



3. Plan and design the website and the site's navigation toolbar/menu.
  4. Create and utilize templates.
  5. Discuss types and typefaces, graphics, and colors.
  6. Discuss and use frames.
- C. Planning and designing the website and the site's navigation toolbar/menu.
    1. Assessing the various options of where to insert the navigation menu.
    2. Identifying where graphics and text will be placed on each page
    3. Creating layout designs of all the pages of the site.
    4. Generating a diagram of the relationships or links between all the pages.
  - D. Creating and utilizing templates.
    1. Discussing templates.
    2. Creating customized templates.
    3. Saving templates.
    4. Modifying existing templates.
    5. Applying templates to the website.
  - E. Discussing typography, graphics, and colors.
    1. Selecting what fonts to use in the website.
    2. Utilizing style sheets for text formatting.
    3. Selecting what graphic types to use.
    4. Discussing progressive and interlacing display.
    5. Discussing color schemes and palettes used with the different graphic types and computer screens.
    6. Selecting what colors to use for text and background.
    7. Discussing RGB, CMYK, and hexadecimal color representation.
  - F. Discussing and using frames.
    1. Determining the best situations to use frames.
    2. Discussing the benefits and drawbacks of using frames.
    3. Introducing frame tags and syntax.
    4. Discussing the process of creating, naming, saving, and targeting framesets.

7. Discuss and utilize forms.

G. Discussing and utilizing forms.

1. Discussing how forms work.
2. Introducing form tags and syntax.
3. Generating forms with various functions and controls.

8. Publish and maintain websites.

H. Discussing the process of publishing and maintaining websites.

1. Discussing the process of publishing websites.
2. Discussing the process of maintaining websites.
3. Comparing and selecting web hosting services.
4. Selecting appropriate upload protocols or procedures.
5. Discussing the importance of testing websites on multiple computers after upload.

**VII. Equipment and Materials**

- A. Student computer with Windows OS, Microsoft Word, and a basic text editor (i.e. Notepad)
- B. Projector
- C. Routine classroom materials
- D. 1 USB storage device (at least 1GB)—student-furnished

**VIII. Text**

- A. Required Text:  
Sklar, Joel. Principles of Web Design. Boston, MA: Course Technology.
- B. Supplementary References: handouts

**IX. Methods of Instruction**

- A. Lecture
- B. Demonstration
- C. Hands on Experience
- D. Questions and Answers (Discussion)

**X. Method of Evaluation**

<b>A. Description</b>	<b>Points</b>
Quizzes / Exercises	25%
Chapter Tests	25%
Midterm Exam / Project	25%
Final Exam / Project	25%
<b>Total-----</b>	<b>100%</b>

**B. Transmutation of percent to letter grade**

90-100-----	A
80-89-----	B
70-79-----	C
65-69-----	D
0-64-----	F

## TASK LISTING SHEET

IT 215 Web Management and Design

Course No. & Title

Credits: 2

Lecture

1

Lab

48

Total Lab Hrs.

### Task

### Time

**SLO #3.....4 hours**

1. Open Microsoft Word or other word processing application.
2. List the purpose, theme, audience, and other essential factors that may influence the website's design.
3. Using the Drawing tools, sketch the primary location for the navigation menu to be used on the website's initial page.
4. Indicate where graphics will be displayed.
5. Indicate where text will be displayed.
6. Using the Drawing tools, sketch the overall layout for the rest of the website's pages including navigation, graphics, text, and other elements.
7. Draw a diagram indicating the links or relationship between all the pages.
8. Save the file.
9. Print the file.
10. Close / Exit Microsoft Word or the word processing application used.

**SLO #4.....10 hours**

1. Review the designs and diagrams generated from SLO #3.
2. Identify areas of similarities between all the pages.
3. Open Notepad or other text editing software.
4. Begin the HTML document using appropriate tags.
5. Insert page title.
6. Insert graphics.
7. Insert links.
8. Insert text.
9. Insert other web elements and objects.
10. End the HTML document using appropriate tags.
11. Save the file as an HTML file (template).
12. View the template using a web browser.
13. Make any corrections if necessary.
14. Close / Exit Notepad or the text editing software used.
15. Create all the pages of the website and apply the template to all the pages.
16. Link all the pages together based on the diagram from SLO #3.
17. View the pages using a web browser.
18. Make any corrections if necessary.
19. Save and close / exit Notepad or the text editing software used.

**SLO #5.....10 hours**

1. Open existing web pages using Notepad or other text editing software.
2. Change the background color for the page.
3. Change the font.
4. Change the static font color.

5. Change the active link font color.
6. Change the viewed link font color.
7. Create external style sheets containing other style properties for text.
8. Call the style sheet from the HTML pages.
9. Insert .gif graphic files to the pages.
10. Insert .jpg graphic files to the pages.
11. Insert .png graphic files to the pages.
12. Insert other web graphic elements and objects to the pages.
13. Save the changes.
14. View the pages using a web browser.
15. Make any corrections if necessary.
16. Save and close / exit Notepad or the text editing software used.

