

Course Syllabus

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WEB 1700 | FALL 2020

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. All course content, assignments, and exams will be completed through Canvas. 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. You should expect to spend about six 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, 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.

REQUIRED COURSE RESOURCES

Textbook & Reading Materials

There are two textbooks for the course, both available as eBooks through your Paradigm account.

- *Computers: Understanding Technology*, Seventh Edition, Comprehensive, by Bucki, Wempen, Fuller, and Larson, © Paradigm Publishing, LLC
- *Benchmark Series Microsoft Office 365* by Rutkosky/Roggenkamp/Rutkosky, © Paradigm Publishing, LLC

You need to purchase the textbooks from the [Paradigm Education Solutions Store](#). Purchasing the textbook is required as it also provides access to Cirrus, the program needed to complete your assignments and exams in this course.

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.

A couple of items to note:

- Cirrus can be used with a PC, Mac, and Chromebook. Mobile devices, such as a smart phone or an iPad, are not supported.
- All users, including Mac users, should use the Google Chrome browser. Safari is not supported.

- A Broadband Internet Connection, with a minimum 512Kbps connection speed, is needed.

There are different styles of Cirrus assignments you are 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 compete 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 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.
 - 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](#), [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 the last day of scheduled classes. Check the course calendar for the exact date.

If this course was held as a face-to-face class, the class would meet for three hours each week. You will need to plan on minimum nine 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 by the end of the semester. **Assignments can always be completed early.**

In the Computers: Understanding Technology unit, your lowest 5 assignment scores will be dropped. This means, you do not have to complete five assignments (you can decide which ones). The Tech Literacy assignments (the written ones) and chapter quizzes are required.

In the Word, Excel, and PowerPoint units, your lowest 5 exercise scores per unit will be dropped. This means, you do not have to complete five exercises (you can decide which ones) per unit. Project Exams and Skills Exams are required.

Exams

The Computers: Understanding Technology (CUT) unit has chapter quizzes. These quizzes are required and can be taken on your personal computer.

The Word, Excel, and PowerPoint units each have project exams and skills exams. These exams are required. They can be taken on your personal computer.

Late Work

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

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>

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.

Course Summary:

Date
Mon Aug 24, 2020

Details

Calendar Event [First Day of Class \(log on & order eBook\)](#) 12am

Fri Aug 28, 2020

Assignment [CUT CH1 Tech Illustrated 1](#) due by 11:59pm

Assignment [CUT CH1 Tech Illustrated 2](#) due by 11:59pm

Mon Aug 31, 2020

Assignment [CUT CH1 Quiz](#) due by 11:59pm

Assignment [CUT CH1 Tech Literacy](#) due by 11:59pm

Wed Sep 2, 2020

Assignment [CUT CH2 Practice: Looking Inside a CPU](#) due by 11:59pm

Assignment [CUT CH2 Tech Illustrated 1](#) due by 11:59pm

Assignment [CUT CH2 Tech Illustrated 2](#) due by 11:59pm

Fri Sep 4, 2020

Assignment [CUT CH2 Quiz](#) due by 11:59pm

Assignment [CUT CH2 Tech Literacy](#) due by 11:59pm

Mon Sep 7, 2020

Assignment [CUT CH3 Practice: How a Firewall Works](#) due by 11:59pm

Assignment [CUT CH3 Practice: How a PC Starts Up](#) due by 11:59pm

Assignment [CUT CH3 Tech Illustrated 1](#) due by 11:59pm

Assignment [CUT CH3 Tech Illustrated 2](#) due by 11:59pm

Wed Sep 9, 2020

Assignment [CUT CH3 Quiz](#) due by 11:59pm

Assignment [CUT CH3 Tech Literacy](#) due by 11:59pm

Assignment [CUT CH8 Practice: Understanding UPS Outlets](#) due by 11:59pm

Assignment [CUT CH8 Tech Illustrated 1](#) due by 11:59pm

Fri Sep 11, 2020

Assignment [CUT CH8 Quiz](#) due by 11:59pm

Assignment [CUT CH8 Tech Illustrated 2](#) due by 11:59pm

Assignment [CUT CH8 Tech Literacy](#) due by 11:59pm

Mon Sep 14, 2020

Assignment [CUT CH9 Quiz](#) due by 11:59pm
Assignment [CUT CH9 Tech Illustrated 1](#) due by 11:59pm
Assignment [CUT CH9 Tech Illustrated 2](#) due by 11:59pm
Assignment [CUT CH9 Tech Literacy](#) due by 11:59pm

