

SYLLABUS NTM 1701

This is an online syllabus. Feel free to print off what you need. Be aware that assignments and testing materials are listed in modules and will need to be printed separately. If you print only this syllabus, you do NOT have all the information that you need to successfully complete this course.

Instructor

An easy contact through Canvas: Click on People Tab > Conversations > Select Joyce Porter> fill in the message or contact me through WSU email.

Supplies

Software Requirements

The course is taught using current technology such as Google docs, **Microsoft Office Suite 2013 on a PC OR Microsoft Office 2011 for the MAC**, and cloud computing. After a quick review of word processing concepts, you will learn how to create a research paper, a resume and cover letter for employment. The assignments and test are designed for PC Word 2013, or MAC 2011 and assignments and the test received must be in that format (**.docx**).

Storage

You will need your own storage device, which can be your cloud account, to use as you work through the course. You may use our computers in Elizabeth Hall 311 for your work or any computer with Microsoft Office 2013, or Microsoft Office 2011 for the Mac.

Textbooks & Resources

There is not a required textbook for this course. The following Internet sites and resources from Safari Books online can be used for a reference for the course:

MAC USERS

Recommended resources:

TRAINING MATERIALS FOR MAC USERS

<http://office.microsoft.com/en-us/mac-word-help/word-for-mac-2011-training-HA103525723.aspx>

Microsoft Office 2011 for Mac: Visual QuickStart Guide

<http://hal.weber.edu:2200/login?url=http://proquest.safaribooksonline.com>

http://www.customguide.com/cheat_sheets/word-2011-cheat-sheet.pdf **WORD 2011 FOR MAC QUICK REFERENCE SHEET**

PC USERS

Recommended resources:

MICROSOFT OFFICE TRAINING MATERIALS FOR PC

<http://www.gcfllearnfree.org/office>

Microsoft Office 2013: Visual QuickStart Guide

<http://hal.weber.edu:2200/login?url=http://proquest.safaribooksonline.com>

http://www.customguide.com/cheat_sheets/word-2013-cheat-sheet.pdf **WORD 2013 QUICK REFERENCE SHEET**

ADDITIONAL RESOURCES:

The following textbooks can be used for a reference for the course:

PC USER with Office 2013: Misty E. Vermaat, *Microsoft Office 2013 Weber State University Custom Edition*, Boston: Cengage Learning, a Division of Thomson Learning, 2013. ISBN 10: **1-285-88591-0** | ISBN 13: **978-1-285-88591-9** | Edition: **1**

OR

PC USER with Office 2013: Misty E. Vermaat, *Microsoft Office 2013 Introductory*, Boston: Cengage Learning, a Division of Thomson Learning, 2013. ISBN 10: **1285166027** | ISBN 13: **978-1285166025** | Edition: **1**

OR

MAC USER with Office 2011: Gary B. Shelly and Mali B. Jones, *Microsoft Office 2011 for Mac Introductory*, Boston: Cengage Learning, a Division of Thomson Learning, 2012. ISBN - 13: **978-1-133-62639-8** Edition: **1**

OR

Microsite for ebook options for MAC and PC users:

<http://www.cengagebrain.com/shop/search/9781133626398> or

www.cengagebrain.com/micro/customWeberStateU_NTM1700

Assignments/Test

The course have six (6) graded assignments and on (1) graded final exam. You will need to plan on taking the final for the course on or BEFORE **September 26**.

Assignments and tests will be submitted only once and graded only once. All assignments are submitted through Canvas. A score of zero will be entered for any assignment or test not submitted and graded by the scheduled deadline date. There is no extra credit.

The production test for the Document Creation unit is submitted through Chitester.

The assignments are listed under the **Modules tab**. The assignments are not made for a last minute effort. Many of them require going through training videos or searching on the internet for training of a specific skill within the software being used.

Grading

Grading will be according to the standards established for lab classes at WSU in the NTM Department as follows:

100 - 95 = A	94 - 90 = A-	
89 - 87 = B+	86 - 83 = B	82 - 80 = B-
79 - 77 = C+	76 - 73 = C	72 - 70 = C-
69 - 67 = D+	66 - 63 = D	62 - 60 = D-
59 - 0 = E	> 59 = F	

Grading will be according to the standards established for lab classes at WSU in the NTM Department. Grades will be assigned according to the following percentages:

- **Homework Assignments 50%**
- **Unit Exam 50%**

Due Dates

The deadline for completing this course is **September 26**. All assignments and the test must be completed by the dates provided in the modules for the course. *Assignments can always be turned in early and the test can be taken early*. Please do not ask for extensions!!!

