

CIS 106 - DreamWeaver - Syllabus

Spring 2010

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Syllabus

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Contact Information

Instructor: Mario C. Tejada Jr.
 Email: mtejada@dvc.edu
 Phone: 925-866-1822 x5125
 Office Location: San Ramon Campus - Office room 121
 (can make arrangements for Pleasant Hill campus)
 Office Hours: Mon & Wed 11am - 12 noon @ SRC
 Tues & Thurs 8:30am - 10am @ PHC
 Select Thurs nights 6-8pm @ SRC
 or By Arrangement at either campus
 I am willing to meet you in person,
 talk on the phone, IM, email or
 use an Online Shared office (CCConfer)

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Class Dates & Meeting Time

Class Date: 2/1/10 - 5/28/10
 Class Time: 24 Hours a Day
 - NO In person meetings are required.

Important Enrollment Dates:

- **Feb 11th** - Last Day to Withdraw and Get a Refund
- **Feb 12th** - Last Day to Add a Class
- **March 6th** - Last Day to take the CR/NC option or to Drop without a "W"
- **April 29th** - Last Day to Drop with a "W"

Recommended: Windows or Mac Computer Experience
 & Internet Experience

Units: 2 Unit Course

This class is for the following Degrees & Certificates: CIS AS Degree
 CIS Certificate of Achievement
 CIS Certificates of Accomplishment

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Required Text & Materials

Textbook:	Adobe Dreamweaver CS4 Digital Classroom Jeremy Osborn - Aquent Publisher ISBN: 978-0-470-41092-9 Available at SRC bookstore (click Link to order online) Or other online textbook sites
Software:	Adobe DreamWeaver CS4 Don't have a copy of Dreamweaver? Do you Need DreamWeaver SOFTWARE? to purchase an Academic Priced software - Click Below!! Here are 2 Websites... Click Here for Journey Ed - Academic Priced Software Click Here for US College Buys - Academic Priced Software Consider the "Suite" package - This is a Great option to select if you are interested in taking any additional classes in Flash, Photoshop, etc because it is cheaper!! You will need a copy of your class registration to receive the Academic Discount Pricing!!
Additional Software: You might have these already installed on your computer.	Adobe Flash Player (Free) http://get.adobe.com/flashplayer/?promoid=BUIGP Adobe Acrobat Reader (Free) http://get.adobe.com/reader/?promoid=BUIGO
Computer System:	Internet Capable Windows Computer or Internet Capable Apple Computer Go To Top

Course Objectives and Student Learning Outcomes

In this course, you will learn the features of Adobe Dreamweaver. You will first learn how to start Dreamweaver and how to develop a basic Web page. You will then learn to plan and develop a successful Web site. Next, you will focus on adding text and formatting with CSS styles. You will then learn about organizing page content and adding shared site elements. Finally, you will learn how to add rich media and how to create reusable assets and forms. Students will configure and upload web pages to a Student Web Server.

Upon completion of the course students will be able to:

1. Perform basic to advanced web site development operations required of students and workforce professionals
2. Plan, design and produce web pages.
3. Determine which features can be appropriately used in various situations.

4. Solve common issues in web development by using the software's features.

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Course Content

- Starting Up Dreamweaver CS4
- Setting Up a New Site.
- Adding Text and Images.
- Styling Your Pages with CSS.
- Creating Page Layouts with CSS.
- Working with Tables.
- Fine-Tuning Your Workflow.
- Adding Flash, Video, and Sound Content.
- Maximizing Site Design.
- Under the Hood: Editing in the Code View.
- Building Web Forms.
- Working with the Spry Framework.
- Managing Your Web Site: Reports, Optimization, and Maintenance.
- Using Legacy Tools: Frames and Tables.

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Class Policies

Withdrawal from Class Policy

If for any reason you need to stop attending class it is **your responsibility** to contact the admissions office and withdraw from the class. If you haven't dropped and your name shows up on the **FINAL Class Roster** I have to put an "F" – Sorry but it's a School Policy.

Cheating & Plagiarism Policy

Don't do it...Consider this...

Do you really want to have faked your way through the class?

