

Shaw University
College of Graduate and Professional Studies
Department of Computer Information Sciences

Course Number: CIS 120 Fall 2008
Course Name: Web Page Design I
Credit Hours: 3

Instructor's Name: Dr. W. Johnson

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Office Hours: Daily & Internet Blackboard

TEXT

Required Textbooks: *A list of textbooks with the author Shelly and Cashman, title Microsoft Office FrontPage 2003, publisher Thomson , Coursecard Edition, 2003, and ISBN number 1-4188-5946-X.*

Supplementary Materials: All lectures and projects that are required may be found on Blackboard under the course named "[Web Page Design I](#)"

Hardware Requirements: A computer with Internet access.

Software Requirements: *A list of software the student is required to purchase or download for the course ,Real Player, Media Player, Acrobat Reader, , etc.*

Prerequisites and Corequisites: This is an introductory university core course.

INSTRUCTIONS FOR STUDENTS ON HOW TO USE BLACKBOARD

Shaw University's Department of Information Technology in conjunction with the Department of Education at Shaw University presents an introduction to the navigation through Blackboard

1. INSTRUCTIONS ON HOW TO LOG IN

Follow these steps to log onto Blackboard from Shaw University's home page:

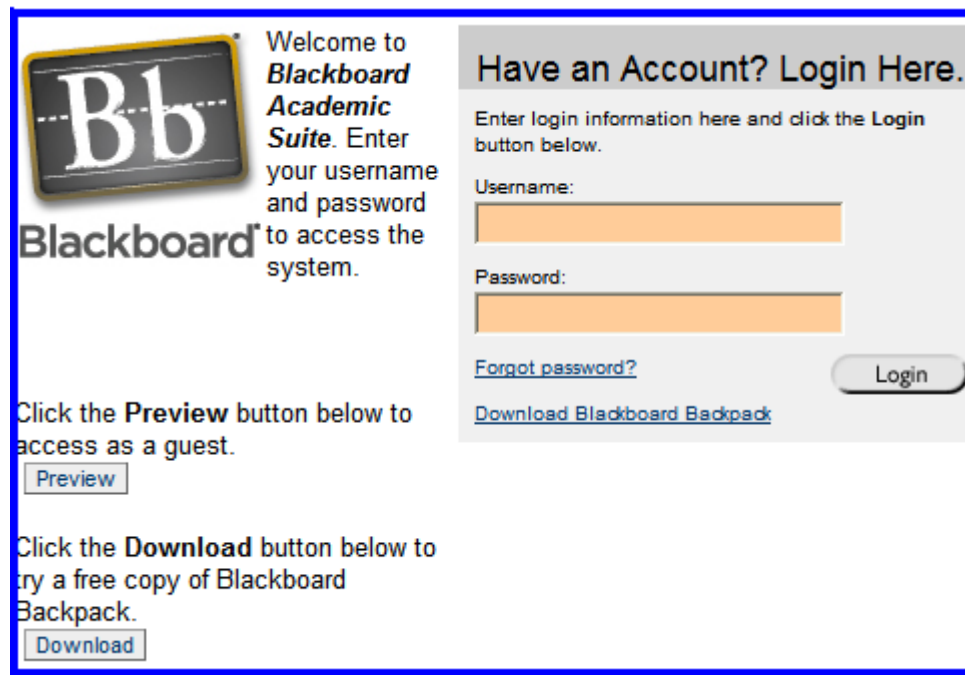
1. Go to Shaw University Website **www.shawu.edu**
2. Look down on the right bottom corner of the page, you will see a link to Blackboard

The image shows a screenshot of the Shaw University website's navigation menu. A blue rectangular box highlights the 'ONLINE RESOURCES' section. Within this section, the 'Blackboard' link is circled in red, and a red arrow points to it with the word 'Click' written in red. Other links in the 'ONLINE RESOURCES' section include 'Apply Online', 'Entering Student Survey', 'Faculty & Staff E-mail', 'Faculty Web Sites', 'Online Grades & Billing', 'Order Transcripts Online', 'Register Online', 'Student E-mail', and 'Student Lookup Service'. Below the 'ONLINE RESOURCES' section, there are two columns: 'SHAW DIVINITY SCHOOL' and 'SHAW ATHLETICS'. The 'SHAW DIVINITY SCHOOL' column features a portrait of a woman and the text 'Shaw University Divinity School'. The 'SHAW ATHLETICS' column features a bear logo and the text 'WWW.SHAWBEARS.COM' and 'Division of Shaw University Athletics'.

3. Click on Blackboard, you will see a window like the following:



4. Click on User Login

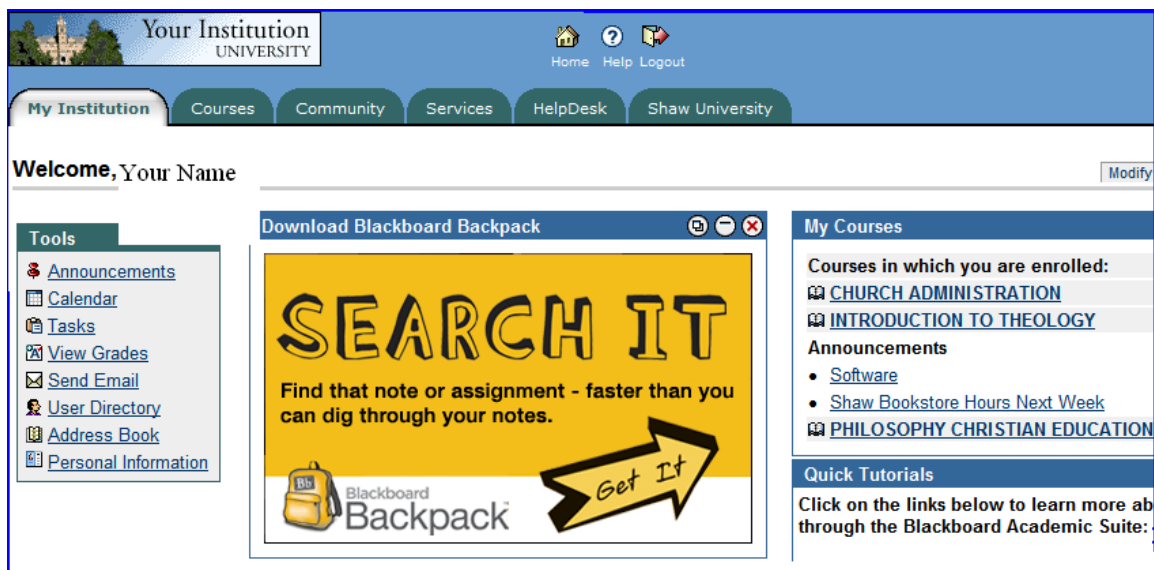


5. Type in your **student ID number** (you will find it on your ID Card) as your **Username**, and type in your **PIN Number**(The PIN number you were given by the Registrar when you registered, if you do not remember your PIN number, you

