

# CNMT 100 Spring 2024 Syllabus

**Important Note:** This syllabus, along with course assignments and due dates, are subject to change. It is the student's responsibility to check Canvas for corrections or updates to the syllabus. Any changes will be clearly noted in a course announcement or through email.

## Course Information

### Instructor Information

**Instructor:** Eric Simkins

**Office:** CCC 466

**Office Telephone:** 715-346-2914

**Office Hours:** please Book Online Office Hours with me

**E-mail:** [esimkins@uwsp.edu](mailto:esimkins@uwsp.edu) or use Canvas Inbox

### Course Information

**Course Meeting Times:** M, W & F 1:00-1:50 SCI A224

**Final Exam:** Wednesday, May 15, 2024 2:45-4:45 pm, SCI A224

**Course Description:** Explore the foundations of modern computing to include the creation of computational artifacts, the Internet, big data, digital privacy and security, algorithms, databases, programming, business Intelligence and the societal impacts of computing.

**Credits:** 3

**Prerequisite:** none

**GEP:** none

### Expected Instructor Response Times

- I will attempt to respond to student emails within 24 hours. If you have not received a reply from me within 24 hours, please resend your email.
- I will attempt to grade all homework and exams within 72 hours of the due date.

### Textbook & Course Materials

**Required Text:** Morley, D. (2015). Understanding computers in a changing society. Stamford, CT: Cengage Learning. ISBN 9781285767710

### Course Learning Outcomes

Given successful completion of this course, students will be able to:

1. To explain what a computer is, its components, and its history.
2. To explain how the internet works.
3. To be able to list several types of electronic surveillance and monitoring.

4. To explain clearly the concept of Information Technology Management, i.e., the role computer Information Technology plays in supporting and facilitating management of business activity;
5. To explain fundamental computer system concepts, including the Information processing cycle, data base management systems, data communications, systems development and have a concept of how managers employ these concepts to solve problems
6. To explain the different types of intellectual property rights related to computer use.
7. To be able to list types of assistive hardware that can be used by individuals with physical disabilities.
8. To explain what is meant by the term artificial intelligence and some AI applications.
9. Be able to create workbooks in Excel including writing formulas, formatting cells, creating pivot tables, and other typical spreadsheet requirements.
10. Be able to create databases in MS Access including creating tables, queries, reports, and forms.
11. To be able to write a program or algorithm using python.

## Topic Outline/Schedule

Week	Topics	Assignments
1- January 22	Intro to Computing (Ch 1)   Excel 1	-Practice Quiz 1 -Excel HW 1 & Reflection
2- January 29	Hardware & Software (Ch 2)   Excel 2	-Excel HW 2 & Reflection
3- February 5	Hardware & Software (Ch 2)   Excel 3	-Device Selection Projects -Excel HW 3 & Reflection -Practice Quiz 2
4- February 12	Finish Ch 1 and 2 if needed <b>Excel Assessment   Exam 1</b>	<b>-Excel Assessment</b> <b>-Exam 1</b>
5- February 19	Internet and WWW (Ch 3)   Excel 4	-Practice Quiz 3 -Excel HW 4 & Reflection
6- February 26	Databases   Access 1	-Access HW 1 & Reflection
7- March 4	Network and Internet Security 1 (Ch 4)   Access 2	-Access HW 2 & Reflection -Practice Quiz 4
8- March 11	Finish Chap 4 (if needed)   <b>Exam 2</b>	<b>-Exam 2</b>
<b>Spring Break – March 18</b>		
9- March 25	Programming Intro   Python 1	-Python HW 1 & Reflection
10- April 1	Computer Security and Privacy (Ch 5)   Python 2	-Practice Quiz 5 -Python HW 2 & Reflection
11- April 8	Finish Chap 5 Intellectual Property Rights and Ethics (Ch 6)   Python 3	-Python HW 3 & Reflection
12- April 15	Finish Chap 6   Python 4	-Practice Quiz 6 -Python HW 4 & Reflection
13- April 22	Review   Python 5   <b>Exam 3</b>	-Python HW 5 & Reflection <b>-Exam 3</b>
14- April 29	Heath, Access, and the Environment (Ch 7)   Python 6	-Practice Quiz 7 -Python HW 6 & Reflection
15- May 6	Emerging Technologies (Ch 8)   <b>Python Final Project Part 1</b>	-Practice Quiz 8 -Python Final Project Part 1
16- May 13	<b>Python Final Project Part 2 DUE</b>  <b>FINAL EXAM – Wednesday, May 15, 2024 2:45 – 4:45 SCI A224</b>	

## Student Expectations

In this course you will be expected to complete the following types of tasks.