The [DVC Academic Dishonesty Policy](#) is located at:

<http://www.dvc.edu/org/info/policies/academic-dishonesty.htm>

Student Code of Conduct Policy

The [DVC Student Code of Conduct](#)

(<http://www.dvc.edu/org/info/policies/code-of-conduct.htm>)

is posted on the DVC Website and pertains to both face to face and online courses.

Please read and contact me if you have questions.

Student Privacy Rights Policy

The Family Educational Rights and Privacy Act (FERPA) is a law that protects students from having their education records shared with people without the student giving their advance approval in writing. (Education records include such things as grades, information from counseling appointments, academic standing, disciplinary records, to name a few.) FERPA also gives students the right to see their education records. If there is inaccurate or misleading information in their records, students can challenge it and try to get it changed. Under FERPA, colleges must have students' written

permission to let parents, guardians, spouses, or others see or discuss their educational records, even if the student is present.

DVC Students Privacy Policy is located at:
<http://www.dvc.edu/org/info/policies/privacy.htm>

Accommodations for Students with Disabilities

If you have a documented disability and wish to discuss academic accommodations, or if you would need assistance in the event of an emergency, please contact me as soon as possible.

Students who require alternative formats for course materials or adaptive equipment because of a specific disability can request them through the Disability Support Services office. The High Tech Center on the Pleasant Hill Campus (in LC-107) is an adaptive technology computer lab available for students with disabilities and is open Monday-Thursday from 9am-5pm, and Fridays from 9am-1pm. Please contact Carrie Million in LC-112 or at 925-685-1230 ext. 2553 for more information.

For information related to DVC Disabled Student Services go to:
<http://www.dvc.edu/org/departments/dss/dss-student-handbook/program-services/index.htm>

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Class Homework

Tech Assignments - These are the first assignments to be completed by you. During these assignments you will complete some tasks (i.e. buy textbook, install student files, etc) that will allow you to complete the course.

Textbook Chapter Assignments - Step by Step tutorials taken from the textbook chapters. The chapter tutorial and the chapter videos teach you how to complete the end of chapter assignment for the Serenity Spa website. The student files needed for the chapter tutorial are located on the CD that comes with the textbook.

Chapter Video and Online Video Assignments - You will watch chapter videos that help explain the Objectives of Each Textbook Chapter. Chapter videos are located on the CD that comes with the textbook. There will be some Additional Videos that I have created for additional information and they will be accessible online via the class website.

Chapter Quizzes - Short quizzes to test your knowledge and understanding of the textbook chapter. Chapter quizzes are taken on line in the class WebCT website.

Midterm & Final Exams – There are No MidTerm and Final Exams. This course uses a semester length project to test your understanding of the class objectives. Thus there is NO need for exams.

Serenity Spa Web Site Project - At the end of each chapter you will use the tools you learned during your Textbook Assignment to complete a section of the Serenity Spa WebSite. When you have completed your tasks you will up load the Serenity Spa pages to your Student Web Server. Your Student Web Server account is provide by the instructor and college.

Homework Study Time - Allow 3 to 6 hours per week to complete all of the required weekly assignments. This varies per student due to each student's experience level.

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Submitting Homework

Tech Assignments - Not Graded but are required to prepare your computer system for use in this class.

Textbook Chapter Assignments - Are Not collected by the instructor BUT you are REQUIRED to keep a copy of ALL completed Chapter Assignments in case I need to verify your work. (Not Graded)

Chapter Video and Online Video Assignments - I strongly recommend that each student view and review each video to improve their understanding of the chapter tutorial. (Not Graded)

Chapter Quizzes - Are taken when you have completed the Chapter Tutorial. The chapter quiz is taken online via the class' WebCT web site. (Graded)

Serenity Spa Web Site Project - All chapters (except chapter 1) have a corresponding Serenity Spa assignment. Upon completion of the Spa Assignment you will upload (post, put, copy - all the same thing) the modifications to your own Student Web Server site.

The assignments will be copied via FTP ([File Transfer Protocol](#)) to the Student Web Server. You will be given your OWN personal website to use during the course of the semester. I will email your Web Server Configuration Information via email during the 3rd week of class. (Graded)

You will then send me notification that your Spa assignment has been copied to the student webserver by emailing me at mtejada@dvc.edu.

In the email, specify the assignment that your are submitting using the Subject Line listed on the Homework Assignment Calendar - I use Email rules to filter your assignments into the appropriate folders so Please use the Subject Lines.