- can either ask your adviser or call the Registrar's office at 546-8426) as your password. Your PIN number normally consists of two **UP CASED** letters and some numbers. If you still have difficulty in logging into Blackboard, please call 546-8323 for help. Please use your Shaw email address that is provided.
6. If you registered in a class, your name will be transferred over to blackboard automatically. **If you registered for a class, you will automatically have a blackboard account.**

2. INSTRUCTIONS ON HOW TO NAVIGATE BLACKBOARD

1. After you successfully log into your Blackboard account, you will see the following screen:



2. You will see all the classes you have registered for on the right panel, click the class you want to navigate, and the next window you see should look like the one below:

The screenshot shows a Blackboard course interface. At the top, there's a header for 'Your Institution UNIVERSITY' with navigation links for Home, Help, and Logout. Below this is a secondary navigation bar with buttons for My Institution, Courses (selected), Community, Services, HelpDesk, and Shaw University. The main content area is titled 'CHURCH ADMINISTRATION (ADM50101_2007_01) > ANNOUNCEMENTS'. It features a date range 'August 14, 2007 - August 21, 2007' and a message stating 'No announcements found.' The left-hand navigation menu lists various course-related options, including Announcements, Course Information, Staff Information, Course Documents, Assignments, Communication, Discussion Board, External Links, and Tools. The Tools section includes Communication, Course Tools, Course Map, Refresh, and Detail View.

3. The first thing you must do is to check the class **Announcements** .

The **Announcements** page is typically the first page of your course. Course announcements may also appear within your course list after you log in. If the Announcements do not show up in either of these places, please look for a link elsewhere, such as on the left-hand navigation menu (Course Menu).

TIPS:

- Many instructors and mentors use it for timely messages: to announce changes in scheduling or to remind students of fast-approaching deadlines.
- You are responsible for any announcement by your instructor, so check the Announcements area *at least twice a week*.
- As you approach due dates for assignments and exam dates, check your Announcements area more frequently for timely information.

4. Main components

- **Course Documents** -- course outlines, handouts, lectures, course readings, etc.

- **Staff Information** -- the biographies of the instructor and others who teach or support the course
- **Assignments** -- links to activities, projects, quizzes, etc.
- **Resources** -- links to other sites, such as to e-journals and the campus homepage

Instructors can also use the built-in Communication and Student Tools, which enable both asynchronous and synchronous activities:

- **E-mail Sender** -- pre-addressed forms enable any course participant to send e-mail to any individual or group within the class.
- **Discussion Board** -- instructors can assign asynchronous discussions on designated topics, and instructors can sort postings by author and date.
- **Class Roster** -- The e-mail address or homepage of any class member can be accessed from this page.
- **Virtual Classroom** -- class members can be assigned to conduct real-time talks from this page.
- **Digital Drop Box** -- assignments can be dropped off by students and retrieved and returned by instructors.
- **Check Grades** -- instructors can post a student's score for any assignment, quiz, or exam (along with total possible points and class average).
- **Group Pages** -- instructors can assign groups within a class to a set of communication tools for use only by those group members.
- **Class Statistics** -- instructors can access reports on students' activities, from time spent on the site to the website pages accessed.

4. INSTRUCTIONS ON ACCESSING ASSIGNMENTS AND TURNING IN ASSIGNMENTS

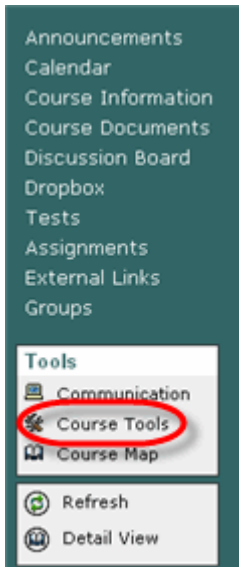
Your courses may require the use of the **Assignments** tool for submitting papers and other assignments that instructors can grade, and the grade is automatically transferred to your My Grades area.

Digital Drop Box











Below is the typical method for accessing the drop box in your course. Your instructor may place links elsewhere in the course to the Drop Box tool, and it could be named slightly different.

Step 1: On the Course Menu, select **Course Tools**.

For example:



Step 2: Select **Digital Dropbox**.

-  [Address Book](#)
-  [Calendar](#)
-  [Digital Dropbox](#)
-  [Glossary](#)
-  [My Grades](#)
-  [My Help Desk](#)
-  [Personal Information](#)
-  [Questionmark](#)
-  [Tasks](#)
-  [The Electric Blackboard®](#)

For example:

Step 3: Decide whether to **Add** or **Send** the file:

Use the Add File function:

- To place a file in the **Drop Box** that you want to send to your mentor, teaching assistant or instructor at a later time.
- To "save" a file (or assignment) in your **Drop Box** that you have been working on and cannot save on the computer that you are using; just log on to your course website and add the file to your **Drop Box**.

Use the Send File function:

- To send a file (or assignment) to your mentor, teaching assistant, or instructor.

Step 4a: If you clicked **Add File**, browse for the file on your computer and upload it.

Once uploaded, the path to the file is shown in the File box.

You may need to name your file according to specific directions given in your course. Check these directions carefully.

Step 4b: If you clicked **Send File**:

Select a file or Upload a new file:

Select File (only available for previously *Added* files): click the drop-down arrow and select an existing file from your drop box. Perhaps you previously added a file but didn't want to send it at that time.

OR

Upload New File: Browse for the file on your computer.

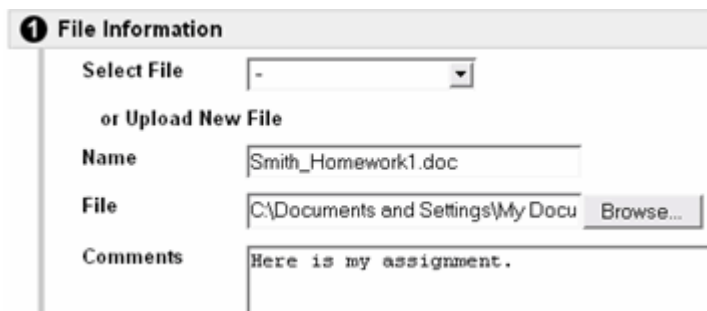
Step 5: Optionally fill in a **Name** and enter any **Comments**. If you don't enter a name, the file name is used.

