WEB 1700 | FALL 2018

Instructor

Instructor: Amanda Webster

Office Hours: Online. By Appointment

Email: use the Canvas conversations tool - go to the Inbox in the purple navigation bar

Email is the best way to get in touch with me. Please email me using the Canvas Conversations Tool (go to the Inbox located in the purple navigation bar). I will usually respond to email within 24 hours, however, I do NOT check email during the weekend or on holidays so PLAN AHEAD!

Course Overview

Welcome to the Web and User Experience (Web) 1700: Introduction to Computer Applications course. This is an online class so there are no scheduled class sessions; however, **there are due dates!** This is not a self-paced class! Don't expect that you can turn everything in at the end of the semester and receive a great grade. You will need to work through the **modules** as outlined submitting everything by the due date. You may work ahead of the schedule, but don't get behind. Students should expect to spend about six hours a week working on assignments for this course.

Course Description

This is straight from the 2016-2017 Course Catalog: Students will use current software to produce correctly formatted research papers with an accepted academic reference format, to produce effective employment documents such as a resume and a cover letter, and to use multiple collaboration mediums to effectively share, communicate, and collaborate with their peers. Students will use current software/technology to manage content on local devices and in the cloud, to manage their web identity and presence according to e-safety, security, and privacy best practices and standards, and to manipulate multiple computing platforms to troubleshoot problems. Students will protect local devices from security threats including viruses, malware, and adware using current best practices and technologies. Students will also manipulate and analyze data using various software applications and basic programming, organize data using graphical methods such as charts and infographics, and create an effective, well-designed presentation. Keyboarding 25 wpm recommended.

LEARNING RESOURCES

Textbook & Reading Materials

There is **NO** textbook for this course! Yay! However, that also means there isn't a centralized place for all of the information you need to learn to complete the assignments and pass the exams.

There are a variety of internet sites and resources you may use to locate the information. Some of these sites can be found via the Resources link on the Course Home Page. Remember, you are welcome to use any resource, YouTube or Google search to locate the information you need.

Software Requirements

The course is taught using current technology such as Google docs, **Microsoft Office Suite 2016 / Office 365 for PC/MAC,** and cloud computing. You will learn how to stay secure online, create a research paper, a resume and cover letter for employment, and how to analyze and present data. The assignments and tests are designed for Microsoft Office Suite 2016 / Office 365. Assignments and tests received must be in those formats.

- As a student you can download Office 365 for FREE!

Storage Device

You will need your own storage device to use as you work through the course. This storage device may be a flash drive (also known as jump or travel drive) or any cloud storage account such as dropbox.com, box.com or google drive. You may use the computers in Elizabeth Hall 311 for your work or any computer with Microsoft Office 2013, or Microsoft Office 2011 or 2016 for the Mac.

Canvas

Canvas is where course content, grades, and communication will reside for this course.

- https://weber.instructure.com
- For Canvas-related technical support, please click the HELP link in the lower left-hand corner of your screen.
- You can also call WSU Online at (801) 626-6499 or email wsuonline@weber.edu
- For Passwords, or any other computer-related technical support contact the IT Service Desk.
    - (801) 626-7777
    - 1-800-848-7770 - option 2 - ask for extension 7777
    - http://www.weber.edu/help
    - csupport@weber.edu

LEARNING ACTIVITIES

Discussions

There are no discussions in this course.

Assignments

There will be a variety of assignments throughout the course. Assignments will be evaluated on content, timeliness, neatness and adherence to form. Assignment may only be submitted once and will only be graded once. Assignments will be graded within a five day period after the due date.

All assignments must be completed by the dates provided. Refer to the calendar often to be sure you are meeting all due dates. **Assignments can always be turned in early**. Any assignment handed in late will result in a **20 point** reduction. Any assignment submitted after the corresponding unit test will receive a "0" (zero) score. If you are going to be out of town at any point during the course, please submit any assignment PRIOR to your trip.

No bonus/extra credit assignments will be given.

Exams

There are three total production exams and one multiple choice exam in this course. All of which will be submitted through Chi Tester (WSU's secure testing environment). If you live within 50 miles of the WSU Ogden Campus, all exams **MUST** be taken at the WSU Ogden Campus in Elizabeth Hall, Room 311, Computer Literacy Center. You are responsible for checking the lab schedule prior to taking your test.

If you live further than 50 miles from the Ogden campus you will need to arrange for a proctor to administer the tests. Do this NOW! As you select your proctor, make sure your proctor has the Microsoft Office 2016 / Office 365 software. If not, you will need to get permission from your instructor to use your personal laptop at the proctor site. You will also need internet access to submit the test file. At the beginning of the course you should decide on a proctor and get him/her approved through the WSU Online Office. Go to the WSU Online Testing Website to obtain **proctor information**. The steps that the student, as well as the proctor, need to take to request and take a test are provided on this website.

It is a good idea to allow at least two hours for the production tests (DVP and DOC) and one hour for the multiple choice test (CID). Please note: if the test instructions indicate a time limit please disregard. I **DO NOT** enforce time restrictions.