- communicate via email
- complete basic internet searches
- download and upload documents to the LMS
- read documents online

- view online videos
- participate in online discussions
- complete quizzes online
- upload documents to Canvas to submit an assignment

## **Course Structure**

This course will meet in-person two days per week and you will be asked to complete activities online through Canvas. You will use your UWSP account to login to the course from the [Canvas Login Page](#). If you have not activated your UWSP account, please visit the [Manage Your Account](#) page to do so.

## **Grading Policies**

### **Graded Course Activities**

#### **Assignments – 15%**

You will have regular homework assignments and projects during this course. These activities are designed to help you practice, learn, and apply the course content. You can expect weekly homework in this course.

These activities will be graded on completion and you will be expected to check your work using the keys provided. These activities will help prepare you for the Technology Assessments and Final Project. (see below) The only way for you to learn to use the technology in this course is for you to do the work. It is important that you do all the activities/assignments and complete the work on your own to learn. After submission of each assignment students will be required to submit a reflection comparing their work to the answer key. This step is imperative to learning and will be used by me to guide further instruction.

It is imperative that you do these assignments and check your answers using the answer keys. If you do not do this carefully, you will likely struggle significantly with the Technology Assessments.

One Assignment will automatically be dropped from this category. This is to accommodate unexpected events and misconceptions.

#### **Assignment Reflections – 5%**

After each assignment you will complete a four-question survey reflecting on your success on the assignment and informing me of questions you have after completing the assignment. Like the Assignments category above, one Assignment Reflection will be automatically dropped.

#### **Technology Assessments and Final Project – 30%**

These are larger projects related to the three technologies we will use in this course; Excel, Access, and Python. These activities will test your knowledge and skills using these technologies.

### **Practice Quizzes – 20 %**

You will have weekly online practice quizzes. These quizzes are related to the textbook and lecture material. They are designed to help you practice and study course content. Since these are strictly for practice, you will be allowed up to three attempts and you will be given the highest score you earn. You are encouraged to use your book and notes as you complete Practice Quizzes.

### **Exams – 30%**

There will be four exams in this course. Exams will be given in class and WILL NOT be open book or open notes. Exams will be designed to test your knowledge and understanding of course concepts. You will only receive one attempt on exams.

### **Participation**

Students are expected to participate in all course activities.

### **Attendance**

Students are expected to attend all course meetings. If students will be absent they must contact the instructor via email prior to the absence in order for excused absences to be granted and late work deductions to not be applied.

### **COVID-19 Absences**

Any students who have symptoms of COVID-19, are waiting for COVID-19 test results, or have tested positive for COVID-19 and are under quarantine should NOT ATTEND class. Any student who falls into these categories should contact me directly via email or the Canvas Inbox so that arrangements can be made for them to make up work.

### **Late Work Policy**

Be sure to pay close attention to deadlines—there will be a 25% deduction per day late. Late point deductions will not be given back without a serious and compelling reason and instructor approval. Exams must be taken during the scheduled day in class.

### **Viewing Grades in Canvas**

Points you receive for graded activities will be posted to Grades. Click on the Grades link to view your points.

### **Letter Grade Assignment**

Letter Grade	Percentage
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A	93-100%
A-	90-92.99%
B+	87-89.99%
B	83-86.99%
B-	80-82.99%
C+	77-79.99%
C	73-76.99%
C-	70-72.99%
D+	67-69.99%
D	60-66.99%
F	0-59.99%

## Technology

### Artificial Intelligence (AI) Use

Since writing, programming, analytical, and critical thinking skills are part of the learning outcomes of this course, all assignments should be prepared by the student, unless specified directly for the assignment. Developing strong competencies in this area will prepare you for a competitive workplace. Therefore, AI generated submissions are not permitted and will be treated as plagiarism unless the assignment instructors specifically indicate that AI should be used.