CAUTION: If you **selected a File** you previously added, anything that you input in the Name and Comments fields will not stick. The instructor(s) will not see your comments. The name and any comments you provided during the **Add File** process are used.

If you **uploaded a New File**, the Name and Comments are visible to the instructor(s).

Step 6: Click **Submit**.

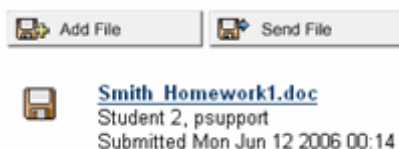
Here is an example of the **Send File** process:



The screenshot shows a form titled "1 File Information". It contains the following fields:

- Select File**: A dropdown menu with a "-" symbol.
- or Upload New File**: Text below the dropdown.
- Name**: A text input field containing "Smith_Homework1.doc".
- File**: A text input field containing "C:\Documents and Settings\My Docu" and a "Browse..." button.
- Comments**: A text area containing "Here is my assignment."

Based on the example above, here is what to expect to see after clicking Submit:



TIPS:

- You cannot remove a file from your drop box once you have sent it.
- Your instructor, mentor, or teaching assistant may return graded assignments to the **Drop Box** so you can retrieve them. When your assignment has been returned, you will see the instructor's name with the file. Just right-click on the name and click Save Target As to download the file to your computer.
- Three good practices to follow for naming files:
 - Always save your work to your computer hard drive in your course work folder.
 - Follow the naming convention that your instructor sets for class files, or if he or she does not suggest one, create your own that includes:
 - The week or unit number of the assignment (e.g., Week 1 might be **wk1**)
 - Your user name or last name (e.g., smith)

Thus, an assignment submitted by John Smith for Week 1 might be named, wk1smith.rtf.

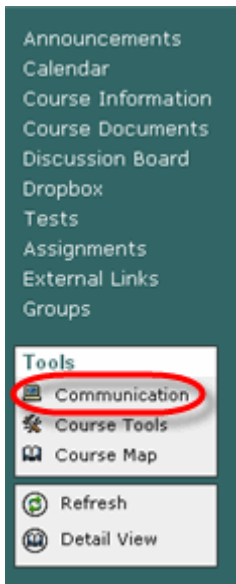
- Save each file that you will send to your instructor, mentor, or teaching assistant as a *Rich Text Format* or *.rtf* file to ensure that the document retains its formatting.

4. HOW TO USE DISCUSSION BOARD

Below is the typical method for accessing the Discussion Board tool in your course. Your instructor may place links elsewhere in the course to the Discussion Board tool, and it could be named slightly different.









Step 1: On the Course Menu, select **Communication**.

For example:



Step 2: Select **Discussion Board**.

For example:

-  [Announcements](#)
-  [Collaboration](#)
-  [Discussion Board](#)
-  [Group Pages](#)
-  [Messages](#)
-  [My Help Desk](#)
-  [Roster](#)
-  [Send Email](#)

Step 3: Select the **Forum** you were instructed to go to.

For example:

Discussion Board

Search After Jul 12 2006 Before Jul 12 2006



in Current Discussion Board

Forum	Total Posts	Unread Posts	Total Participants
Activity 1: Getting Acquainted Requirement: 1 posting minimum per student (5 pts)	25	5	4
Activity 2: Planets Discussion Requirement: 1 posting minimum per student (5 pts)	0	0	0
Activity 3: Stars Discussion Requirement: 1 posting minimum per student (5 pts)	0	0	0

Here is an example Discussion Forum:

Threads

Course Discussions: Activity 1: Getting Acquainted

 Thread 

Display Search After Jul 12 2006 Before Jul 12 2006

in Current Forum

	Date	Thread	Author	Status	Unread Posts	Total Posts
<input type="checkbox"/>	6/14/06 1:56 AM	Hello from your instructor	Instructor 2, psupport	Published	2	6
<input type="checkbox"/>	6/14/06 1:56 AM	Hello	Instructor 2, psupport	Published	0	15
<input type="checkbox"/>	7/10/06 11:01 AM	About Me	psupport Student 2	Published	1	1
<input type="checkbox"/>	7/11/06 9:22 AM	Hello	psupport Student 3	Published	1	2
<input type="checkbox"/>	7/11/06 9:27 AM	It's Me	psupport Student 1	Published	1	1

Select All

Messages in a Thread

Thread Detail

Collect Flag Clear Flag

Search After Jul 12 2006
 in Current Thread Before Jul 12 2006

Thread: [Hello from your instructor](#) [Reply](#)

Total posts: 6 Unread posts: 2 [Previous Thread](#)

<input type="checkbox"/>	Hello from your instructor	Instructor 2, psupport	6/14/06
<input type="checkbox"/>	Re: Hello from your instructor	Student 3, psupport	6/14/06
<input type="checkbox"/>	RE: Re: Hello from your instructor	psupport Instructor 2	7/11/06
<input type="checkbox"/>	RE-RE-Re: Hello from your instructor	psupport Student 1	7/11/06
<input type="checkbox"/>	RE-RE-RE-1 Hello from your instructor	psupport Instructor 2	7/11/06

Subject: Hello from your instructor [Reply](#) [Subscribe](#)

Author: [Instructor 2, psupport](#) [Next Post](#)

Creation date: Wed May 24 12:24:21 EDT 2006 **Overall rating:**

Date last modified: Tue Jul 11 22:53:24 EDT 2006 **Rate this post:** 0 stars

Total views: 45 **Your views:** 19

Click the Staff Information link in the list of buttons on the left side to learn more about me. I look forward to a good semester!

Steven

Subject: Hello from your instructor [Reply](#) [Subscribe](#)

TIPS:

Reading Messages

On the Thread Detail page, in the middle area, all the messages in that thread are indexed in chronological order (oldest to newest). Use the scroll bar in the message index area to scan through all messages. The hyperlink for new or unread messages is in boldface blue font. Click on a post's hyperlink to read the message; the message text and all the details about that message are listed at the bottom.

