NORTHEASTERN TECHNICAL COLLEGE  
COURSE OUTLINE

<table>
<thead>
<tr>
<th>COURSE:</th>
<th>PREFIX</th>
<th>NO:</th>
<th>EFFECTIVE DATE</th>
<th>NEXT REVIEW DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>IST</td>
<td>238</td>
<td></td>
<td>Spring 2010</td>
<td>Spring 2011</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>CREDITS</th>
<th>CONTACTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADVANCED TOOLS FOR WEBSITE DESIGN</td>
<td>3</td>
<td>CLASS - LAB - TOTAL</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 0 3</td>
</tr>
</tbody>
</table>

**PREREQUISITES:** IST 237 with a “C” or better

**DESCRIPTION:** This course is a study of an advanced (4\textsuperscript{th} Generation) web authoring tool (such as Dreamweaver) to develop increased efficiency and sophistication in website design and web project management.

This course is a study of the Microsoft Expression Web© website application development tool. Additional terminology associated with the use of this package, along with proper planning and design theory will be presented.

**TEXTBOOK(S) OR ALTERNATIVE:** New Perspectives: Microsoft Expression Web - Comprehensive, by Bojacker, published by Course Technology, Inc. 2009 edition

**COLLATERAL READING:**

**MATERIALS (specifying those to be purchased by student):**

USB Storage Device

**CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):**

**Academic Honesty:**

During either a test or lab project anyone caught exchanging information or copying someone else’s work will receive a grade of “F” for the project or test. Academic dishonesty includes, but is not limited to cheating, plagiarism, collusion, and falsification of information.

**Attendance:**

The student will be dropped with a grade of “F” if student misses more than 20% of class meetings.

In the event that the student misses more than the allowable absences, the Student will be dropped by the Instructor, who will complete a Withdrawal form, with a grade of “F”. IF the Student wishes to withdraw from the class, the STUDENT must complete a Withdrawal form which can be found in the Student Development Office of the College. The Student will receive a grade of “W” if the work completed to date is acceptable; a grade of “WF” will be assigned if the work is unacceptable.

**Tardy Policy:**

The Student will be marked as “Tardy” when arriving after the class roll has been called. Three (3) tardies will constitute one absence.
Statement On Written Assignments:
The instructor reserves the right to refuse any paper which is messy or unreadable or appears to be copied. Incorrect grammar and spelling errors will be noted. Papers will be graded on the basis of content, organization, grammar, spelling, and neatness. Papers containing any plagiarized material will result in a grade of “F” on the paper.

Classroom Etiquette:
An integral part of an education is developing a sense of integrity and responsibility not only toward ourselves but to others. In the classroom, as on the job or in your home, exhibiting appropriate behavior reflects on your maturity. Arriving late to class, being unprepared, inappropriate talking while class is in session, etc. negatively reflect on you and your fellow students. Please be considerate.

Also, there is to be no food or beverages in the computer lab at any time.

Disabilities Statement:
Students with disabilities are encouraged to contact the Dean of Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Dean of Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See College Catalog)

Student ID
It is mandatory that every student wear his or her student ID at all times. Students will be dismissed from class if not wearing their ID. The student may get his/her ID and return to class before the mid-point of the class. If the student cannot get his/her ID and return to class by the midpoint, the instructor will record the absence.

IMPORTANT:
It is a crime to make copies of the software used in the course. Any occurrence of software duplication will be reported to the Dean of Student Services.

No diskettes are to be brought in, nor taken out of the computer lab. NO personal e-mail access will be permitted, nor any other use of the Internet (including surfing, playing games, chatting, instant messaging, or downloading ANY files) will be allowed unless the Instructor designates the Internet as a tool necessary for the completion of an assignment. By registering for this course, the Student agrees to abide by these rules and those outlined in the NETC “Computer User Responsibilities” as stated in the College Catalog.

RESOURCES (A-V, persons, tools/equipment):
1. Audio Visual Aides
2. Computer Systems
3. Lab Assistants
COURSE TOPICAL OUTLINE:  (List topics and sub-topics of course) and Calendar or approximate length of time devoted to topic.

Students will be provided with supplemental handouts throughout the semester.

COLLEGE-WIDE STUDENT COMPETENCY:
The student will be able to identify and use sources of information by utilizing information processing skills compatible with job demands in a computer-literate society.

OBJECTIVES OF COURSE: Upon successful completion of this course, the student should be competent to perform the following:

- Increased knowledge of Microsoft Express Web© terminology
- Increased knowledge of Microsoft Express Web©
- Understanding of Microsoft Express Web© Advanced Programming Concepts and Practices
- Plan/Design/Code/Test/Debug and Document Programs created using Microsoft Express Web©

INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES:
Lecture, Tests, Projects, and Reading assignments

EVALUATIVE METHODS TO APPRAISE OBJECTIVES:
Handouts, lectures and textbook materials:

There will be tests given on the material covered in lectures, from handouts and the textbook. These tests will be primarily objective with some short problems depending on the materials being covered.

Programming Assignments:
In order to fully comprehend the topics covered in classroom lectures, the student will be assigned a number of projects to use the techniques acquired in class.

There will be no retests or makeup tests given. A grade of “F” will be recorded for any test missed. If a problem arises, a test may be taken early at an earlier agreed upon time.

All projects will be given a due date. TEN (10) points will be subtracted from the grade for late projects. No project will be accepted more than one (1) week later then assigned. A grade of “F” will be assigned the work if the time schedule is not met.

NOTE: It is the responsibility of the STUDENT to make arrangements to make-up any work missed due to an absence.

GRADING SCALE:

A = 100 - 93
B = 92 - 85
C = 84 - 78
D = 77 - 70
F = 69 AND BELOW