skills Center services. For more information on the Learning Skills Center go to <http://www.kishwaukeecollege.edu/go/lsc>. Tutoring is available to all Kishwaukee students free of charge. The Writing Center (Learning Skills Center, A1306) answers your writing-related questions regardless of the class or assignment. Students are expected to bring all material related to the assignment, including textbooks, paper prompts, etc. Make-up tests, online tests, and placement tests are available through Testing Services, also located in the Learning Skills Center

XLIII. Emergency Procedures/Safety:

Yellow and red Emergency Information flipcharts are located in each classroom. These are quick reference sheets with telephone numbers to reach emergency assistance and a brief description of the correct actions to take in the event of a tornado, fire or other emergency on campus.

XLIV. Religious Observances:

Students faced with schedule conflicts related to a religious observance should make prior arrangements with the instructor a minimum of seven (7) school days in advance of the examination or other activity involved.

XLV. Student E-Mail:

Your Kishwaukee College e-mail account will be the only way to receive official notices from the College. If you choose to forward your e-mail to another account, please be advised that all communication from and within the college will use your Kishwaukee student e-mail.

When communicating with instructors or employees of the college, you are required to use your Kishwaukee e-mail address.

XLVI. Community Resources:

There are numerous community resources that are available to assist students in addressing a variety of personal needs. A listing and description of community resources can be found at <http://www.kishwaukeecollege.edu/go/communityresources>.

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