Posting messages to the forum (two options)

Option 1: You can reply to an existing message in the forum by opening and reading a message, and then clicking on the **Reply** button to respond. When you are writing your reply, the original message will not be displayed, so click the **Show Original Post** link to see the message you are replying to. For example:

 **Reply to Post**

1 Message

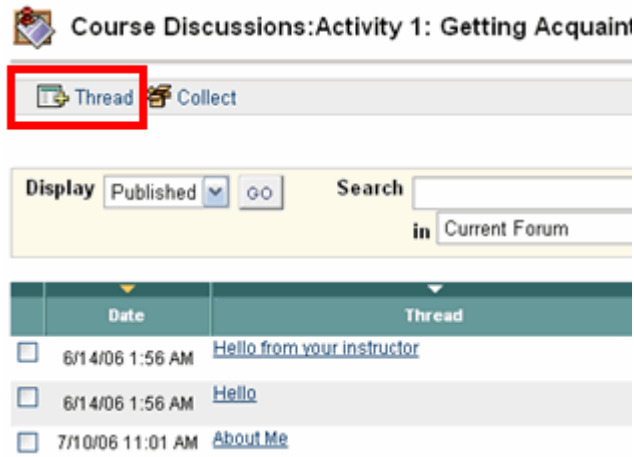
[Show Original Post](#)

Subject:

Message

When you are ready to send your reply, click on the **Submit** button at the bottom of the Reply to Post screen. Unless messages are being moderated, everyone who has access to this forum will see your message immediately. In moderated forums, Managers or Moderators have to approve the message before it gets published to the forum.

Option 2: You can post a new message to start a new discussion thread by clicking on the **Thread** button located at the top left portion of the web page displaying the index of threads. For example:



NOTE: If the Thread button is not available, the Instructor for Leader of the forum is not allowing participants to create new threads. Contact your instructor for directions.

Entering Subject Headings

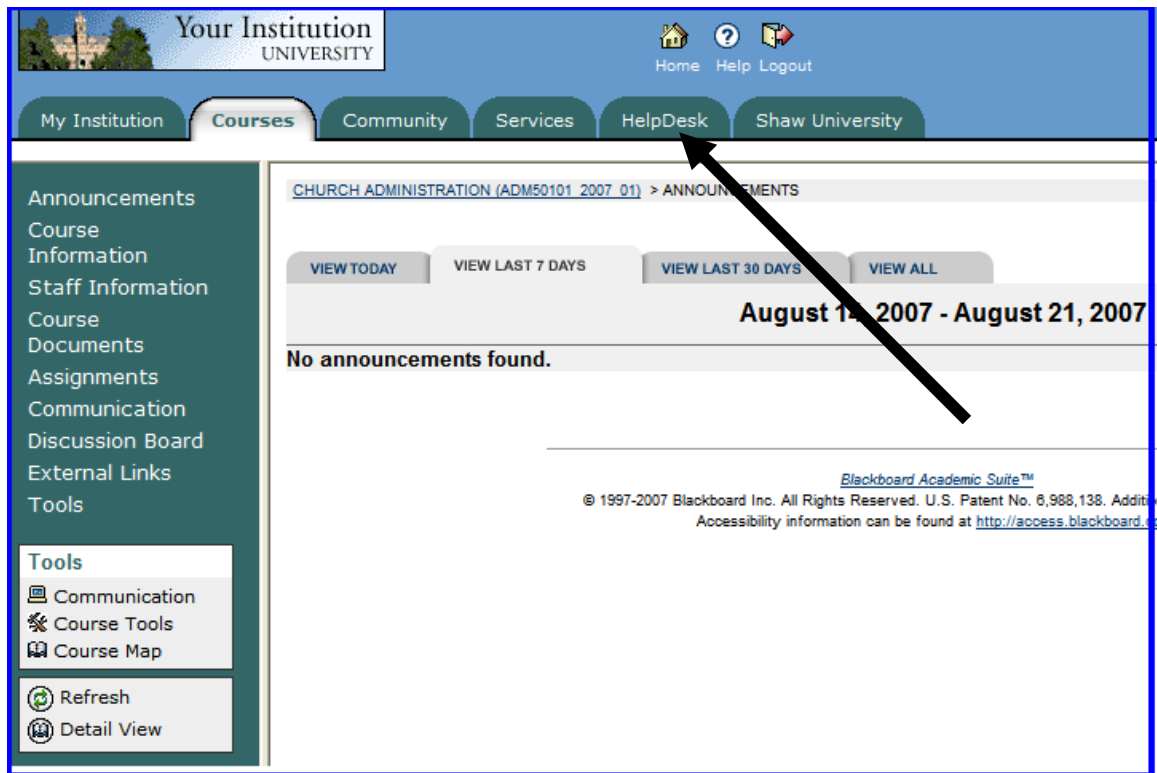
When posting a reply, clear the subject heading and enter a **new subject heading** to identify the purpose and intent of your reply. Meaningful and descriptive titles will make it easier for you and other students to see the direction and flow of the discussions when viewing the index of posts in a thread.

Modifying and Deleting Your Messages

It is possible that your instructor may have configured the forum to allow you to modify and delete any messages you have posted to the forum. To *modify* a previously posted message, click on the message and then click on the **Modify** button located by the Reply button in the message detail area. If you have permission to delete the message, click on the **Remove** button.

5. THINGS NEED TO KEEP IN MIND

1. **When you start to take a quiz or test you must finish within the allotted time frame, you can not go back.** Blackboard does not let you start over again
2. For distance learning students: **your attendance is kept by the system automatically recording the time and date** you log on and log out of Blackboard
3. Additional help can be obtained from the helpdesk tab located on the top page tab of Blackboard section and select Blackboard knowledge base

