SYLLABUS WEB 1702

This course runs the middle five weeks of the semester. Please check due dates of assignments and the final test. The course starts on **February 13** and ends on **March 24**.

 If you live more than 50 miles from the WSU main campus, please arrange for a proctor for testing NOW!

If you live within 50 miles of campus, please check the schedule for the Computer Literacy Center where you will be testing, EH311 on the WSU main campus (www.weber.edu/ntm) so you can plan for testing when the Center is open.

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. My office phone number is 801-626-7118. Using the Canvas conversation will usually get a quicker response to your questions since I am not on campus every day.

Supplies

Software Requirements

The course is taught using current technology such as Google docs, Microsoft Office Suite 2016 or Office 365 for PC or MAC**,** and cloud computing. You will learn how to stay secure online and how to organize files and documents on your computer. The assignments are designed for PC Word 2016, and assignments received must be in that format (docx) if word processing is involved.

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 the OS platform or Windows 10. For any assignments involving word processing, please use Google Docs, Microsoft Office 2016// Office 365 for PC or MAC.

Textbooks & Resources

There is not a required textbook for this course. The following Internet sites and resources from Safari Books online should be used as references for the course. You can also go to YouTube.com or Google and search for training materials on a particular topic.

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.

MAC USERS

Recommended resources:

OS X TRAINING MATERIALS
http://www.gcflearnfree.org/macosxelcapitan

Windows 10
http://www.gcflearnfree.org/windows10

An Internet search can be used to locate learning guidelines/tutorials for each concept--- even YouTube.

Assignment and Test Submission

The course has nine (9) graded assignments and one (1) graded final exam. You will need to take the final on the WSU main campus, EH311, on or BEFORE March 24.

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 chitester test for the Internet Identity and Device Management unit submitted through Chitester.

The assignments are listed under the **Modules tab.** The assignments are not made for a last minute effort. Many of them will require your going through training videos or searching on the internet for training of a specific skill. Give yourself time so that you have each item submitted on or before the due date listed.

Grading

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

- **Homework Assignments 50%**
- **Unit Exams 50%**

Due Dates

The deadline for completing this course is **March 24**. 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

B. Content, Internet Identity, and Device Management

B.1. Content and File Management

Students will use current software/technology to manage content on local devices and in the cloud.

B.2. Internet Identity Management

Students will manage their web identity and presence according to e-safety, security, and privacy best practices and standards.

B.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.

Computer Literacy Center/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 School of Computing 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

12. 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.