



# MEDIA 220 | Multimedia in Mass Communications I

Fall 2020 – 3 credits – Online

## Catalog Description

Introduces students to the world of online multimedia design and development from the mass communication perspective. Students will explore the historical developments of the Internet. The primary emphasis of the course will be on the design, development and implementation of contemporary web design technologies to create online materials and messages while exhibiting responsible citizenship. There are no prerequisites for this course.

## Quick Links

<a href="#">Assignments</a>	<a href="#">Assignment Descriptions</a>	<a href="#">Class Meetings</a>	<a href="#">Course Objectives</a>
<a href="#">Grading</a>	<a href="#">Instructor and Office Hours</a>	<a href="#">Required Materials</a>	<a href="#">Schedule</a>

**\*The current version of the course syllabus will be uploaded to BOLT with the revision date included in the file name\***



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**Office Hours**

Mondays: 1-3 p.m.  
 Wednesdays: 10-11 a.m.  
 Thursdays: 1-3 p.m.

If these times do not work, please email me three (3) possible times that work better for you.

**Required Materials**

There are no required textbooks or materials to purchase for this class. Every week there will be several online readings which supplement the video lectures, video tutorials, and assignments. I endeavor to find readings and other online resources that are freely available and easily assessable, to reduce the financial cost of attending college. These materials have been selected with much thought and deliberation to give you the best educational experience.

**Course Objectives**

After successful completion of this course, students will be able to:

1. Apply visual design principles to multimedia projects for the purpose of effectively communication to intended audiences
2. Communicate written and multimedia content to digital audiences
3. Evaluate the effectiveness of website designs using contemporary design language
4. Design and develop a website incorporating industry design standards
5. Apply technical skills, including HTML and CSS coding, to the creation of multimedia projects
6. Identify and implement possible solutions to common design problems, including technical issues with HTML and CSS code

**Class Meetings**

Because this class is online, there are no set meeting times. There are, however, readings, assignments, tutorials, and lectures every week. This course requires a lot of work and it's easy to fall behind if you take a week off. Set aside 2-

<b><u>General Education Points</u></b>	
Goal 1, Communication	1 GEP
Goal 7, Arts and Humanities	1 GEP
Goal 10, Citizenship	1 GEP

3 blocks of time each week to devote to this course. Every Monday, I will send an email outlining what's happening that week. **You should check your school email regularly,** as I may

send grading and assignment updates throughout the week. If you develop a routine for online learning, you will be most successful.

**Assignments**

Your grade will be based on the following assignments.

Video Completion (3 times)	90
Online Introductions	30
HTML Practice	30
Writing Practice	30
Design Discussion	60
CSS Practice	50
Layout Practice	50
Design Documents	60
Draft Website Project	100
Ethics Discussion	60
Website Project Evaluations	50
Image Practice	70
Aesthetics Practice	70
<u>Final Website Project</u>	<u>250</u>
<b>Total:</b>	<b>1,000 points</b>

**Grading Scale**

Grades are based on total points:

A	925-1,000
A-	900-924
B+	880-899
B	820-879
B-	800-819
C+	780-799
C	720-779
C-	700-719
D+	680-699
D	600-679
F	0-599

The grading scale is non-negotiable. A final grade of 879, for instance, is a B. All grades are final unless questions about grades are addressed in writing within **2 weeks** after the grade is posted. If you have concerns about your grades check with me *sooner* in the semester rather than *later*.

The reason I do not round up grades is to remain fair for all students. If I round up a grade for a student who is one point below the cut-off, what do I do for the student who is 2 points below the cut-off? Three points? Five? At some point, there has to be a cut-off to ensure fairness.

**Please check the START HERE module on BOLT for full Grading Policies, including the late work policy.**

**Assignment Descriptions**

The following are brief descriptions of your assignments this semester. [More detailed directions are provided on BOLT, along with grading rubrics.](#)

**Video Completion (30 points each; 90 total)**

Three times a semester, you will be assessed on your completion rate of online videos and lab videos. In a face-to-face class, you would have an attendance grade to incentivize you to make it to class: this is the online equivalent. To do well in this course, you need to watch the videos (i.e., attend class).