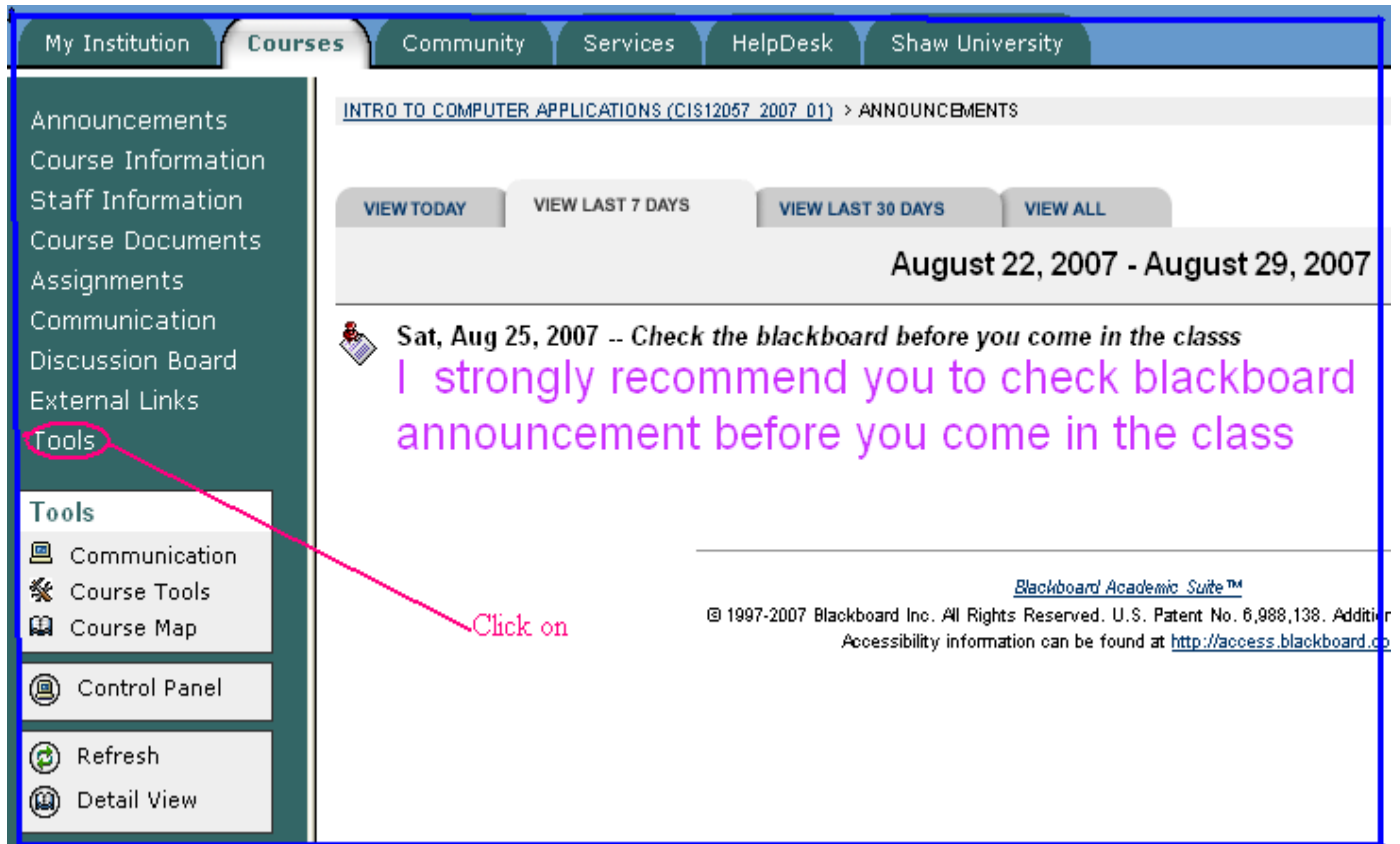


The screenshot displays the Blackboard user interface. At the top, there is a navigation bar with tabs for 'My Institution', 'Courses', 'Community', 'Services', 'HelpDesk', and 'Shaw University'. The 'HelpDesk' tab is highlighted, and a black arrow points to it. Below the navigation bar, the main content area shows a breadcrumb trail: 'CHURCH ADMINISTRATION (ADM50101 2007 01) > ANNOUNCEMENTS'. There are four buttons for viewing announcements: 'VIEW TODAY', 'VIEW LAST 7 DAYS', 'VIEW LAST 30 DAYS', and 'VIEW ALL'. The date range 'August 14, 2007 - August 21, 2007' is displayed, followed by the text 'No announcements found.' At the bottom of the page, there is a copyright notice: '© 1997-2007 Blackboard Inc. All Rights Reserved. U.S. Patent No. 6,988,138. Additional information can be found at <http://access.blackboard.com>'.

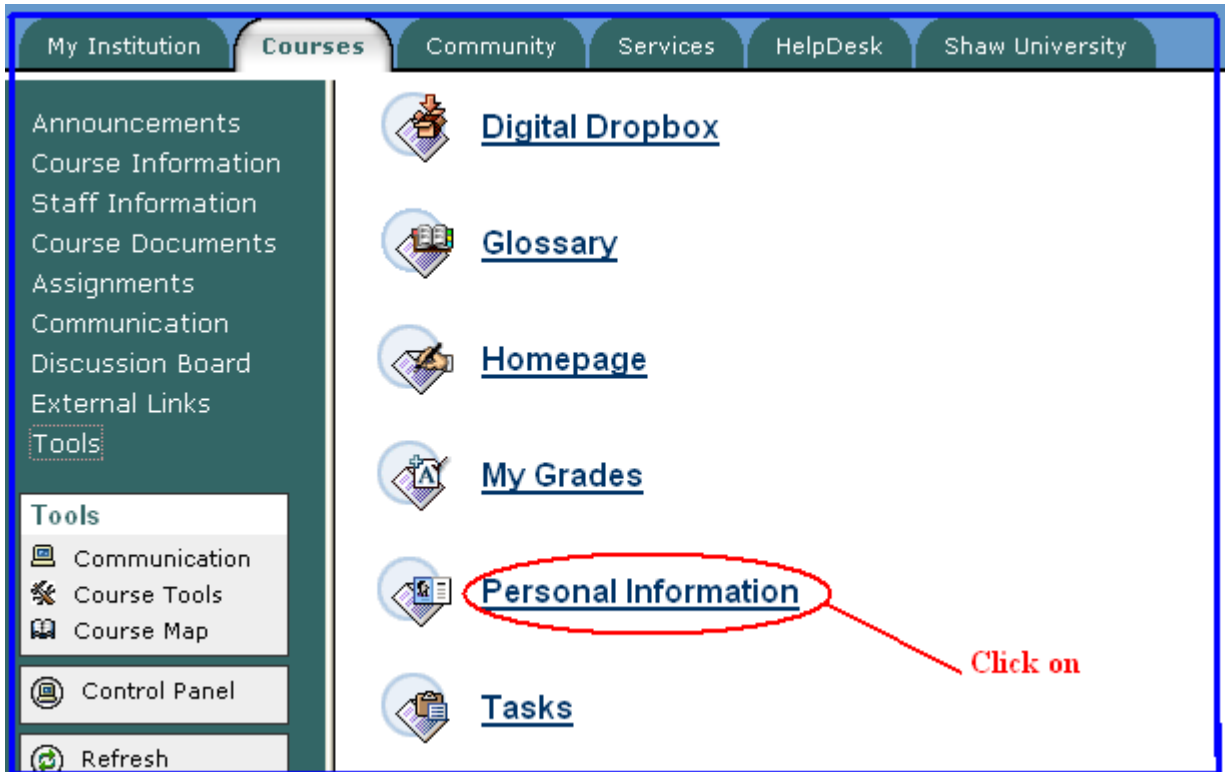
INSTRUCTIONS ON HOW TO CHANGE STUDENTS' EMAIL WITHIN BLACKBOARD

You **MUST** incorporate the automated campus E-MAIL address into BLACKBOARD in order for you to communicate with your classmates and instructors.