**SLO #6.....8 hours**

1. Open Notepad or other text editing software.
2. Create all pages to be displayed within the frames.
3. Save and close the pages.
4. Open existing web pages using Notepad or other text editing software.
5. Insert tags for frames.
6. Link all frames to existing pages.
7. Save the changes.
8. View the pages using a web browser.
9. Make any corrections if necessary.
10. Save and close / exit Notepad or the text editing software used.

**SLO #7.....8 hours**

1. Open existing web pages using Notepad or other text editing software.
2. Identify pages and areas to insert forms.
3. Insert form object using appropriate form tags.
4. Insert text boxes.
5. Insert radio buttons.
6. Insert check boxes.
7. Insert drop down menus.
8. Insert control buttons and other form objects.
9. Save the changes.
10. View the pages using a web browser.
11. Make any corrections if necessary.
12. Save and close / exit Notepad or the text editing software used.

**SLO #8.....8 hours**

1. Find a web hosting service that is appropriate for the website.
2. Signup for a web hosting account.
3. Determine the best supported uploading mechanism to use.
4. Test the website locally.
5. Check all the graphics.
6. Check all the text.
7. Check all the links.
8. Connect to the web-hosting server.
9. Upload all the pages to the web server.

10. Upload all the graphic files used to the server.
11. Upload all the video, audio, and other web files used to the server.
12. Open a web browser application.
13. Type in the URL for the site.
14. Check to make sure all files were uploaded correctly.
15. Re-upload files if necessary.
16. Close the web browser application.
17. Check the site using other computers.
18. Make corrections if necessary.
19. Re-upload files if necessary.
20. Close the web browser application.

**TOTAL.....48 hours**

**Palau Community College**  
**IT 215-Web Management and Design**  
**Course Learning Outcomes**

During the course experience, the **Course Learning Outcomes** (CLOs) will be assessed through the use of signature assignments. A rating scale will be used to determine the students' proficiency level of each CLO using specifically aligned assignments. The numerical ratings of 4, 3, 2 and 1 are not intended to represent the traditional school grading system of A, B, C, D and F. The descriptions associated with each of the numbers focus on the level of student performance for each of the course learning outcomes listed below.

**Rating Scale:**   4-----Exceeds Expectations  
                           3-----Meets Expectations  
                           2-----Developing  
                           1-----Below Expectations

**CLO #1:**

Numerical Value	<b>Plan, design, and create a website completely by writing HyperText Markup Language (HTML) and Cascading Style Sheet (CSS) codes.</b>
4	Perform all of the following tasks accurately and completely: <ul style="list-style-type: none"> <li>• Define the page, title, body, and all other required sections of a web page.</li> <li>• Format text using tags and attributes.</li> <li>• Define links using the &lt;a&gt; tag and attributes.</li> <li>• Insert other objects using tags (e.g. tables, frames, images, music, etc.)</li> </ul>
3	Perform the tasks mentioned above with mixed quality, but most are adequate and complete.
2	Perform the tasks mentioned above with mixed quality, but most are inadequate or incomplete.
1	Perform the tasks mentioned above inaccurately or incompletely.

**CLO #2:**

Numerical Value	<b>Plan, design, and create custom graphics and images using Adobe Photoshop or other graphics editing software.</b>
4	Perform all of the following tasks accurately and completely: <ul style="list-style-type: none"> <li>• Import graphics into the graphics editing software.</li> <li>• Define the graphic dimensions and resolution.</li> <li>• Utilize the various editing tools.</li> <li>• Utilize various graphic editing methods or tricks such as masking.</li> </ul>
3	Perform the tasks mentioned above with mixed quality, but most are adequate and complete.
2	Perform the tasks mentioned above with mixed quality, but most are inadequate or incomplete.
1	Perform the tasks mentioned above inaccurately or incompletely.

**CLO #3:**

Numerical Value	<b>Examine and demonstrate an understanding of various web design and networking terminologies and jargons.</b>
4	Perform all of the following tasks accurately and completely: <ul style="list-style-type: none"> <li>• Utilize various web and networking terminologies such as protocols, server, browser, and network.</li> <li>• Utilize various web and graphic design terminologies such as resolution, mask, publish, and opacity.</li> <li>• Examine web and networking history and demonstrate an understanding in the evolution of the web.</li> <li>• Examine how computer programming can be integrated into a website and the difference between dynamic and static websites.</li> </ul>
3	Perform the tasks mentioned above with mixed quality, but most are adequate and complete.
2	Perform the tasks mentioned above with mixed quality, but most are inadequate or incomplete.
1	Perform the tasks mentioned above inaccurately or incompletely.