### Canvas Support

UWSP contracts with Canvas for 24/7/365 support. Several support options are available to users. Click on the help button (question mark) in the global navigation menu on the left side of the screen and select the support option that best meets your needs.

*All options are available 24/7; however, if you opt to email your instructor, s/he may not be available immediately.*

Self-train on Canvas through the [Self-enrolling/paced Canvas training course](#)

### Course Technology Requirements

- View this website to see [minimum recommended computer and internet configurations for Canvas](#).
- You will also need access to the following tools to participate in this course.

- webcam
- microphone
- printer
- a stable internet connection (don't rely on cellular)

## **Protecting your Data and Privacy**

UW-System approved tools meet security, privacy, and data protection standards. IT provides a [list of UWSP approved tools](#).

Tools not listed on the website linked above may not meet security, privacy, and data protection standards. If you have questions about tools, contact the UWSP IT Service Desk at 715-346-4357.

Here are steps you can take to protect your data and privacy.

- Use different usernames and passwords for each service you use
- Do not use your UWSP username and password for any other services
- Use secure versions of websites whenever possible (HTTPS instead of HTTP)
- Have updated antivirus software installed on your devices

## **Technology Support**

- Participate in the [Tech Essentials for Student Success \(TESS\)](#) program.
- Seek assistance from the [IT Service Desk](#) (Formerly HELP Desk)
  - o IT Service Desk Phone: 715-346-4357 (HELP)
  - o IT Service Desk Email: [techhelp@uwsp.edu](mailto:techhelp@uwsp.edu)

## **Student Support Resources**

### **[Academic and Career Advising Center \(ACAC\)](#)**

209 Collins Classroom Center (CCC)  
1801 4<sup>th</sup> Ave.  
Stevens Point, WI 54481  
715-346-3226  
[acac@uwsp.edu](mailto:acac@uwsp.edu)

### **[Counseling Center](#)**

Delzell Hall  
910 Fremont Street  
Stevens Point, WI 54481  
715-346-3553  
[counsel@uwsp.edu](mailto:counsel@uwsp.edu)

## **Mental Health Resources for Students**

### [Mantra Health](#)

Teletherapy & Telepsychiatry

- Diverse therapists
- After-hours availability
- Medication evaluations & prescriptions

### [You@UWSP](#)

Self-help & Well-being Platform

### [Didi Hirsch Mental Health Services](#)

24/7 Mental Health Support:

- Call or text: 888-531-2142
- [Start a chat session](#)
- Crisis care available

## **Dean of Students Office**

2100 Main Street  
Old Main, Room 212  
Stevens Point, WI 54481-3897  
Phone: 715-346-2611  
[DOS@uwsp.edu](mailto:DOS@uwsp.edu)

## **\*Equal Access and Disability Accommodations**

If you have a condition that may impact your learning and/or participation in course activities, please contact the [Disability Resource Center](#) (DRC). The DRC will engage in an interactive process with students and identify appropriate academic accommodations and auxiliary services in accordance with the University's legal obligations. Instructors, students, and DRC staff work collaboratively to establish any necessary adjustments or supports. Accommodations are rarely applied retroactively so it is vital that students make timely requests.

Please let me know if you have questions. The DRC is located in 108 Collins Classroom Center and can be reached at 715/346-3365 and [drc@uwsp.edu](mailto:drc@uwsp.edu).

