

**IT 111.DL2
Fall 2004**

Orientation Agenda

- **Introductions/Photos**
- **“Student Accountability”** – review statement and send me an email message with a paraphrased (use your own words) summary within 24 hours. Send to jean.kent@sccd.ctc.edu
- **Overview of course syllabus**
- **Account information for IT 111 (see reverse side of Student Accountability handout)**
- **Introduction to course web site –**
<http://faculty.northseattle.edu/jkent/it111dl/>
- **Demonstrate course features**
 - **Main page**
 - **Assignments page**
 - **Discussion web**
 - **Lecture notes**
 - **Tips & Tutorials**
 - **Quizzes**
- **IT 111 Mailing List – subscribe by Friday, October 1st (see Course ePacket for instructions)**

○ ○ ○ | IT 111.DL2
Orientation
Fall 2004

○ ○ ○ | Agenda

- Introductions / Photos
- Student Accountability
- Overview of Course Syllabus
- Account Passwords for Course Content
- Intro to Course Web Site
- Demo Course Features
- Questions

○ ○ ○ | Introductions / Photos

- Jean Kent
 - have taught online since 1998
 - have taught this class online many times
 - believe in distance learning and enjoy teaching in this mode
- student photos
 - will be taken at orientation and be available on course web site soon
 - password protected for privacy

○ ○ ○ | Photo Gallery Preview



○ ○ ○ | Student Accountability

- review statement
 - shown on next slide
 - or use handout from orientation packet
- write a paraphrased (in your own words) summary
- email summary to me within 24 hours
- send to jean.kent@sccd.ctc.edu

○ ○ ○ | Student Accountability Statement

I understand that this class requires that I accept responsibility for my own learning outcomes. This means I will engage in the learning process and spend an equal amount of time on these activities as I would in attending a campus based course.

I understand that although there is no physical classroom, I must interact with the students and the teacher in this class. Even though the class is 'virtual' I understand that the course will still require reading, listening, research and writing.

I understand that there are regular graded assignments, tests, and projects that all must be completed satisfactorily and on schedule in order to earn credit for the course.

I understand that the final grade of the class will be based on the factors outlined in the course syllabus.

○○○ Course Syllabus

- phone and email contact info listed
 - I'll respond within 48 hours (usually quicker)
- textbook is required and in bookstore
- course ePacket is required and online
 - free
 - read or print using Acrobat Reader
- course web site extremely important so check at least 5 days per week

○○○ Course Syllabus con't

- resources from textbook web site linked on Class Links page from course web site
- review weekly reading & assignment schedule
- two tests!
 - save the dates – Nov 4th and Dec 9th
 - take on campus or arrange to have proctored
 - no make ups
- use "Assignment Tracking Sheet"

○○○ Course Syllabus con't

- assignments – mainly coding web pages
 - 8 graded assignments
 - 3 discussion assignments
 - 9 quizzes – to help you know if you are understanding course material
 - final web project
 - 2 tests but no final exam
 - clearly marked due dates – 1 point deducted per day if late – excluding weekends

○○○ Course Syllabus con't

- grades will be based on
 - 60% for graded assignments
 - 15% for combined test scores
 - 25% for final project
- please drop if you can't complete the course
 - Nov 19th is deadline
 - if you don't officially withdraw or change to Audit, you risk getting a 0 in class

○○○ Course Syllabus con't

- course goals
 - to become skilled XHTML coders
 - to format using Cascading Style Sheets
 - to understand basic Internet protocols
 - to apply design principles to your web work
 - to protect privacy and security while online
- instructor expectations
 - check email and course web site at least 5 days per week
 - use Discussion Web to ask questions
 - contact me immediately if problems

○○○ Accounts & Passwords

- NSCC NetID (*get yours set up*)
 - required for using a computer on campus
 - account gives you 100 MB of storage space
- Compass web server
 - user name is first letter of first name and up to 7 letters from last name – lower case and no spaces
 - initial password is SID but I want you to change it before using web server

Accounts & Passwords Con't

- o WebCT Quiz and Discussion server
 - user name is 6 characters long and includes first letter of first name and up to 5 letters from last name
 - initial password is last 6 numbers from SID
- o Course ePacket & Photo Gallery
 - user name is **it111**
 - password will be given at orientation

Accounts & Passwords con't

- o keep track of all user names and passwords, please
- o use handout from orientation
- o NetID and WebCT user name and passwords both required for taking tests

Course Web Site

- o <http://faculty.northseattle.edu/jkent/it111dl/>
- o main page has announcements and weekly list of reading, resources, assignments
- o Assignments page has running list of all assignments
- o Class Links has many good resources and links to textbook web site

Course Web Site con't

- o Discussion Web takes you to another server to login
 - user name and password distributed at orientation or through email
 - Discussion 1 assignment due first week
- o Lecture Notes
 - copies of Power Point slides and handouts
- o Syllabus – a copy of the syllabus
 - printer friendly version

Course Web Site

- o Tips & Tutorials
 - links to software needed for the class
 - Flash-based tutorials to see and hear how to do things
- o Quizzes
 - based on textbook content (except 1st one)
 - questions may reappear on tests

Questions?