**Online Introductions (30 points)**

Introduce yourself to the class on BOLT and tell us a little about yourself! This will familiarize you with BOLT Discussions, plus help you get to know your peers. In a class like this with technical material, it doesn't hurt to know a few classmates in case you have questions about course material or assignments!

**Practice Assignments (30-70 points each; 300 total)**

You will have six practice assignments in which you will demonstrate the coding skills you learn in lab. For these practice assignments, you will be given HTML and CSS files, and each assignment has a list of changes or additions to make to the files. These assignments will help you practice coding and prepare for the website project.

**Design Discussion (60 points)**

Designing websites involves more than just knowing how to code. Coding is simply the tool used to accomplish great designs. In these discussions, you will evaluate websites alongside your classmates to assess how effective the designs are, using the language of web design.

**Design Documents (60 points)**

Before you begin serious coding work on your website, you need a plan. You will construct wireframes, a site map, and a content outline for your website project. These documents will assist you in developing your website. You will also evaluate on your classmates' designs.

**Draft Website Project (100 points)**

You will complete the first draft of your website project, consisting of 1 HTML page and 1 CSS file. From here, you will build the rest of your website as the semester progresses.

**Website Project Evaluations (25 points)**

After the Website Project Draft is submitted, you will evaluate your classmates' websites. You will offer detailed feedback on how they can improve their website for the final submission.



**Ethics Discussion (60 points)**

Ethics is a part of every form of communication, and communication through design is no different. For this discussion, you will describe and discuss an ethical issue relevant to web design, and share your thoughts with your classmates.

**Final Website Project (250 points)**

Based on feedback from your instructor and classmates, you will revise your website project, making it as polished and professional as you can. The final website will include at least 4 HTML pages, plus original content and multimedia.

**The Academic Honesty, Discussion Cycle, Grading, and Special Needs Policies are available on BOLT under the START HERE module. You should review these policies periodically.**

**Course Schedule and Checklist**

**How to Use:** Please print off this checklist, and use it week to week to keep track of assignments, readings, and other activities. I endeavor hard to never change due dates. The due dates for all assignments are included in the following schedule, as well as on BOLT. You should consider putting these due dates into a planner or digital device.

Week Begins	Activities
<p><u>Week 1</u> Monday, Aug. 17</p>	<p><b>Monday, Aug. 17: Classes Begin</b></p> <p><b>Videos (45:43 total)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Welcome to the Course (17:17)</li> <li><input type="checkbox"/> Thriving in The Midst of COVID-19 (13:50)</li> <li><input type="checkbox"/> The Website Design Process (14:36)</li> </ul> <p><b>Readings</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> (START HERE module on BOLT): Syllabus, Academic Honesty and Plagiarism Policies, Grading Policies, and Special Needs</li> <li><input type="checkbox"/> <a href="#">Following a Web Design Process</a></li> <li><input type="checkbox"/> <a href="#">6 Phases of the Website Design and Development Process</a></li> </ul> <p><b>Assignments</b></p> <p>No assignments! Getting settled into the semester.</p>