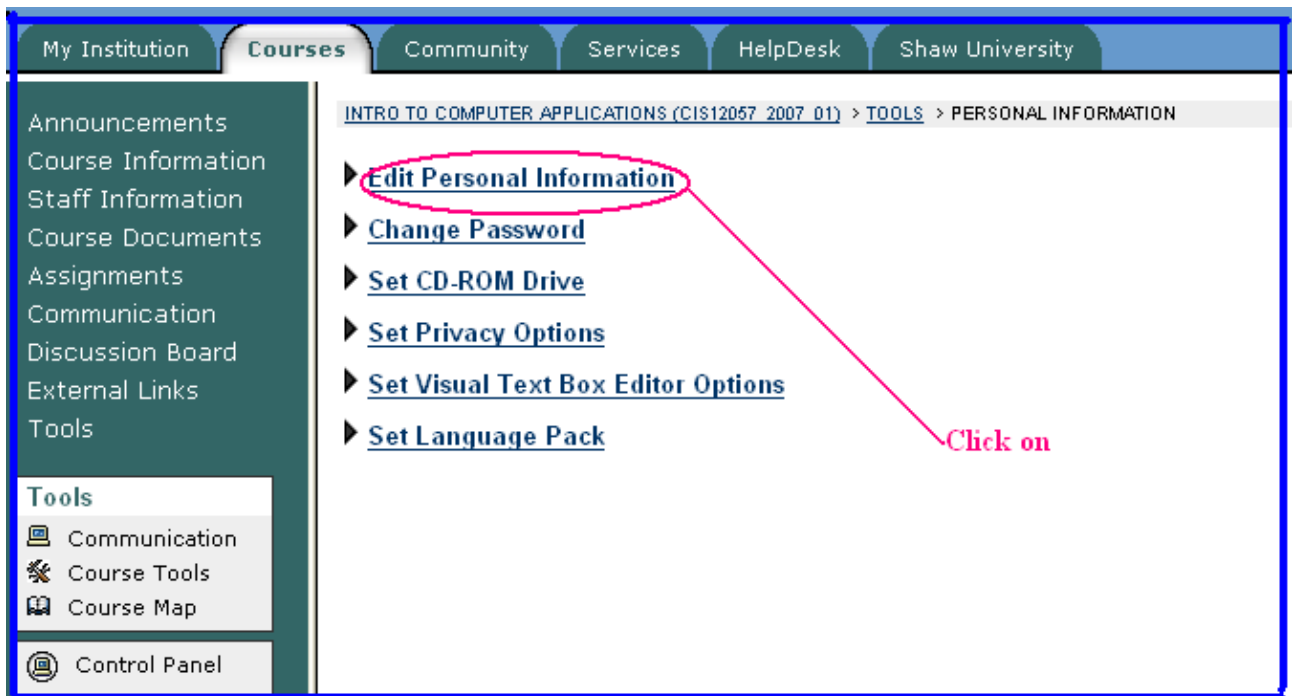
1. WHEN YOU LOG ON TO BLACKBOARD, CLICK ON TOOLS ON THE LEFT PANEL OF YOUR COURSE, AS SEEN BELOW:



2. YOU WILL SEE A SCREEN THAT LOOKS LIKE THE ONE BELOW;



3. YOU WILL SEE A SCREEN THAT LOOKS LIKE;



My Institution Courses Community Services HelpDesk Shaw University

Announcements
Course Information
Staff Information
Course Documents
Assignments
Communication
Discussion Board
External Links
Tools

Tools
Communication
Course Tools
Course Map
Control Panel

TOOLS > PERSONAL INFORMATION > EDIT PERSONAL INFORMATION

Edit Personal Information

1 Personal Information

* First Name	<input type="text" value="Steve"/>
Middle Name	<input type="text" value="Z"/>
* Last Name	<input type="text" value="Niu"/>
Email	<input type="text" value="sniu@shawu.edu"/>
Student ID	

Change your default Email into Your Shaw Bear Email here

2 Account Information

* Username	57911
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4. YOU WILL SEE A SCREEN THAT LOOKS LIKE:

5. IF YOU DO NOT KNOW YOU SHAWBEARS' E-MAIL ADDRESS, GO BACK TO SHAW'S HOME PAGE AND CLICK ON STUDENT E-MAIL LINK;

RECENT SHAW NEWS		More Shaw News >>
Shaw University Athletics Faces New Reality	Athletic Logo Licensing Policies	ONLINE RESOURCES Apply Online Blackboard logon Instructions Blackboard Entering Student Survey Faculty & Staff E-mail Faculty Web Sites Online Grades & Billing Order Transcripts Online Register Online Student E-mail Student Lookup Service
Shaw Football Program Announces New Venue	Shaw University to Host Ribbon Cutting at Durham County Stadium	
2007 Football Season Ticket Information	Important Information for Returning Students Fall 2007	
Click on that		
WSHA FM 88.9	SHAW DIVINITY SCHOOL	SHAW ATHLETICS

6. YOU WILL SEE A SET OF INSTRUCTIONS SELECT #2:

Instructions for Student E-Mail

Please read all of the instructions before attempting to log in to your e-mail account.

1. Emails will be deleted from you mail box after 120 days.
2. All deleted emails in your "Deleted Items" will be deleted every night.

Your account is a unique combination of letters and numbers based on your first name, your last name and your student ID number. For instance Joe Davidson may have an email account of *joedavidson@shawbears.com* the characters before the @ symbol make up your User Name. When giving others your e-mail account, use the complete email address (example: joedavidson@shawbears.com).

Step #1. If you already know your email login information (user name and password) then click [here](#) to access your email

Step #2. If you do not know your email login information then click [here](#) to search for your user name and password.

Note 1: If you are an incoming freshman your email account will not be activated until one week from your official class registration.

7. A WINDOW WILL APPEAR ASKING FOR YOUR STUDENT ID NUMBER, INPUT YOUR ID INTO THE BOX AND CLECK ON “LOOKUP”, YOU WILL SEE YOUR SHAW BEAR E-MAIL ADDRESS, INSERT THIS ADDRESS INTO BLACKBOARD AS SHOWN IN STEP #4 ABOVE. IF YOU HAVE ANY PROBLEMS ACCESSING YOUR EMAIL ACCOUNT PLEASE CALL THE HELP DESK @ 919-546-8587.

