



WEB 1701 | FALL 2019

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) 1701: Document Creation course. This is an online class so there are no scheduled class sessions. All course content, assignments, and exams will be completed through Canvas. This is a self-paced class, but I recommend you work through the [modules](#) as outlined submitting everything by the due date. You are welcome to work ahead of the schedule, but in order to complete the course before Thanksgiving break, don't get behind. You should expect to spend about three hours a week working on assignments for this course.

Course Description

Students will use current software to produce correctly formatted research papers with an accepted academic reference format such as MLA or APA. Students will use current software/technology to produce effective employment documents such as a resume and a cover letter. Students will also be able to use multiple collaboration mediums to effectively share, communicate, and collaborate with their peers. Keyboarding 25 wpm recommended.

Course Outcomes

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

REQUIRED COURSE RESOURCES

Textbook & Reading Materials

There is one textbook for the course which is available as an eBook through your Paradigm account.

- *Benchmark Series Microsoft Office 365* by Rutkosky/Roggenkamp/Rutkosky, © Paradigm Publishing, LLC

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](#) 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:

- Video: [How to complete a Guide and Practice](#)
- Video: [How to complete a Skills Check](#)
- Video: [How to complete an Exercise or a Project](#)

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](#) to walk you through the process.

Every student has access to a free Office 365 license through Weber State. Learn how you can [download Office 365 for FREE!](#) 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.

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](#) → Reach tech support on chat.
2. **PHONE** → Call **1-800-328-1452** (press 2) during the available times listed below.
 - Pacific time ⇒ 6:00 am till 8:00 pm
 - Mountain time ⇒ 7:00 am till 9:00 pm
 - Central time ⇒ 8:00 am till 10:00 pm

- 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](https://www.dropbox.com), [box.com](https://www.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

All coursework is due by December 12, 2019

If this course was held as a face-to-face class, the class would meet for one hour each week. You will need to plan on minimum three hours of work PER WEEK for this course.

Discussions

There are no discussions in this course.

Assignments

There are a variety of assignments throughout the course. All assignments are linked through the course and require an access code to complete. The access code is purchased when you buy the book. In order to get started, you must install some additional software the instructions are in the getting started module.

Complete your assignments by the dates provided. Although you can submit work late, completing assignments by the due date will help you stay on track to finish the coursework before Thanksgiving break. **Assignments can always be completed early.**

I will drop your lowest 5 exercise scores. This means, you do not need to complete five exercises (you can decide which ones). The Chapter Quizzes and Chapter Skills Exams are required.

Exams

You will have chapter quizzes and chapter skills exams. These quizzes and exams are required. They can be taken on your personal computer.

Late Work

Again, you can turn in assignments and assessments after the set due date, but it is to your benefit to meet the due dates set forth in the course calendar.

GRADES

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.