Student Accountability

Fall 2004

Please paraphrase (put into your own words) and send in an email message within 24 hours to jean.kent@sccd.ctc.edu.

I understand that this class requires that I accept responsibility for my own learning outcomes. This means I will engage in the learning process and spend an equal amount of time on these activities as I would in attending a campus based course.

I understand that although there is no physical classroom, I must interact with the students and the teacher in this class. Even though the class is 'virtual" I understand that the course will still require reading, listening, research and writing.

I understand that there are regular graded assignments, tests, and projects that all must be completed satisfactorily and on schedule in order to earn credit for the course.

I understand that the final grade of the class will be based on the factors outlined in the course syllabus.

Account Information for IT 111.DL2

There are four different pairs of usernames and passwords you'll need for IT 111.DL2 this quarter. Please use this handout to keep track of them so you can avoid any problems in accessing the course content or completing your assignments. **If you have any problems with any of these accounts, please contact me (by email or phone) immediately.**

NSCC NetID

This is the NSCC network account you're required to have in order to use any computers on campus. In addition, you have 100 MB of storage space for school-related files which you can access from home, work, or campus.

NSCC NetID user name: _____

NSCC NetID password _____

Compass Web Server Account

This is the web server account that's been created for you and all your web pages will be stored on this server.

User name is first letter of your first name and up to 7 letters from your last name – all lower case and no spaces. Password is your SID (Student Identification number) without any dashes or spaces.

Compass Web Server User name: _____

Compass Web Server Password: _____

WebCT Quiz and Discussion Account

This is the account that's been created for you that you'll use for the required quizzes and discussions this quarter.

User name is first letter of your first name and up to 5 letters from your last name – all lower case and no spaces. If your last name is shorter than 5 letters, add extra letters from your first name. Password is the last 6 numbers from your SID.

Quiz and Discussion User name: _____

Quiz and Discussion Password: _____

Course ePacket & Student Photo Gallery

This is the username and password – all lower case and no spaces – you'll need for downloading the Course ePacket and viewing the student photo gallery.

ePacket and Photo User name: will be given to your during the orientation

ePacket and Photo Password : will be given to your during the orientation

Course Description: IT 111 provides students with a survey of basic Internet services and protocols including HTTP, FTP, SMTP, POP3, SSH, privacy and security. Students also get a comprehensive introduction to XHTML including text formatting, tables, frames, forms, and Cascading Style Sheets with an emphasis on well formed, valid code. Setup and maintenance of web sites and file and directory structure will also be emphasized.

Instructor: Jean Kent

Contact Information **Office:** IB (Instructional Building) 2323A
Email: jean.kent@sccd.ctc.edu
Phone: 206.587-4103 Please leave a message so I can return your call.
Office Hours: By appointment

Course Information: **Required texts:**

1. *Web Developer Foundations Using XHTML* by Terry A. Felke. Scott/Jones Inc., 2003 (ISBN 1-57676-100-2) is available in the NSCC Bookstore.
2. *IT 111 Course ePacket* - ePacket is available for free from course web site. (password provided at orientation).

Additional course materials:

1. Weekly PowerPoint Audience Handouts available for free from course web site.

Course Web Site: <http://faculty.northseattle.edu/jkent/it111dl/>
Textbook Web Site: <http://www.webdevfoundations.net/firstedition/index.htm>

Schedule of Classes, Topics, Readings & Assignments

Week/Date	Topics	Readings	Assignments Due
Week 1 9/27 – 10/1	Brief history and overview of Internet and Web services, protocols, and standards	<u>Felke</u> Ch 1	Student Survey due 10/1 Quiz 0 due 10/1
Week 2 10/4-10/8	Introduction to XHTML – basic tags, lists, & text formatting	<u>Felke</u> Ch 2	Discussion 1 Part 1 due 10/4 Assignment 1 due 10/6 Quiz 1 due 10/6 Discussion 1 Part 2 due 10/7