Week Begins	Activities
<p><u>Week 2</u> Monday, Aug. 24</p>	<p><b>Monday, Aug. 24: DEADLINE FOR ADD/DROP</b></p> <p><b>Videos (38:26 total)</b></p> <ul style="list-style-type: none"> <li>□ The Value of HTML and CSS Coding (10:17)</li> <li>□ HTML Terminology (16:14)</li> <li>□ Text Editors: What They Are and How They Work (11:55)</li> </ul> <p><b>Readings</b></p> <ul style="list-style-type: none"> <li>□ <a href="#">7 Times You'll Kick Yourself for not Learning HTML</a></li> </ul> <p><b>Lab Videos (55:17 total)</b></p> <ul style="list-style-type: none"> <li>□ 1: Saving a Document (6:41)</li> <li>□ 2: DOCTYPE Declaration (2:51)</li> <li>□ 3: Basic Structure: HTML, Head, and Body Tags (7:10)</li> <li>□ 4: HTML Comments (6:18)</li> <li>□ 5: Meta and Title Tags (8:15)</li> <li>□ 6: Headings: h1 to h6 (6:05)</li> <li>□ 7: Opening an HTML Document in an Internet Browser (6:30)</li> <li>□ 8: Paragraph Tag (5:06)</li> <li>□ 9: Lorem Ipsum (6:21)</li> </ul> <p><b>Assignments</b></p> <ul style="list-style-type: none"> <li>□ Online Introductions due to BOLT by <b>Sunday, Aug. 30 at 11:55 p.m.</b></li> </ul>
<p><u>Week 3</u> Monday, Aug. 31</p>	<p><b>Videos (1:21:49 total)</b></p> <ul style="list-style-type: none"> <li>□ Effective Web Design (23:04)</li> <li>□ Navigation: Getting to Where You Need to Go (16:25)</li> <li>□ Design Considerations for Text Markup Tags (19:41)</li> <li>□ Organizing Your Files (13:15)</li> <li>□ Zipping and Unzipping Files (9:24)</li> </ul> <p><b>Readings</b></p> <ul style="list-style-type: none"> <li>□ <a href="#">11 Important Characteristics of Effective Website Design</a></li> <li>□ <a href="#">10 Principles of Navigation Design and Why Quality Navigation is so Crucial</a></li> <li>□ <a href="#">Good Website Navigation—Reaching the Information Instantly</a></li> <li>□ <a href="#">The Rules for Modern Navigation</a></li> </ul> <p><b>Lab Videos (44:40 total)</b></p> <ul style="list-style-type: none"> <li>□ 10: Break Tag (7:21)</li> <li>□ 11: Anchor Tag (11:40)</li> <li>□ 12: Horizontal Rule (2:30)</li> <li>□ 13: Strong, Em, and Mark Tags (8:30)</li> <li>□ 14: Unordered Lists (7:15)</li> <li>□ 15: Ordered Lists (7:24)</li> </ul> <p><b>Assignments</b></p> <ul style="list-style-type: none"> <li>□ HTML Practice due to BOLT by <b>Sunday, Sept. 6 at 11:55 p.m.</b></li> </ul>

Week Begins	Activities
<p><u>Week 4</u> Monday, Sept. 7</p>	<p><b>Monday, Sept. 7: Labor Day: Class Still in Session</b></p> <p><b>Videos</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The Importance of Optimizing Images for the Web</li> <li><input type="checkbox"/> Common Image Sizes (11:20)</li> <li><input type="checkbox"/> Metacognitive Learning Strategies for Mastering This Course</li> </ul> <p><b>Readings</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">What Makes a Good Website? A Quick Guide to Website Design</a></li> <li><input type="checkbox"/> <a href="#">10 Principles of Good Website Design</a></li> </ul> <p><b>Lab Videos</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 16: Preparing Images (9:17)</li> <li><input type="checkbox"/> 17: Inserting Images (11:21)</li> <li><input type="checkbox"/> Using the HTML Validator</li> <li><input type="checkbox"/> Optimizing Images with Photoshop</li> <li><input type="checkbox"/> Optimizing Images with Paint/Paint 3D</li> </ul> <p><b>Assignments</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Writing Practice due to BOLT by <b>Sunday, Sept. 13 at 11:55 p.m.</b></li> <li><input type="checkbox"/> Video Completion 1 due to BOLT by <b>Sunday, Sept. 13 at 11:55 p.m.</b></li> </ul>
<p><u>Week 5</u> Monday, Sept. 14</p>	<p><b>Videos</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Design Principles: Contrast</li> <li><input type="checkbox"/> Design Principles: Repetition</li> <li><input type="checkbox"/> Design Principles: Alignment</li> <li><input type="checkbox"/> Design Principles: Proximity</li> <li><input type="checkbox"/> Difference between HTML and CSS</li> <li><input type="checkbox"/> CSS Terminology</li> </ul> <p><b>Readings</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Whitespace</a></li> <li><input type="checkbox"/> <a href="#">Contrast is King</a></li> <li><input type="checkbox"/> <a href="#">Contrast Rebellion</a></li> <li><input type="checkbox"/> <a href="#">9 Common Usability Mistakes in Web Design</a></li> </ul> <p><b>Lab Videos (1:01:48 total)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 18: Saving CSS Files (4:04)</li> <li><input type="checkbox"/> 19: Linking CSS to HTML (4:42)</li> <li><input type="checkbox"/> 20: Formatting the Body in CSS (21:21)</li> <li><input type="checkbox"/> 21: CSS Comments (2:40)</li> <li><input type="checkbox"/> 22: Formatting Headings in CSS (19:18)</li> <li><input type="checkbox"/> 23: Formatting Paragraphs in CSS (9:43)</li> </ul>