Wed Sep 16, 2020

Assignment [Word CH1 Exercise 1](#) due by 11:59pm
Assignment [Word CH1 Exercise 2](#) due by 11:59pm
Assignment [Word CH1 Project Exam](#) due by 11:59pm
Assignment [Word CH1 Skills Exam](#) due by 11:59pm

Fri Sep 18, 2020

Assignment [Word CH2 Exercise 1](#) due by 11:59pm
Assignment [Word CH2 Exercise 2](#) due by 11:59pm
Assignment [Word CH2 Exercise 3](#) due by 11:59pm

Mon Sep 21, 2020

Assignment [Word CH2 Project Exam](#) due by 11:59pm
Assignment [Word CH2 Skills Exam](#) due by 11:59pm

Wed Sep 23, 2020

Assignment [Word CH3 Exercise 1](#) due by 11:59pm
Assignment [Word CH3 Exercise 2](#) due by 11:59pm
Assignment [Word CH3 Exercise 3](#) due by 11:59pm

Fri Sep 25, 2020

Assignment [Word CH3 Exercise 4](#) due by 11:59pm
Assignment [Word CH3 Project Exam](#) due by 11:59pm
Assignment [Word CH3 Skills Exam](#) due by 11:59pm

Mon Sep 28, 2020

Assignment [Word CH4 Exercise 1](#) due by 11:59pm
Assignment [Word CH4 Exercise 2](#) due by 11:59pm

Wed Sep 30, 2020

Assignment [Word CH4 Exercise 3](#) due by 11:59pm
Assignment [Word CH4 Exercise 4](#) due by 11:59pm
Assignment [Word CH4 Exercise 5](#) due by 11:59pm

Fri Oct 2, 2020

Assignment [Word CH4 Project Exam](#) due by 11:59pm
Assignment [Word CH4 Skills Exam](#) due by 11:59pm

Mon Oct 5, 2020

Assignment [Word CH5 Exercise 1](#) due by 11:59pm
Assignment [Word CH5 Exercise 2](#) due by 11:59pm
Assignment [Word CH5 Exercise 3](#) due by 11:59pm

Wed Oct 7, 2020

Assignment [Word CH5 C5 Skills Exam](#) due by 11:59pm
Assignment [Word CH5 Exercise 4](#) due by 11:59pm
Assignment [Word CH5 Project Exam](#) due by 11:59pm

Fri Oct 9, 2020

Assignment [Word Final Project Exam](#) due by 11:59pm
Assignment [Word Final Skills Exam](#) due by 11:59pm

Mon Oct 12, 2020

Assignment [Excel CH1 Exercise 1](#) due by 11:59pm
Assignment [Excel CH1 Exercise 2](#) due by 11:59pm
Assignment [Excel CH1 Exercise 3](#) due by 11:59pm

Wed Oct 14, 2020

Assignment [Excel CH1 Exercise 4](#) due by 11:59pm
Assignment [Excel CH1 Project Exam](#) due by 11:59pm
Assignment [Excel CH1 Skills Exam](#) due by 11:59pm

Fri Oct 16, 2020

Assignment [Excel CH2 Exercise 1](#) due by 11:59pm
Assignment [Excel CH2 Exercise 2](#) due by 11:59pm
Assignment [Excel CH2 Exercise 3](#) due by 11:59pm

Mon Oct 19, 2020

Assignment [Excel CH2 Exercise 4](#) due by 11:59pm
Assignment [Excel CH2 Project Exam](#) due by 11:59pm
Assignment [Excel CH2 Skills Exam](#) due by 11:59pm