**FOR EXAMPLE- Email Subject Line should Read:
DW - Chapter 1 Completed - Your Name**

Thank You! It will make it easier for me to track who has submitted what if you comply with these requests.

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Grading Work

The Homework Assignments and Videos are **TOOLS to help YOU** understand how to use DreamWeaver. The grading is based on **COMPLETION!!** I would love it if you did all the hands on labs, simulations, chapter review tests, etc because **REPETITION** is what is going to allow you to remember the different functions of Dreamweaver.

I review your homework submissions ONLY on Tuesdays & Thursdays!

So if you submit an assignment on Friday - I won't review it until Tuesday. After teaching online for 10 years I have figured out a system that allows me to give you feedback on your assignments. My system also keeps me from having to stay up until 2am grading homework!

If your homework is Incorrect - I WILL EMAIL YOU DIRECTLY - ASAP and tell you what needs to be fixed for you to receive full credit for the assignment. You can then make the corrections to your homework and resubmit the corrected assignment for full credit.

When I am done grading the entire class' homework submissions - I send out an Email Blast to the entire class letting you know that your grades have been posted to your WebCT Gradebook and to check what I have Graded vs. what you have submitted.

You can view the points for each of your submitted Homework Assignments at our class' WebCT site: <http://webct.dvc.edu>

Remember if I find errors in your assignment then I will email you directly and tell you what needs to be fixed so that you'll receive credit for that homework assignment. So, if you don't hear from me - That is a Good Thing!! :)

Grading Breakout for Class Graded Assignments:

	Qty	Pts Each	Points	% of Grade
Chapter Quizzes	14	10	140	35%
Spa Assignments	13	20	260	65%
Total Pts			400	

I will then assign FINAL Class grades using the following formula:

90-100% of Total Number of Points = A approx = 360 pts	70-79% of Total Number of Points = C approx = 280 pts
80-89% of Total Number of Points = B approx = 320 pts	60-69% of Total Number of Points = D approx = 240 pts
Credit (CR) is equal to a C or better No Credit (NC) is equal to a D or less	Less than 60% = F Less than = 239 pts

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Communication

Student-to-Teacher Communication

Students are welcome to email me at anytime - mtejada@dvc.edu

I respond to emails on Mondays, Wednesdays & Fridays - that is if I am Not Teaching a Class or on another Academic Assignment. If I am busy on a reply day I will respond at the first opportunity.

Students are welcome to meet with me in person

If you would like to meet in person - please contact me and we can make arrangements to meet at the:

- San Ramon Campus on Mon or Wed
- Pleasant Hill Campus on Tues or Thurs

I am BIG on maintaining an OPEN 2-way line of communication with each of you Sooooo....**PLEASE KEEP ME IN THE LOOP!**

- Contact me if you have ANY questions.
- Problems with textbook assignments - contact me
- Problems with Spa assignments - contact me
- Problems with technology - contact me
- Problems with time management - contact me

- Problems with work - contact me (unless it involves a pay raise or personalities)
- Problems with significant others - contact a counselor :)
- Problems with children - send them to a boot camp :)
- Basically keep me in the Loop! I will go out of my way to help you achieve your goal!

I have also created a threaded discussion area in WebCT for each chapter where I encourage you to post your questions concerning assignments. But Do not wait for me to answer it!! If you know the answer to a classmate's question please feel free to answer. In the real world this is like walking over to the cubicle next to you and asking your office mate if they know how to...(a question concerning the course!)

Online Classes Discussion Threads

Are located with in the WebCT class website

Email me if grading becomes an issue.

Finally - call me if needed but be forewarned

- I am **AWFUL** about returning phone calls (925) 866-1822 Ext 5125

Student-to-Student Communication

Is student-to-student communication allowed?

YES! I have created a threaded discussion area in WebCT for each chapter where I encourage you to post your questions. But Do not wait for me to answer it!! If you know the answer to a classmate's question please feel free to answer. In the real world this is like walking over to the cubicle next to you and asking your office mate if they know how to...(a question concerning the course!)

Online Classes Discussion Threads

Are located with in the WebCT class website

There are **NO** bad/silly/stupid/dumb etc, questions...if you do not know - you do not know...period.

The **WORST** question is the question **NOT ASKED!**

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