Week Begins	Activities
<p><u>Week 5</u> (Continued)</p>	<p><b>Assignments</b></p> <ul style="list-style-type: none"> <li>□ Design Discussion: Initial Post (Round 1) due to BOLT by <b>Thursday, Sept. 17 at 11:55 p.m.</b></li> <li>□ Design Discussion: Replies (Round 2) due to BOLT by <b>Sunday, Sept. 20 at 11:55 p.m.</b></li> </ul>
<p><u>Week 6</u> Monday, Sept. 21</p>	<p><b>Videos</b></p> <ul style="list-style-type: none"> <li>□ Using LinkedIn Learning (8:42)</li> <li>□ Bloom’s Taxonomy and Learning Web Design</li> <li>□ The Language of Color in Design</li> <li>□ Choosing Color Palettes</li> <li>□ Accessible Colors</li> <li>□ Ways of Choosing Colors in CSS</li> </ul> <p><b>Readings</b></p> <ul style="list-style-type: none"> <li>□ <a href="#">Web Design 101: Color Theory</a></li> <li>□ <a href="#">12 Essential Tips to Choosing a Website Color Scheme</a></li> </ul> <p><b>Lab Videos</b></p> <ul style="list-style-type: none"> <li>□ 24: Formatting Lists in CSS (10:37)</li> <li>□ 25: Formatting Link Colors in CSS (9:54)</li> <li>□ 26: Blockquote Tag (13:46)</li> <li>□ 27: Creating Classes for Text (11:00)</li> <li>□ Using the CSS Validator</li> </ul> <p><b>Assignments</b></p> <ul style="list-style-type: none"> <li>□ Design Discussion: Replies (Round 3) due to BOLT by <b>Thursday, Sept. 24 at 11:55 p.m.</b></li> <li>□ Design Discussion: Replies (Round 4) due to BOLT by <b>Sunday, Sept. 27 at 11:55 p.m.</b></li> <li>□ CSS Practice due to BOLT by <b>Sunday, Sept. 27 at 11:55 p.m.</b></li> <li>□ Optional: Begin working on Extra Credit 1.</li> </ul>
<p><u>Week 7</u> Monday, Sept. 28</p>	<p><b>Videos</b></p> <ul style="list-style-type: none"> <li>□ The Language of Typography</li> <li>□ Typographical Choices</li> <li>□ Choosing Fonts Effectively</li> <li>□ CSS Box Model</li> </ul> <p><b>Readings</b></p> <ul style="list-style-type: none"> <li>□ <a href="#">How We Read</a></li> <li>□ <a href="#">Effective Web Typography: Rules, Techniques and Responsive Design</a></li> </ul> <p><b>Assignments</b></p> <p>No assignments. Catch-up on previous videos and materials, and prepare for any final exams for Fall 2 classes.</p>