## **Student Health Service**

Delzell Hall  
910 Fremont St  
Stevens Point, WI 54481  
715-346-4646

## **Tutoring-Learning Center (TLC)**

The Tutoring-Learning Center (TLC) helps students in all disciplines become more effective, confident learners. We believe all learners benefit from



sharing work with knowledgeable, attentive tutors. The TLC offers four tutoring services:

- Academic Coaching: Build skills in studying, time management, test-taking, online learning, and more.
- Course Content: Practice problems, deepen understanding, and prepare for exams in natural resources, STEM, World Languages, and more.
- Reading/Writing: Brainstorm and refine papers, essays, lab reports, citations, résumés, scholarship applications, personal writing, and more.
- Tech Essentials: Develop computer literacy and learn to use UWSP-related applications such as Canvas, Microsoft 365, and Zoom.

To make an appointment, students can self-schedule using Navigate, contact us at [tlctutor@uwsp.edu](mailto:tlctutor@uwsp.edu) or 715-346-3568, or stop into CCC 234.

### **Stevens Point Campus Tutoring-Learning Center**

234 Collins Classroom Center (CCC)  
1801 4<sup>th</sup> Ave.  
Stevens Point, WI 54481  
715-346-3568  
[tlctutor@uwsp.edu](mailto:tlctutor@uwsp.edu)

### **Marshfield Campus Tutoring-Learning Center**

Library  
2000 W. 5<sup>th</sup> Street  
Marshfield, WI 54449  
715-898-6036  
[roleary@uwsp.edu](mailto:roleary@uwsp.edu)

### **Wausau Campus Tutoring-Learning Center**

Library  
518 S. 7<sup>th</sup> Ave  
Wausau, WI 54401  
715-261-6148  
[lorandal@uwsp.edu](mailto:lorandal@uwsp.edu)

## **Additional UWSP Policies**

### **Absences due to Military Service**

As stated in the UWSP Catalog, you will not be penalized for class absence due to unavoidable or legitimate required military obligations, or medical appointments at a VA facility, not to exceed two (2) weeks unless special permission is granted by the instructor. You are responsible for notifying faculty members of such circumstances as far in advance as possible and for providing documentation to the Office of the Dean of Students to verify the reason for the absence. The faculty member is responsible to provide

reasonable accommodations or opportunities to make up exams or other course assignments that have an impact on the course grade. For absences due to being deployed for active duty, please refer to the [Military Call-Up Instructions for Students](#).

## **Academic Integrity**

At UW-Stevens Point and in all courses, we place great emphasis on academic integrity and honesty. Plagiarism, fabrication, cheating, helping others commit these acts, and any form of dishonesty compromise the educational process and devalue the achievements of all students. All work you submit must be original and completed individually unless collaboration is explicitly allowed. Always acknowledge your sources, cite appropriately, and give credit where it's due. If instances of alleged academic dishonesty are identified, appropriate actions will be taken in accordance with the institution's policies ([UWSP Chapter 14](#)). These actions could include revising the assignment, receiving a lower grade or no credit for the assignment, receiving a lower grade for the entire course, or facing greater academic consequences.

*If you are unsure if something might be considered academic misconduct, you are struggling to understand the content or an assignment, or you have fallen behind for whatever reason, please contact your instructor as soon as possible.* By nurturing a community of support, honesty, and respect, we ensure that academic pursuits and your experiences at UW-Stevens Point are both meaningful and genuine.

## **Clery Act**

The US Department of Education requires universities to disclose and publish campus crime statistics, security information, and fire safety information annually. Statistics for the three previous calendar years and policy statements are released on or before October 1<sup>st</sup> in our [Annual Security Report](#). Another requirement of the Clery Act is that the campus community must be given timely warnings of ongoing safety threats and immediate/emergency notifications. For more information about when and how these notices will be sent out, please see our [Jeanne Clery Act](#) page.

## **Commit to Integrity**

As a student in this course (and at this university) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and also integrity in your behavior in and out of the classroom.

## **Confidentiality**

Learning requires risk-taking and sharing ideas. Please keep your classmates' ideas and experiences confidential outside the classroom unless permission has been granted to share them.

## Copyright infringement

This is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act. Each year students violate these laws and campus policies, putting themselves at risk of federal prosecution. For more information about what to expect if you are caught, or to take preventive measures to keep your computing device clean, visit our [copyright page](#).