Production Exams:

- Document Creation (DOC)
- Data Manipulation, Visualization and Presentation (DVP)
- Final Exam

Multiple Choice Exam

- Content, Internet Identity and Device Management (CID)

Each exam must be completed by the dates provided in the modules for the course. Refer to the calendar often to be sure you are meeting all due dates. **Exams can be taken early.** Any test taken late will result in a **20-point** grade reduction**. All late tests must be taken within one week of testing date. Please do not ask for extensions!** If you are going to be out of town at any point during the course, please complete any exam PRIOR to your trip.
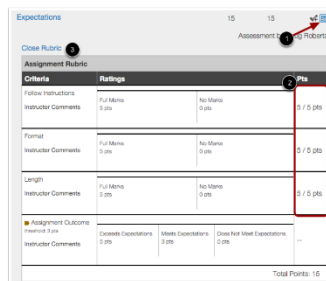
Late Work

Again, any homework or exam handed in late will result in a **20 point** reduction. Any assignment submitted after the corresponding unit test will receive a "0" (zero) score. The due date and time associated with each assignment and exam are stated clearly in Canvas. If you are going to be out of town at any point during the course, please submit any assignment or take any exams PRIOR to your trip.

GRADES

I use grading rubrics for almost all assignments and exams. A grading rubric is a scoring tool that I use to evaluate your assignments and exams with a set list of criteria and points. Before you submit an assignment, you can compare it to the rubric to determine if you have completed all the necessary tasks and have met all the criteria.

Additionally, once I have graded the assignment, you can view the rubric to determine exactly where you missed points.

An assignment may also include a **Rubric** icon [1], which means the assignment included a rubric for grading purposes. To view your results, click the icon. View your score based on the rubric [2]. To close the rubric, click the **Close Rubric** link [3].

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 = 45%
- Unit Exams = 45%
- Final Exam = 10%

Units are weights as follows:

- Content, Internet Identity, and Device Management = 30%
- Document Creation = 30%
- Data Manipulation, Visualization, and Presentation = 30%

- Final Exam = 10%

Grading Scheme

Grades will be assigned based on the following percentages:

A   = 95.0-100%   A- = 90.0-94.9%
B+ = 87.0-89.9%   B   = 83.0-86.9%
B- = 80.0-82.9%   C+ = 77.0-79.9%
C   = 73.0-76.9%   C- = 70.0-72.9%
D+ = 67.0-69.9%   D   = 63.0-66.9%
D- = 60.0-62.9%   E   < 60%

COURSE POLICIES

Academic Honesty/Ethical Conduct

Cheating on assignments or tests will not be tolerated. All work must be your own. Anyone who is caught cheating will be assigned a failing grade for that assignment. You can ask another student, a friend, or spouse questions about an assignment. But in the end you need to be the one that completes the required assignment. 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 **here**.

Cheating, as described in the student code, 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.

Accommodations for Students with Disabilities

In compliance with the American Disabilities Act (ADA), Weber State University seeks to provide equal access to its programs, services, and activities for persons with disabilities. Any student requiring accommodations or services due to a disability must contact the Services for Students with Disabilities (SSD) office. SSD can also arrange to provide course materials (including the syllabus) in alternative formats if necessary. For more information about the SSD contact them at voice: (801) 626-6413, TDD (801) 626-7283, ssd@weber.edu or http://departments.weber.edu/ssd

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.

Syllabus Changes

This syllabus is subject to change. I will notify the class regarding all changes. In the event of any discrepancy between this syllabus and content found in Canvas, the information in **CANVAS WILL TAKE PRECEDENCE**.

Computer Literacy Center Policies

1. When in the center, 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.
2. No food or drink is allowed in any Center computer classroom or lab.
3. Copyrighted material is NOT to be reproduced or downloaded from the Internet without permission of the author.
4. 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.

Harassment/Discrimination

Weber State University is committed to providing an environment free from harassment and other forms of discrimination based upon race, color, ethnic background, national origin, religion, creed, age, lack of American citizenship, disability, status of veteran of the Vietnam era, sexual orientation or preference or gender, including sexual/gender harassment. Such an

environment is a necessary part of a healthy learning and working atmosphere because such discrimination undermines the sense of human dignity and sense of belonging of all people in the environment. Thus, students in this class should practice professional deportment, and avoid treating others in a manner that is demeaning or derisive in any respect. While diverse viewpoints and opinions are welcome in this class, in expressing them, we will practice the mutual deference so important in the world of work. Thus, while I encourage you to share your opinions, when appropriate, you will be expected to do so in a manner that is respectful towards others, even when you disagree with them. If you have questions regarding the university's policy against discrimination and harassment you may contact the university's AA/EO office (626-6239) or visit its website: http://www.weber.edu/aaeo

Threat to Self or Others

Any disclosure by a student, orally or in writing, whether related to class assignments or not, that communicates the possibility of imminent danger to the student or others will be shared with the appropriate authorities.

LEARNING OUTCOMES

Document Creation

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

Content, Internet Identity, and Device Management

- Content and File Management: Students will use current software/technology to manage content on local devices and in the cloud.
- Internet Identity Management: Students will manage their web identity and presence according to e-safety, security, and privacy best practices and standards.
- 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.

Data Manipulation, Visualization, and Presentation

- Data Manipulation: Students will manipulate and analyze data using various software applications and basic programming.
- Data Visualization: Students will organize data using various graphical methods such as charts and infographics to appropriately convey information.

- Data Presentation: Students will create an effective, well-designed presentation using current technologies.