Week Begins	Activities
<p><u>Week 8</u> Monday, Oct. 5</p>	<p><b>Videos</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Website Layout</li> <li><input type="checkbox"/> Layout Options: Header</li> <li><input type="checkbox"/> Layout Options: Nav</li> <li><input type="checkbox"/> Layout Options: Main Content Area</li> <li><input type="checkbox"/> Layout Options: Footer</li> <li><input type="checkbox"/> Layout Options: Aside</li> </ul> <p><b>Readings</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">11 Website Layouts that Made Content Shine</a></li> <li><input type="checkbox"/> <a href="#">Web Layout Best Practices: 12 Timeless UI Patterns Analyzed</a></li> </ul> <p><b>Lab Videos (1:21:39 total)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 28: Beginning Layout (6:45)</li> <li><input type="checkbox"/> 29: Setting Up the Container Div in HTML (7:10)</li> <li><input type="checkbox"/> 30: Formatting the Container Div in CSS (18:15)</li> <li><input type="checkbox"/> 31: Setting Up Layout Tags in HTML (8:19)</li> <li><input type="checkbox"/> 32: Formatting the Header in CSS (18:16)</li> <li><input type="checkbox"/> 33: Formatting the Article in CSS (6:21)</li> <li><input type="checkbox"/> 34: Formatting the Footer in CSS (16:33)</li> </ul> <p><b>Assignments</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Layout Practice due to BOLT by <b>Sunday, Oct. 11 at 11:55 p.m.</b></li> <li><input type="checkbox"/> Video Completion 2 due to BOLT by <b>Sunday, Oct. 11 at 11:55 p.m.</b></li> </ul>
<p><u>Week 9</u> Monday, Oct. 12</p>	<p><b>Videos</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Design Documents: Purpose and Use</li> <li><input type="checkbox"/> How to Create a Wireframe</li> <li><input type="checkbox"/> How to Create a Site Map</li> <li><input type="checkbox"/> How to Create a Content Outline</li> </ul> <p><b>Readings</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Ultimate Guide to Website Wireframing</a></li> <li><input type="checkbox"/> <a href="#">Why You Should Build a Sitemap Before Designing Your Site</a></li> </ul> <p><b>Lab Videos (1:25:36 total)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 35: Creating Placeholder Navigation Links in HTML (8:50)</li> <li><input type="checkbox"/> 36: Formatting Navigation Links in the Footer in CSS (15:55)</li> <li><input type="checkbox"/> 37: Formatting the Nav in CSS (21:41)</li> <li><input type="checkbox"/> 38: Flexible Width for Images in HTML (6:40)</li> <li><input type="checkbox"/> 39: Floating Images to the Left or Right (15:48)</li> <li><input type="checkbox"/> 40: Image Captions with Figure and Figcaption Tags (16:42)</li> </ul> <p><b>Assignments</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Design Documents due to Discussions by <b>Thursday, Oct. 15 at 11:55 p.m.</b></li> <li><input type="checkbox"/> Design Documents Evaluations due to Discussions by <b>Sunday, Oct. 18 at 11:55 p.m.</b></li> <li><input type="checkbox"/> Optional: Extra Credit 1 due to BOLT by <b>Sunday, Oct. 18 at 11:55 p.m.</b></li> </ul>

Week Begins	Activities
<p><u>Week 10</u> Monday, Oct. 19</p>	<p><b>Videos</b></p> <ul style="list-style-type: none"> <li>□ Website Testing</li> </ul> <p><b>Readings</b></p> <ul style="list-style-type: none"> <li>□ One Way to Code Your Website [pdf reading]</li> <li>□ <a href="#">Testing Content</a></li> <li>□ <a href="#">Usability Testing Demystified</a></li> </ul> <p><b>Lab Videos</b></p> <ul style="list-style-type: none"> <li>□ 41: Applying Google Fonts (11:26)</li> <li>□ 42: Creating and Linking Additional Pages (12:08)</li> </ul> <p><b>Assignments</b></p> <ul style="list-style-type: none"> <li>□ Website Project Draft due to BOLT by <b>Sunday, Oct. 25 at 11:55 p.m.</b></li> <li>□ Optional: Begin working on Extra Credit 2.</li> </ul>
<p><u>Week 11</u> Monday, Oct. 26</p>	<p><b>Videos</b></p> <ul style="list-style-type: none"> <li>□ Content in King</li> <li>□ Effective Design Supports Content</li> <li>□ Ethics in Web Design</li> </ul> <p><b>Readings</b></p> <ul style="list-style-type: none"> <li>□ <a href="#">The Modern Web Design Process: Putting Content First</a></li> <li>□ <a href="#">7 (Challenging) Reasons Content is King</a></li> <li>□ <a href="#">How to Use Icons to Support Content in Web Design</a></li> <li>□ <a href="#">Written Content or Design: Which Comes First?</a></li> <li>□ <a href="#">Ethics in the Design Field</a></li> <li>□ <a href="#">Why Every Designer Needs a Code of Ethics</a></li> </ul> <p><b>Lab Videos (35:51 total)</b></p> <ul style="list-style-type: none"> <li>□ 43: Orientation to “Fresh Start” Files (10:00)</li> <li>□ 44: Two Column Layouts (25:51)</li> </ul> <p><b>Assignments</b></p> <ul style="list-style-type: none"> <li>□ Ethics Discussion: Initial Post (Round 1) due to BOLT by <b>Thursday, Oct. 29 at 11:55 p.m.</b></li> <li>□ Ethics Discussion: Replies (Round 2) due to BOLT by <b>Sunday, Nov. 1 at 11:55 p.m.</b></li> <li>□ Website Project Evaluations due to classmates and BOLT by <b>Sunday, Nov. 1 at 11:55 p.m.</b></li> </ul>
<p><u>Week 12</u> Monday, Nov. 2</p>	<p><b>Videos</b></p> <ul style="list-style-type: none"> <li>□ WordPress, Weebly, Wix, and Squarespace: What’s the Difference?</li> <li>□ When Will I Use Coding?</li> </ul> <p><b>Readings</b></p> <ul style="list-style-type: none"> <li>□ <a href="#">Squarespace vs. Wix vs. Weebly vs. WordPress: Which is the Best?</a></li> <li>□ <a href="#">Weebly vs. Wix vs. Squarespace vs. WordPress -2019</a></li> </ul>