COURSE DISCRIPTION:

Course Description: This course provides the student with the knowledge and skills to develop web page designing techniques using applications such as FrontPage for possible use in e-commerce. Students learn to incorporate basic graphical skills with Web Pages.

Course Objectives: The objectives of the course are to meet the student’s needs in understanding Web Page compositions. Each student will become familiar with hardware components, binary numbers, use application software packages, explore the cyberspace through hands-on activities, and learn Web Page design terminologies. After the exposure to the material covered, student should be ready to sit at any microcomputer system with confidence in developing and showing HTML code .

Course Topics: Creating a FrontPage Web Site, Creating a Stand-Alone Web Page, Using a Tracing Image to Create a Web Page, Working with Multimedia Content in Web Pages, and Publishing FrontPage Web Sites.

Specific Course Requirements: You will find Blackboard login instruction above and on Shaw University’s main Web page on the lower left side.

SPECIFIC COMPETENCIES:

Student Outcomes/Expectations: students will demonstrate a working knowledge of the basic skills relative to developing a Web Page, editing and maintenance of a Web Page, publishing a Web Page, and presentation software through graded projects;

Example: During the semester, the students will demonstrate the following on graded tests:

- Navigate Blackboard
- Navigate Windows XP
- Demonstrate how to communicate through the Internet with IM, Weblogs, podcasts, e-mail, chat, newsgroups, and listservs.
- Demonstrate knowledge of multimedia files found on the Web, e-commerce, spam, cookies, adware, spyware, malware, phishing, and Internet hoaxes, and know the software needed to use these files.
- Identify the four basic computing functions
- Describe hardware devices and their uses
- Identify types of source code and their uses
- Describe networks and define network terms
- In Word processing applications:
 - Create and save documents
 - Edit text
 - Select, delete, and format text in a document
 - Change document and paragraph layouts
 - Insert and format headers and footers
 - Insert frequently used text
- In spreadsheet application, such as Excel:
 - Create, save, and navigate an Excel worksheet
 - Enter and edit data in a worksheet
 - Construct formulas for mathematical operations on the worksheet.
 - Format percentages and move formulas
 - Usage of the statistical graphics components of Excel, like pie charts
 - Use SUM, AVERAGE, MEDIAN, MIN, and MAX functions
 - Use of COUNTIF and IF functions
 - Freeze panes and create an Excel table
 - Use of financial functions
- In database application, such as Access:
 - Start Access and create a new database
 - Add records to a table
 - Create and use a query
 - Create forms and reports
 - Create databases using template
 - Organize database objects in the navigation pane
 - Open an existing database
 - Create table relationships
 - Sorting records in a table
 - Create a query in design view
 - Create a new query from an existing query
 - Sort query results.
 - Create a new table by importing an Excel spreadsheet
 - Group data and calculate statistics in a query

- In presentation applications, such as PowerPoint:
 - Design a presentation with slide elements
 - Insert and format pictures and shapes
 - Apply slide transitions.
 - Reorganize presentation text and clear formats
 - Create and format a SmartArt graphic
 - Customize slide backgrounds and themes
 - Animate a slide show
 - Create, modify tables and charts
- Employ a variety of advanced search techniques.
- Use a variety of search tools for newsgroups.
- Experience various Educational Internet sites.
- View and interact with assorted Internet activities developed for students.
- Integrate the Internet into Classroom lessons.

ETHICS RELATED TO THE DISCIPLINE:

Computers have a central and growing role in commerce, industry, government, medicine, education, entertainment and society at large. The software used in this class or any other course at Shaw University is not to be copied for any reason. It resides on a server for copy write protection. Learning and teaching take place best in an atmosphere of intellectual fair-minded openness. All members of the academic community are responsible for supporting freedom and openness through rigorous personal standards of honesty and fairness. Plagiarism and other forms of academic dishonesty undermine the very purpose of Shaw University and diminish the value of education. Specific sanctions for academic dishonesty are online in the University's publications. This course supports the Student Honor Code.

There are many computer science-related organizations that have codes of ethics. However, most computer scientists are members of the ACM or the IEEE, and so have agreed to be bound by one of the following:

- [The ACM Code of Ethics](#)
- [The ACM/IEEE Software Engineering Code of Ethics and Professional Practice](#)
- [The IEEE Code of Ethics](#)

ASSIGNMENTS:

Assignments and Projects: *A dated sequenced list of assignments and projects arranged by course section or module must be included.*

Class Participation:

The participation of each student in class discussions or in student group activities may be an important element of your evaluation scheme. In addition to your own direct observations, there are ways to measure a student's participation in your distance-learning course. Naturally, these measures are only a part of the larger evaluation process to assess student performance and learning.

Students must communicate with other students in the chat room, students are expected to communicate with the instructor as a learning resource, students must check the course bulletin board frequently for announcements, and students must actively participate in threaded discussion events.

Punctuality: A reiteration and emphasis of certain rules and course expectations should always be included. For example: Class participation is required and you are expected to communicate with other students on team projects, learn how to navigate in Bb, and keep abreast of course announcement. Use the assigned college or university e-mail address as opposed to personal e-mail address. Address technical problems immediately by contacting the HELP desk (919)-546-8587 and observe course netiquette at all times, For example: Always include a subject line before making a comment because; remember without facial expressions some comments may be taken the wrong way. Be careful in wording your emails, the use of emoticons might be helpful in some cases.

Attendance and punctuality will be weighed in determining your final grade. Students are expected to attend all class discussion group work and to be on time for the class discussion group. If a student is late to class (15 minutes or more) or leaves class early (15 minutes or more) or missing class, it will have the following adverse effect on his/her grade:

- Grade lowered by one grade if 3 times absent or 6 times late (or leaving class early).
- Student will be withdrawn from the course, or take a grade of "F," if 5 or more times absent or 8 or more times late (or leaving class early).

Students absent the week before a quiz or assignment will be expected to take the quiz with the class. Students will be expected to make up any work they may have missed because of their absence or tardiness.

Use standard fonts.

Do not send large attachments without permission.

Special formatting such as centering, audio messages, tables, html, etc. should be avoided unless necessary to complete an assignment or other communication.

Respect the privacy of other class members.

Discussion Groups should be encouraged: Examples:

Review the discussion threads thoroughly before entering the discussion. Be a lurker then a discussant.

Try to maintain threads by using the "Reply" button rather than starting a new topic.

Do not make insulting or inflammatory statements to other members of the discussion group. Be respectful of other's ideas.

Be patient and read the comments of other group members thoroughly before entering your remarks.

