WEB 1700
Course Syllabus
Spring 2017

Course Description

In this class, you will learn different technologies such as Google Docs, Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. You will also learn how to be safe online. The majority of the class assignments are individual works. However, you will have an opportunity to work in group for one assignment (DOC 4: Google Docs). The instructor will assign students in a group. The students will be responsible for contacting their members to work on the assignments.

Instructor

Sang Chan, Ph.D
Email: Use Canvas Inbox (Preferred)
Office hour: by appointment
Response time to email: 24-48 hours during week (generally I respond much quicker during week days)
Response time to grading: few days. If it takes longer than one week, please check with me.

Learning Outcomes

A. Document Creation

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.
2. ***Prepare Employment Documents*** - Students will use current software/technology to produce effective employment documents such as a resume and a cover letter.
3. ***Document Collaboration*** - Students will be able to use multiple collaboration mediums to effectively share, communicate, and collaborate with their peers.

B. Content, Internet Identity, and Device Management

1. ***Content and File Management*** - Students will use current software/technology to manage content on local devices and in the cloud.
2. ***Internet Identity Management*** - Students will manage their web identity and presence according to e-safety, security, and privacy best practices and standards.
3. ***Device Management and Security*** - Students will manipulate multiple computing platforms and troubleshoot problems when they arise. Students will protect local devices from security threats including viruses, malware, and adware using current best practices and technologies.

C. Data Manipulation, Visualization, and Presentation

1. *Data Manipulation* - Students will manipulate and analyze data using various software applications and basic programming.
2. *Data Visualization* - Students will organize data using various graphical methods such as charts and infographics to appropriately convey information.
3. *Data Presentation* - Students will create an effective, well-designed presentation using current technologies.

Technical Support

If you have any Canvas or computer issues, please contact technical support.

- Canvas related technical issues, call Canvas support: 801-626-6499 or email wsuonline@weber.edu
- Username, password, or technical questions, call Computer support at: 801-626-7777 or email: csupport@weber.edu
- Chi Tester support: 801-626-6477

Storage and Computer Use

You will need your own storage device (e.g., flash drive or cloud account) to SAVE your work through the course. Save your work frequently. As WSU student, you get free storage of 50GB in Box (cloud storage). Sign into Box.

You may use computers in any computer lab on campus to get work on your assignments. Don't forget to save your work before logging out. Those computers do not save.

All exams will only be taken in Lab 311 in Elizabeth Hall.

Textbooks & Resources

No textbook is required in this course. You can also go to YouTube or Google to find materials on a particular topic, which you are expected to do if a resource is not provided in class to help you learn or complete the assignment. The following Internet sites and resources from Safari Books online can be used for a reference for the course.

When searching for online resources, type: MS Word <topic you want to search, such as page margin>. For example, to find resources on tabs in MS Word, I would go to YouTube or Google and type: MS Word tabs.

PC User

- Microsoft Office Training for PC
- Microsoft Office 2016 Help and Training

MAC User

- [Microsoft Office 2016 for Mac: QuickStart Guide](#)

Assignments and Exams

All assignments and exams must be completed by the due dates. Refer to the [course schedule](#).

Grades will be assigned according to the following weights:

21 ASSIGNMENTS (45%)

- *8 CID assignments* - each worth 100 points.
  Assignments cover difference between MAC and PC, online browsing, secure web surfing, basic computer management, etc.
- *4 DOC assignments* - two worth 200 points each and other two worth 100 points each.
  Assignments focus on document creation. One assignment (DOC 6) is a group assignment.
- *7 DVP assignments* - each worth 100 points.
  First section covers basic PowerPoint features to prepare a presentation and to create an info-graphic. The second part is MS Excel covering topics such creating and formatting spreadsheet, basic Excel functions, etc. One assignment (DVP 6) is a group assignment.

3 UNIT EXAMS (45%)

- 1 DOC Production Exam - 100 points
- 1 CID Chi-Tester Exam - 100 points
- 1 DVP Production Exam - 100 points

1 FINAL EXAM (10%) - 100 points

A late assignment is deducted *20 points per day*. All assignments are set to close five days after the due date.
Assignments should be submitted only once. No second submission of the same assignment is accepted without the instructor's prior approval. So, double check everything before you submit. All assignments must be submitted in Canvas. Submission via email will not be accepted.

Missing to take exam on specified date receives *ZERO point automatically*. I may allow a retake of exam if there is a legitimate reason. In most cases, I require proof. The unit and final exams will be proctored and submitted in Chi-Tester. Only CID exam is multiple choice. The rest requires production.

Grading

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

Any student who stops participating after a certain point will receive an E or W grade, depending on cases.

Services for Students with Disabilities Services

Any student requiring accommodations or services due to a disability **must** contact the Services for Students with Disabilities (SSD) office, room 181 in the Student Service Center. I need a letter from the SSD office before I provide any accommodation. For more information about the SSD contact them at: ssd@weber.edu, phone: 801-626-6413.

Tutoring

Ogden Campus has an open Lab in EH 311 with lab aides to help, but there is not one-on-one tutoring at this time.

Davis Campus has a tutor who takes appointments. Call their office 801-395-3569 or come see them in person at the Davis Campus building D2 room 214.

Course Fees

Course fees for the WEB/UX major are designed to cover the costs of lab equipment maintenance and replacement including desktop and server computer systems and software; consumable materials and supplies; and support for lab aides, student tutors, and online instructional resources.

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 assignment handed in late will result in a **20-point** grade reduction *per day*.
4. Any exam taken late will result in a **ZERO point.**
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 food or drink is allowed in any computer classroom or lab.**
7. Copyrighted material is NOT to be reproduced or downloaded from the Internet without permission of the author.
8. 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.
9. 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.

10. 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

11. 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.

12. **Concussion and Head Injury:** Students who sustain a concussion or a traumatic head injury should immediately report the incident to a faculty member. The student will be excused from actively participating in physical activities for the class until the student is evaluated and cleared by a qualified health care provider to resume participation in class physical activities. (*Note: This policy is NOT applicable in this class since we do not have any physical activities.*)

Ethical Conduct

All students at Weber State University agree on admission to abide by the university Code of Conduct. Please review this document as it includes important information about student policies and rights. 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 automatically. I will not grade the remaining assignments and exams and give an E grade right away. 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 exam 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 exam;
- Using materials during an exam not authorized by the person giving the exam;
- Collaborating with any other person during an exam without authorization;
- Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of any exam without authorization of the appropriate University official

- Bribing any other person to obtain any exam;
- Soliciting or receiving unauthorized information about any exam;
- Substituting for another student or permitting any other person to substitute for oneself to take an exam.

In Case of an Emergency (Code Purple Situation)

Emergency Closure: If for any reason the university is forced to close for an extended period of time, we will conduct our class through Canvas as an online course. Look for announcements through Canvas Announcements and Canvas Conversations.