Week 3 10/11 – 10/15	XHTML links and tables	<u>Felke</u> Ch 3	Assignment 2 due 10/13 Quiz 2 due 10/13
Week 4 10/18 – 10/22	Web color and graphics	<u>Felke</u> Ch 4	Assignment 3 due 10/20 Quiz 3 due 10/20
Week 5 10/25 – 10/29	Web site design, storyboarding, web site organization	<u>Felke</u> Ch 7	Assignment 4 due 10/27 Quiz 4 due 10/27
Week 6 11/1 – 11/5	XHTML frames	<u>Felke</u> Ch 5	Discussion 2 Part 1 due 11/1 Discussion 2 Part 2 due 11/3 Test 1 on 11/4 (to be proctored or taken on campus on Thursday)
Week 7 11/8 – 11/12	Cascading Style Sheets	<u>Felke</u> Ch 9	Assignment 5 due 11/10 Quiz 5 due 11/10
Week 8 11/15 – 11/19	XHTML forms	<u>Felke</u> Ch 6	Assignment 6 due 11/17 Quiz 6 due 11/17
Week 9 11/22 – 11/26			Assignment 7 due 11/24 Quiz 7 due 11/24
Week 10 11/29 – 12/3	Web Media	<u>Felke</u> Ch10	Discussion 3 Part 1 due 11/29 Discussion 3 Part 2 due 12/1
Week 11 12/6 – 12/10			Assignment 8 due 12/8 Quiz 8 due 12/8 Test 2 on 12/9 (to be proctored or taken on campus on Thursday evening)

Week 12 12/13 – 12/16			Final Project due 12/15
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Assignment Tracking Sheet

I've included this tracking sheet to help you keep a record of the assignments, when they are due, and how many points you've earned for each one. Feel free to use it to keep track of your progress through the quarter.

<u>Week</u>	<u>Assignment</u>	<u>Due Date</u>	<u>When Submitted</u>	<u>Points Possible</u>	<u>Points Earned</u>
Week 1	Student Survey	10/1		5	
	Quiz 0	10/1		5	
Week 2	Disc 1 Part 1	10/4		6	
	Assignment 1	10/6		20	
	Quiz 1	10/6		5	
	Disc 1 Part 2	10/7		4	
Week 3	Assignment 2	10/13		20	
	Quiz 2	10/13		5	
Week 4	Assignment 3	10/20		20	
	Quiz 3	10/20		5	
Week 5	Assignment 4	10/27		20	
	Quiz 4	10/27		5	
Week 6	Disc 2 Part 1	11/1		6	
	Disc 2 Part 2	11/3		4	
	Test 1	11/4		50	
Week 7	Assignment 5	11/10		20	
	Quiz 5	11/10		5	
Week 8	Assignment 6	11/17		20	
	Quiz 6	11/17		5	
Week 9	Assignment 7	11/24		20	
	Quiz 7	11/24		5	

Week 10	Disc 3 Part 1	11/29		6	
	Disc 3 Part 2	12/1		4	
Week 11	Assignment 8	12/8		20	
	Quiz 8	12/8		5	
	Test 2	12/9		50	
Week 12	Final Project	12/15		100	

Assignments / Graded Activities

I believe that you must practice using the new tools and technologies we will be learning about in class so there will be a number of assignments designed to give you hands-on experience using them. Following is a brief summary of the assignments and other graded activities I have developed for the class.

There will be **eight assignments, each worth 20 points**. Most of these assignments will be web pages that you'll create and post on the web for me to review. You'll receive an account on the NSCC web server and use it for publishing all your web work.

There will be **three discussions, each worth 10 points**. The first discussion will focus on some of the unique features of taking a distance learning course. The second discussion will allow you to critique a selected web site and share your observations with the class. The last discussion will focus on issues of online security and privacy. Our discussions will always be in two parts. First you'll post a message to our discussion board. A few days later, you'll be asked to respond to what others have posted. You'll need to complete both parts of the discussion in order to get the full points.

There will be **nine quizzes, each worth 5 points**. These short quizzes will give you an opportunity to measure how well you understand the material in the textbook. You'll get instant feedback on your answers with the quiz tool I'm using and quiz questions may reappear on the tests. The first quiz (numbered quiz 0) will give you an opportunity to practice taking quizzes and it will cover the course syllabus.

There will be a **final project worth 100 points** that will allow you to demonstrate the XHTML skills you've developed as well as your ability to apply the design principles covered in class. It will be worth 25% of your grade and be due the final week of the quarter.

All the assignments and graded activities will have clearly marked due dates and must be turned in on time unless other arrangements have been made in advance with me. **Late submissions will result in a reduction of one point per day excluding weekends.**

There will be **two tests** (Week 6 and Week 11) but **NO final exam**. The tests must be proctored and I will set a date and time for taking them on campus if you live near the college. If you live outside the Seattle area, I will help you make arrangements to have your tests proctored by someone else. This quarter Test 1 will be held on November 4 and Test 2 will be held on December 9.

Grades

Homework assignments including quizzes and discussions will be worth 60% of your grade. The combined total of the tests will be worth 15% of your grade. The final project will be worth 25% of your grade. As you can see, the emphasis in this class is placed on the assignments and final project rather than the tests.