Any homework handed in late or tests taken late will result in a loss of 20 percent of the possible points for that homework or for that test.

Services for Students with Disabilities Services

Any student requiring accommodations or services due to a disability must contact Services for Students with Disabilities (SSD) in room 181 of the Student Service Center. SSD can also arrange to provide course materials (including this syllabus) in alternative formats if necessary.

Learning Outcomes

A. Document Creation

A.1. Prepare a Research Paper

Students will use current software to produce correctly formatted research papers with an accepted academic reference format such as MLA or APA.

A.2. Prepare Employment Documents

Students will use current software/technology to produce effective employment documents such as a resume and a cover letter.

A.3. Document Collaboration

Students will be able to use multiple collaboration mediums to effectively share, communicate, and collaborate with their peers.

NTM Lab/Course Policies

1. Students should expect to spend about six hours a week working on assignments for this course.
2. Be sure to read each weekly module so that you can keep up with the coursework.
3. Any homework handed in late will result in a **20-point** grade reduction. Any homework submitted after the unit tests will receive a “0” (zero).
4. Any test taken late will result in a **20-point** grade reduction. **All late tests must be taken within one week of testing date.**
5. When in the lab, computers are to be used for **academic purposes** only. Students may be asked to leave the room if they are using the computers for some other purpose.

6. *No bonus/extra credit assignments will be given.*
7. **No food or drink is allowed in any NTM computer classroom or lab.**
8. Copyrighted material is NOT to be reproduced or downloaded from the Internet without permission of the author.
9. Students are expected to **complete their own work**. Shared work receives a shared grade of “0” (zero). If you are caught cheating in this course, you will be subject to academic discipline including the imposition of University sanctions. A description of cheating and possible sanctions is found in the WSU Student Code available on the WSU home page and at the office of the Vice President for Student Services and the WSUSA Office.
10. WSU is an educational institution, dedicated to providing a positive learning environment where all **students’ rights are respected**. Students are expected to act professionally and to respect fellow students. If a situation arises making you feel -uncomfortable, discuss it immediately with an instructor.
11. By enrolling at WSU students agree to maintain certain standards which, if violated, will result in loss of computer privileges. According to the WSU student code, students agree to avoid unethical, wasteful, and/or inappropriate use of any computer. In addition, students agree not to— interfere with the productivity of other users and therefore will avoid disorderly, lewd, indecent, defamatory, or obscene conduct or expression. <http://documents.weber.edu/ppm/6-22.htm>

Any student requiring accommodations or services due to a disability **must** contact Services for Students with Disabilities (SSD) in Room 181 of the Student Service Center. SSD can also arrange to provide course materials in alternative formats if necessary. Among the services available by this department is test anxiety counseling. For more information about the SSD contact them at 801-626-6413, ssd@weber.edu, or departments.weber.edu/ssd

1. The last day to withdraw from this class and from school is October 4. If you would like to withdraw, do so by this date.
2. Cell phones, pagers, or other personal communication devices are to be turned off or placed in silent or vibrate mode during lab time. Students using these devices should leave the lab or class prior to using the device. These devices are not to be used during testing.

Ethical Conduct

Any form of academic dishonesty (cheating, plagiarism, etc.) will not be tolerated. Proof of academic dishonesty will result in a failing grade (E) for the course. The following is an explanation of cheating as stated in the student code.

- Cheating, which includes but is not limited to:
- Plagiarism, which is the unacknowledged (uncited) use of any other person’s or group’s ideas or work. This includes purchased or borrowed papers;
- Collusion, which is the unauthorized collaboration with another person in preparing work offered for credit;

- Falsification, which is the intentional and unauthorized altering or inventing of any information or citation in an academic exercise, activity, or record-keeping process;
- Giving, selling, or receiving unauthorized course or test information;
- Using any unauthorized resource or aid in the preparation or completion of any course work, exercise, or activity;
- Infringing on the copyright law of the United States which prohibits the making of reproductions of copyrighted material except under certain specified conditions.
- Copying from another student's test;
- Using materials during a test not authorized by the person giving the test;
- Collaborating with any other person during a test without authorization;
- Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of any test without authorization of the appropriate University official
- Bribing any other person to obtain any test;
- Soliciting or receiving unauthorized information about any test;
- Substituting for another student or permitting any other person to substitute for oneself to take a test.