WEB 1700 | FALL 2019

Instructor

Instructor: Naloni Marriott

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).

Course Overview

Welcome to the Web and User Experience (Web) 1700: Introduction to Computer Applications course.

Course Description

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.

Course Outcomes

Computers

- Recognize how computers work and how technology impacts our lives.
- Describe computer input, processing, and output devices.
- Discuss how operating systems and data storage devices contribute to computing productivity
- Explain how to purchase, use and maintain, and troubleshoot computing devices.
- Examine the security, privacy and ethical issues involved in modern computing.

Word, Excel, and PowerPoint

- Utilize application software to meet varying information-processing needs efficiently and effectively.
- Create, design, and produce professional documents in Microsoft Word.

- Process, manipulate, and represent numerical data using Excel spreadsheet software
- Design and create informational and motivational slide shows using PowerPoint presentation software.

Cirrus Requirements

All assignments and assessments are completed through Cirrus.

There is nothing to download to your computer to complete your assignments in Cirrus. However, review the system requirements (Links to an external site.) for your personal computer. A key requirement is to turn off the pop-up blocker for Cirrus

There are different styles of Cirrus assignments you will be assigned to complete. View the short videos below that will show you how to complete them. These are designed to make you familiar with how they work and help reduce any frustration with the completion of your assignments:

Office 365 Requirement

There are assignments where you will access a virtual desktop that has the Office 365 software installed on it. The first time you access that style of assignment you will be asked to authenticate your Office 365 license. This process needs to be completed one time and takes about two-minutes to complete.

Review the License Validation video (Links to an external site.) to walk you through the process.
Every student has access to a free Office 365 license through Weber State. Learn how

you can   Accessibility score: Low Click to improvedownload Office 365 for FREE Actions
 ! You are not required to install Office on your computer, but you do need to authenticate your account. WSU Tech Support (801-626-7777) can walk you through the process if needed.
 (Links to an external site.)
 (Links to an external site.)

Cirrus Technical Support

If you are using your personal computer and have an issue with the assignments or assessments (quizzes or exams), **CONTACT PARADIGM TECHNICAL FIRST** (neither the University Support Services or your instructor can assist, sorry!).

Contact Information:

1. **24/7 CHAT (Links to an external site.)** → Reach tech support on chat.
2. **PHONE** → Call **1-800-328-1452** (press 2) during the available times listed below.
   o Pacific time ⇒ 6:00 am till 8:00 pm
   o Mountain time ⇒ 7:00 am till 9:00 pm

- o   Central time ⇒ 8:00 am till 10:00 pm
- o   Eastern time ⇒ 9:00 am till 11:00 pm
   3. **EMAIL** → Email support@emcp.com for any technical issues.

Storage Device

You may find yourself in need of a storage device. This storage device may be a flash drive (USB drive) or any cloud storage account such as dropbox.com (Links to an external site.), box.com (Links to an external site.) 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.
  - o (801) 626-7777
  - o 1-800-848-7770 - option 2 - ask for extension 7777
  - o http://www.weber.edu/help
  - o csupport@weber.edu

GRADES

Units are weighted as follows:

- Computers: Understanding Technology = 25%
- Word = 25%
- Excel = 25%
- PowerPoint = 25%

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 (Links to an external site.)

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 (Links to an external site.)](), 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 (Links to an external site.)]()

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.