Be cooperative with group leaders in completing assigned **dated** tasks.

Be positive and constructive in group discussions.

Respond in a thoughtful and timely manner.

Chat are encouraged: Examples:

Introduce yourself to the other learners in the chat session.

Be polite. Choose your words carefully. Do not use derogatory statements.

Be concise in responding to others in the chat session.

Be prepared to open the chat session at the scheduled time.

Be constructive in your comments and suggestions.

Web Resources: This is an examples of mapping student outcomes/expectations to Topical outline:

	Fall Semester	
Dates	Topics	Action by Instructor
22-Aug	Read in class how to navigate Blackboard. Via Blackboard Course introduction, establish e-mail accounts, and via online bookstore order course package and textbooks. Establish classroom partners. Threaded reflection.	The Instructor will check to see when every registered student logged into Blackboard. This is a method of keeping the attendance.
25-Aug	Discovering Computers will be covered on Blackboard in the Assignment section.	Each student will contact a classroom partner via E-mail. The Instructor will check to see when every registered student logged into Blackboard. To do this assignment
27-Aug	Discovering Computers will be	Each student will contact a classroom

	covered on Blackboard in the Assignment section.	partner via E-mail. The Instructor will check to see when every registered student logged into Blackboard. To do this assignment
29-Aug	Test on Discovering Computers	Instructor will post test from Shelly and Cashman's textbook test bank.
1-Sep	Labor Day Holiday	N/A
3-Sep	Beginning of "Word" to develop project one.	The Instructor will check to see when every registered student logged into Blackboard.
5-Sep	Continuation of the above assignment	The Instructor will check to see when every registered student logged into Blackboard.
8-Sep	Beginning of project two in "Word"	The Instructor will check to see when every registered student logged into Blackboard.
10-Sep		
12-Sep	Continuation of the above assignment	The Instructor will check to see when every registered student logged into Blackboard.
15-Sep	Test on projects one and two in "Word"	Instructor will post test from Shelly and Cashman's textbook test bank.
17-Sep		
19-Sep	Begin project one in "Excel"	The Instructor will check to see when every registered student logged into Blackboard.
22-Sep	Continuation of the above assignment	The Instructor will check to see when every registered student logged into Blackboard.
24-Sep		
26-Sep	Beginning of project two in "Excel"	The Instructor will check to see when every registered student logged into Blackboard.
29-Sep	Continuation of the above assignment	The Instructor will check to see when every registered student logged into Blackboard.
1-Oct		
3-Oct	Test on projects one and two in "Excel"	Instructor will post test from Shelly and Cashman's textbook test bank.
6-Oct	Beginning of project one in "Access"	The Instructor will check to see when every registered student logged into Blackboard.
8-Oct		
10-Oct	Continuation of the above assignment	The Instructor will check to see when

		every registered student logged into Blackboard.
13-Oct	Beginning of project two in "Access"	The Instructor will check to see when every registered student logged into Blackboard.
15-Oct		
17-Oct	Continuation of the above assignment	The Instructor will check to see when every registered student logged into Blackboard.
20-Oct	Test on projects one and two in "Access"	Instructor will post test from Shelly and Cashman's textbook test bank.
22-Oct		
24-Oct	Beginning of project one in "PowerPoint"	The Instructor will check to see when every registered student logged into Blackboard.
27-Oct	Continuation of the above assignment	The Instructor will check to see when every registered student logged into Blackboard.
29-Oct		
31-Oct	Beginning of project two in "PowerPoint"	The Instructor will check to see when every registered student logged into Blackboard.
3-Nov	Continuation of the above assignment	The Instructor will check to see when every registered student logged into Blackboard.
5-Nov		
7-Nov	Test on projects one and two in "PowerPoint"	Instructor will post test from Shelly and Cashman's textbook test bank.
10-Nov		
12-Nov		
14-Nov		
17-Nov		All work is to be checked and the student notified of missing work.
19-Nov		
21-Nov		
24-Nov	Final Exam	Instructor will post final exam, which is a composite of all previous test from Shelly and Cashman's textbook test bank.
26-Nov	Thanksgiving Holidays	N/A
28-Nov	Thanksgiving Holidays	N/A
1-Dec		
3-Dec		
5-Dec		All work is to be checked and the student

		notified of missing work.
8-Dec		
10-Dec		
12-Dec	Final Exam	Instructor will post final exam, which is a composite of all previous test from Shelly and Cashman's textbook test bank.

LIBRARY:

Links to library materials (such as electronic journals, databases, interlibrary loans, digital reserves, dictionaries, encyclopedias, maps, and librarian support) and Internet resources needed by learners to complete online assignments and as background reading must be included in all courses.

Shaw University abides by Section 504 of the Rehabilitation Act of 1973, which stipulates that no student shall be denied the benefits of an education "solely by reason of a handicap." Disabilities covered by law include, but are not limited to, learning disabilities and hearing, sight, or mobility impairments. If you have a documented disability that may have some impact on your work in this class and for which you may require reasonable accommodations, communicate with me or Disabilities Services, so that such reasonable accommodations may be arranged.

A statement that any *necessary* changes to the course syllabus will be sent to the student by e-mail and posted on the bulletin board.

STUDENT CLASSROOM DECORUM EXPECTATIONS:

To enhance the learning atmosphere of the classroom, students are expected to dress and behave in a fashion conducive to learning in the classroom. More specifically, students will refrain from disruptive classroom behavior (**e. g., talking to classmates on cell phones, Ipods or similar electronic devices; disrespectful responses to teacher instructions; swearing; wearing** clothes that distract from academic learning such as, but not limited to, wearing body-revealing clothing and excessively baggy pants; hats/caps, and/or headdress). Students who exhibit the behaviors described above, or similar behaviors will be **immediately dismissed from class on the occurrence of the third documented offense**. The student will be readmitted to class only following a decision by the department chair. The student may appeal the decision of the department chair to the Dean of the College offering the course, and, subsequently, to the Office of the Vice President for Academic Affairs, and then to the President of Shaw University. The decision of the President will be final. Failure to follow the procedures herein outlined will result in termination of the appeal, and revert to the decision of the department chair.

Each behavior construed by the teacher/professor as not contributing to learning will be recorded, properly documented, and appropriately reported to the student and to the chair of the academic department offering the course. The report will be in written form with a

copy provided to both the student and the department chair. The faculty member should retain a copy for his/her own records.

Additional student behavior codes may be found in Student Affairs especially in the Shaw University Student Handbook.

Web Manager

Instructional Technologist

Shaw University Help Desk Help Desk

919-546-8587, helpdesk@shawu.edu