



Southern Maine Community College

Course Title: **Website Production**
Catalog number: **CNMS 165**
Credit Hours: **3**
Contact Hours: **45**

Instructor: **Rachel Guthrie**
email: rguthrie@smccme.edu
Office Phone: **207-741-5706**
Appointments: rguthrie.youcanbook.me

Course Description This is an intermediate level course designed to provide students with the basic skills to author HTML web pages. Students will learn to code HTML, incorporate images into web pages and embed various types of media. All aspects of authoring with CSS will be covered including formatting, design and layout, using Adobe Dreamweaver. In addition, an overview of Adobe Photoshop as it relates to web design will be introduced.

Course Objectives: *As a result of this course the student will be able to:*

- Effectively use an industry standard web page editing program, Adobe Dreamweaver.
- Edit, crop, resize, adjust and retouch photographic and digitally generated images for the web.
- Work with various files such as cascading style sheets and HTML documents.
- Integrate various web technologies such as XHTML, JavaScript, and CSS into a working, online website.
- Develop several website interfaces.
- Work with File Transfer Protocol.

Text & Supporting Materials:

Required:

Head First HTML and CSS (*This is also available from O'Reilly as an e-book*)

Author: Elisabeth Robson & Eric Freeman

Publisher: O'Reilly

ISBN: 978-0-596-15990-0

Course Requirements

Midterm 20%

Final Exam 20%

Quizzes 10%

Projects 40%

Attendance 10%

Academic Dishonesty If an instructor suspects that a student has knowingly committed a violation defined in the Maine Community College System Policy on Student Grade Appeals and Academic Misconduct, the instructor has the authority to review the alleged misconduct and determine the grade that the student should receive for the assignment and the course. The instructor may assign a failing grade for the assignment or course and may require the student to complete additional work for the course. The instructor may consult with the department chair and/or the College's chief academic officer prior to making such decisions. If a student seeks to challenge an instructor's determination, the student should submit a grade appeal. Grade appeal forms are available in the Advising Office on the South Portland Campus or in the administrative offices in the Learning Commons on the Midcoast Campus. An instructor may also refer the matter to the College's disciplinary officer for review under the procedures of the MCCS Student Code of Conduct.

Attendance & Missed/Late Work Policy You are required, as stated in the college handbook, to attend all classes. A portion of your grade is determined by your attendance and active participation. Points will be deducted for unexcused absences. Excused absences must be documented with doctor's notes or other official form of notification. Three (3) consecutive unexcused absences will result in a reporting of your "Last Date of Attendance" which will show up as an AF (automatic failure). Four (4) total absences (consecutive or otherwise) will also result in an AF grade.

Student Evaluation and Grading All project work will be assessed based on the student's achievement of stated objectives. Each assignment handout includes a detailed rubric. Please ask questions if anything is not perfectly clear.

Contact Your Instructor

Rachel Guthrie: rguthrie@smccme.edu

Office Phone: 207-741-5706

Office Hours: rguthrie.youcanbook.me

Miscellaneous: Cell phones, pagers, MP3 players, headphones and messaging are prohibited during class time. Please "silent" these devices upon entering the classroom unless directed otherwise. Please do not disturb your fellow classmates during class or during open lab hours. Food and drink in the computer lab are not allowed.

ADA (Americans with Disabilities Act): Southern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call [207-741-5798](tel:207-741-5798). **If you have a disabling condition and wish to request accommodations in order to have reasonable access to the programs and services offered by SMCC, you must register with the Disability Services Coordinator, Sandra Lynham, who can be reached at 741-5923.** Further information about services for students with disabilities and the accommodation process is available upon request at this number. Course policies about online testing are modified to suit each individual's accommodations.

Student printing policy: This policy identifies the cost per page for black and white as well as color printing in varying page sizes. Specifics of the policy are outlined below:

Per Page Costs: Each semester students receive a \$20 printing credit. The balance resets at the end of the semester and any remaining credits are removed. The cost varies depending upon page size and whether printing is done in black and white or color.

- a. There is a \$0.10 per page fee for standard 8.5" by 11" black and white documents.
- b. The reverse sides of duplex (double-sided) documents are free.
- c. There is a \$.50 per page fee for standard 8.5" by 11" color documents.
- d. There is a \$.20 per page fee for 8.5" by 14" (legal) or 11" by 17" (tabloid) black and white documents.
- e. There is a \$1.00 per page fee for 8.5" by 14" (legal) or 11" by 17" (tabloid) color documents.

Duplex charges (printing on both sides of a page) work in the following fashion: One page is \$0.10, two pages are \$0.10, three pages are \$0.20, and four pages are \$0.20, etc. The flipsides are free, but another sheet of paper is \$0.10. Please be aware that a document with any color at all (when printed to a color printer) will by default be printed in color. You are responsible for setting the print job to print black and white if you do not need color. For directions, please go to the IT Help tab in My SMCC.

How does it work? The College's pay-for-print system monitors printing on all printers (including those in general access labs, library printers, the Academic Achievement Center, Noisy Lounge and technology labs). Students can check the number of pages they have printed by using the Printing Balance tool available on SMCC computers (located in the lower right corner of the screen, near the clock). Departments

with work study students who need to print documents for the department should contact the HelpDesk at 741-5696 to have a special account set up.

Refunds Print jobs are eligible for a refund in the event of mechanical or electronic error on the part of the printer, print server, or software used to submit the job. Jobs are not eligible for a refund in cases where the job was not set up correctly, was submitted multiple times, or the student is not satisfied with the result. To request a refund, please bring the offending print to the IT Department in the basement of the Ross Technology Center. Refunds will be granted in the form of a credit to the student's account.

Why is SMCC charging for printing? The pay-for-print system is an effort to control escalating printing costs. Charging for printing helps offset the increasing cost of supplies and encourages students to conserve resources. To find ways to reduce your printing charges, please go to the IT Help tab on My SMCC. If you have questions about the pay-for-printing policy or your printing charges, please contact the HelpDesk at 741-5696 or send an email to helpdesk@smccme.edu.

Be sure to log OUT of the system when you've finished your printing, to prevent unauthorized access to your account.