Week Begins	Activities
<p><u>Week 12</u> (Continued)</p>	<p><b>Lab Videos (32:25 total)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 45: Rounded Corners in CSS (11:38)</li> <li><input type="checkbox"/> 46: Box Shadow in CSS (6:23)</li> <li><input type="checkbox"/> 47: Text Shadow in CSS (5:43)</li> <li><input type="checkbox"/> 48: Gradients in CSS (8:41)</li> </ul> <p><b>Assignments</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ethics Discussion: Replies (Round 3) due to BOLT by <b>Thursday, Nov. 5 at 11:55 p.m.</b></li> <li><input type="checkbox"/> Ethics Discussion: Replies (Round 4) due to BOLT by <b>Sunday, Nov. 8 at 11:55 p.m.</b></li> <li><input type="checkbox"/> Image Practice due to BOLT by <b>Sunday, Nov. 8 at 11:55 p.m.</b></li> </ul>
<p><u>Week 13</u> Monday, Nov. 9</p>	<p><b>Videos</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Intentional Design</li> <li><input type="checkbox"/> Using Small Touches Effectively (25:59)</li> </ul> <p><b>Readings</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ways to Enhance Your Website’s Design [Page on BOLT]</li> </ul> <p><b>Lab Videos (45:39 total)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 49: Background Images in CSS (9:01)</li> <li><input type="checkbox"/> 50: Linking to Larger Images (11:02)</li> <li><input type="checkbox"/> 51: Image Links to External Sites (3:40)</li> <li><input type="checkbox"/> 52: Social Media Links (12:35)</li> <li><input type="checkbox"/> 53: Inserting a Logo in the Header (9:21)</li> </ul> <p><b>Assignments</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Aesthetics Practice due to BOLT by <b>Sunday, Nov. 15 at 11:55 p.m.</b></li> <li><input type="checkbox"/> Video Completion 3 due to BOLT by <b>Sunday, Nov. 15 at 11:55 p.m.</b></li> <li><input type="checkbox"/> Optional: Extra Credit 2 due to BOLT by <b>Sunday, Nov. 15 at 11:55 p.m.</b></li> </ul>
<p><u>Week 14</u> Monday, Nov. 16</p>	<p><b>Friday, Nov. 20: Last Day of Classes/Last Day to Withdraw from a Course</b></p> <p><b>Videos</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Expanding Your Skills After the Course Concludes</li> <li><input type="checkbox"/> Starting New Web Design Projects</li> </ul> <p><b>Readings</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Get Started with Logo Design: 10-Step Guide</a></li> <li><input type="checkbox"/> <a href="#">The Roadmap to Becoming a Professional Freelance Web Designer</a></li> <li><input type="checkbox"/> <a href="#">Becoming a Freelance Web Designer: Roadmap and Resources</a></li> <li><input type="checkbox"/> <a href="#">The Easy-to-Follow Guide to Building an Online Brand</a></li> </ul> <p><b>Assignments</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Final Website Project due to BOLT by <b>Tuesday, Nov. 24 at 11:55 p.m.</b></li> </ul>