Earned Grade Point	Minimum Percent Required
4.0	95
3.9	94
3.8	93
3.7	92
3.6	91
3.5	90
3.4	89
3.3	88
3.2	87
3.1	86
3.0	85

Earned Grade Point	Minimum Percent Required
2.9	84
2.8	83
2.7	82
2.6	81
2.5	80
2.4	79
2.3	78
2.2	77
2.1	76
2.0	75

Earned Grade Point	Minimum Percent Required
1.9	74
1.8	73
1.7	72
1.6	71
1.5	70
1.4	69
1.3	68
1.2	67
1.1	66
1.0	65

Students may request an NC (No credit) grade if they contact me the last week of the quarter. **The last day to withdraw or change to Audit status is November 19th.** If you disappear (stop submitting assignments, etc.) you risk getting a 0.0 in the class. **Please process an official withdrawal if you can't complete the course.**

Course Goals

The primary goals of this course are to help you acquire the basic skills needed to use the services available on the Internet and to create content for the World Wide Web. Specifically, you will be able to:

1. Understand and use basic Internet protocols (e.g., http, ftp, ssh, smtp, pop3, etc.).
2. Research and implement practices that protect privacy and security while online.
3. Code valid and well formed XHTML using a text editor.
4. Create styles using rules based on Cascading Style Sheets.
5. Organize and maintain the directories and files on a web site.
6. Apply web design principles in developing web pages and sites.

General Education Outcomes

North Seattle Community College has adopted General Education Outcomes. These are skills, attitudes, and knowledge that we believe all students should acquire while attending North. Here are the general education outcomes that we will work on during this class.

1. Access, evaluate, and apply information from a variety of sources and a variety of contexts.

2. Apply computer competency appropriate to general education and occupational goals.

Course Activities

Online courses require students to be more responsible for their learning than traditional courses. I commit myself to providing clear instructions and high quality resources for you, but how much you learn will depend on the amount of time you spend working on the class.

I've created several narrated, Flash-based tutorials and demonstrations that show you how to do most of the things covered in the class, and in order to view them, you'll need the Flash plug-in. It is available from the Macromedia web site (www.macromedia.com) and is free. It is my hope that these presentations will help make up for the fact that we aren't physically in class together.

I use PowerPoint for my lectures and all my PowerPoint slides will be available on the course web site. I'll also provide online versions of the audience handouts which you can print or just view online. Some students find them helpful for studying and organizing the course content.

Instructor Expectations

I expect you to check the course web site and your email at least 5 days per week so I can be sure you are aware of any announcements or changes I have made to the schedule. On occasion, I will ask you to reply to my messages so I know for sure they are getting to everyone in the class.

I expect you to post your questions or problems with the course to the IT 111 Discussion Web as the first step in getting assistance. I will monitor the discussion web frequently and provide timely responses. I welcome other student's attempts to provide answers and solutions, too. I think this is similar to asking questions in a face to face class. Everyone gets the benefit of the questions and answers when they are posted to the course discussion web.

I expect you to subscribe to the class mailing list by the end of the first week. I'll use the mailing list to send announcements to the class. You may have to configure your email system to allow the mailing list messages to be delivered into your Inbox. Instructions for subscribing to the mailing list are in the Course ePacket. I've also created a short demonstration on configuring Hotmail for IT 111.

I expect you to contact me by email and/or phone immediately if you have an emergency that interferes with your course work. My most frustrating experience in teaching online classes is having students vanish from the class.

I expect you to complete the reading and course activities on time and act in accordance with the NSCC Student Conduct Policy.

<http://www.northseattle.edu/pdf/Handbook0405.pdf>

I expect any students with a documented disability (i.e., physical, learning, psychiatric, vision, hearing, etc.) to contact the Educational Access Center and me at the beginning of the quarter so we can work out any special accommodations needed for

completing course activities. Their email address is eac@sccd.ctc.edu and their phone number is 206.527.3697.

IT Department Academic Honesty Policy

Unless informed otherwise, all of your submissions for both exams and assignments in this course are to represent your own original, independent thinking. Discussing concepts with other students and seeking minor assistance on particularly difficult assignment parts are acceptable.

Unacceptable behaviors:

- Working together to complete assignments or portions of assignments.
- Seeking or providing substantial assistance in completing assignments, including assistance from tutors or computer lab staff.
- Copying (either manually or electronically) any part of someone else's exams or assignments, even if you modify the copied item.
- Letting someone else see or copy any part of your exams or assignments.

Consequences:

- All involved parties will receive a zero grade on the specific exam or assignment.
- If the incident is a repeated offense, or involves more than two students, or involves a clearly substantial infraction of the unacceptable behaviors listed above, the incident will be submitted to administrative officials for further discipline, which could include probation or suspension.

For more information:

- IT policy - <http://www.northseattle.edu/infotech/cishp.htm>
- College policy - <http://www.seattlecolleges.com/services/includes/policies/375pol.asp>