Wed Oct 21, 2020

Assignment [Excel CH3 Exercise 1](#) due by 11:59pm
Assignment [Excel CH3 Exercise 2](#) due by 11:59pm
Assignment [Excel CH3 Exercise 3](#) due by 11:59pm

Fri Oct 23, 2020

Assignment [Excel CH3 Exercise 4](#) due by 11:59pm
Assignment [Excel CH3 Project Exam](#) due by 11:59pm
Assignment [Excel CH3 Skills Exam](#) due by 11:59pm

Mon Oct 26, 2020

Assignment [Excel CH4 Exercise 1](#) due by 11:59pm
Assignment [Excel CH4 Exercise 2](#) due by 11:59pm
Assignment [Excel CH4 Exercise 3](#) due by 11:59pm

Wed Oct 28, 2020

Assignment [Excel CH4 Exercise 4](#) due by 11:59pm
Assignment [Excel CH4 Project Exam](#) due by 11:59pm
Assignment [Excel CH4 Skills Exam](#) due by 11:59pm

Fri Oct 30, 2020

Assignment [Excel CH5 Exercise 1](#) due by 11:59pm
Assignment [Excel CH5 Exercise 2](#) due by 11:59pm
Assignment [Excel CH5 Exercise 3](#) due by 11:59pm

Mon Nov 2, 2020

Assignment [Excel CH5 Project Exam](#) due by 11:59pm
Assignment [Excel CH5 Skills Exam](#) due by 11:59pm

Wed Nov 4, 2020

Assignment [Excel Final Project Exam](#) due by 11:59pm
Assignment [Excel Final Skills Exam](#) due by 11:59pm

Fri Nov 6, 2020

Assignment [PP CH1 Exercise 1](#) due by 11:59pm
Assignment [PP CH1 Exercise 2](#) due by 11:59pm
Assignment [PP CH1 Project Exam](#) due by 11:59pm
Assignment [PP CH1 Skills Exam](#) due by 11:59pm

Mon Nov 9, 2020

Assignment [PP CH2 Exercise 1](#) due by 11:59pm
Assignment [PP CH2 Exercise 2](#) due by 11:59pm
Assignment [PP CH2 Project Exam](#) due by 11:59pm
Assignment [PP CH2 Skills Exam](#) due by 11:59pm

Wed Nov 11, 2020

Assignment [PP CH3 Exercise 1](#) due by 11:59pm
Assignment [PP CH3 Exercise 2](#) due by 11:59pm
Assignment [PP CH3 Exercise 3](#) due by 11:59pm

Fri Nov 13, 2020

Assignment [PP CH3 Project Exam](#) due by 11:59pm
Assignment [PP CH3 Skills Exam](#) due by 11:59pm

Mon Nov 16, 2020

Assignment [PP CH4 Exercise 1](#) due by 11:59pm
Assignment [PP CH4 Exercise 2](#) due by 11:59pm

Wed Nov 18, 2020

Assignment [PP CH4 Project Exam](#) due by 11:59pm
Assignment [PP CH4 Skills Exam](#) due by 11:59pm

Fri Nov 20, 2020

Assignment [PP CH5 Exercise 1](#) due by 11:59pm
Assignment [PP CH5 Exercise 2](#) due by 11:59pm
Assignment [PP CH5 Exercise 3](#) due by 11:59pm
Assignment [PP CH5 Exercise 4](#) due by 11:59pm

Thu Nov 26, 2020

Calendar Event [Thanksgiving Break](#) 12am

Fri Nov 27, 2020

Calendar Event [Thanksgiving Break](#) 12am

Mon Nov 30, 2020

Assignment [PP CH5 Project Exam](#) due by 11:59pm
Assignment [PP CH5 Skills Exam](#) due by 11:59pm

Wed Dec 2, 2020

Assignment [PP Final Project Exam](#) due by 11:59pm
Assignment [PP Final Skills Exam](#) due by 11:59pm

Fri Dec 4, 2020

Calendar Event [Last Day of the Semester - All assignments are due by today!](#) 12am