## Dropping UWSP Courses

It is the student's responsibility to understand when they need to consider unenrolling from a course. Refer to the UWSP [Academic Calendar](#) for dates and deadlines for registration. After this period, a serious and compelling reason is required to drop from the course. Serious and compelling reasons includes: (1) documented and significant change in work hours, leaving student unable to attend class, or (2) documented and severe physical/mental illness/injury to the student or student's family.

## Drug Free Schools and Communities Act

The Drug Free Schools and Communities Act (DFSCA) requires institutions of higher education to establish policies that address unlawful possession, use, or distribution of alcohol and illicit drugs. The DFSCA also requires the establishment of a drug and alcohol prevention program. The Center for Prevention lists information about alcohol and drugs, their effects, and the legal consequences if found in possession of these substances. [Center for Prevention – DFSCA](#)

## Emergency Procedures

- In the event of a **medical emergency call 9-1-1**. Offer assistance if trained and willing to do so. Guide emergency responders to victim.
- In the event of a **tornado warning, proceed to the lowest level interior room** without window exposure. Emergency management provides [floor plans showing severe weather shelters on campus](#). Avoid wide-span structures (gyms, pools or large classrooms).
- In the event of a **fire alarm, evacuate the building** in a calm manner. Meet at corner of Stanley Street and Reserve St between the UWSP Chemistry and Biology Building (CBB) and Holy Spirit Catholic Church. Notify instructor or emergency response personnel of any missing individuals.
- **Active Shooter – RUN. HIDE. FIGHT.** If trapped, hide, lock doors, turn off lights, spread out and remain quiet. Call 9-1-1 when it is safe to do so. Follow instructions of emergency responders.

- See [UW-Stevens Point Emergency Procedures](#) for details on all emergency response at UW-Stevens Point.

## FERPA

The [Family Educational Rights and Privacy Act](#) (FERPA) provides students with a right to protect, review, and correct their student records. Staff of the university with a clear *educational need to know* may also have to access to certain student records. Exceptions to the law include parental notification in cases of alcohol or drug use, and in case of a health or safety concern. FERPA also permits a school to disclose personally identifiable information from a student's education records, without consent, to another school in which the student seeks or intends to enroll.

Lecture materials and recordings are protected intellectual property at UW-Stevens Point. Students in this course may use the materials and recordings for their personal use related to participation in this class. Students may also take notes solely for their personal use. If a lecture is not already recorded, you are not authorized to record my lectures without my permission unless you are considered by the university to be a qualified student with a disability requiring accommodation. [Regent Policy Document 4-1] Students may not copy or share lecture materials and recordings outside of class, including posting on internet sites or selling to commercial entities. Students are also prohibited from providing or selling their personal notes to anyone else or being paid for taking notes by any person or commercial firm without the instructor's express written permission. Unauthorized use of these copyrighted lecture materials and recordings constitutes copyright infringement and may be addressed under the university's policies, UWS Chapters 14 and 17, governing student academic and non-academic misconduct.

## Inclusivity Statement

([Examples found here](#). Sample below from Lynn Hernandez, Brown University)

It is my intent that students from all diverse backgrounds and perspectives be well-served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that the students bring to this class be viewed as a resource, strength and benefit. It is my intent to present materials and activities that are respectful of diversity: gender identity, sexuality, disability, age, socioeconomic status, ethnicity, race, nationality, religion, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally, or for other students or student groups.

If you have experienced a bias incident (an act of conduct, speech, or expression to which a bias motive is evident as a contributing factor regardless of whether the act is criminal) at UWSP, you have the right to report it, please visit [the Dean of Students – Bias/Hate Incident Reporting](#)

[website](#). You may also contact the Dean of Students office directly at [dos@uwsp.edu](mailto:dos@uwsp.edu).

## Incomplete Policy

Under emergency/special circumstances, students may petition for an incomplete grade. An incomplete will only be assigned if approved by the instructor. All incomplete course assignments must be completed by the agreed upon date.

## Netiquette Guidelines

Netiquette is a set of rules for behaving properly online. Your instructor and fellow students wish to foster a safe online learning environment. All opinions and experiences, no matter how different or controversial they may be perceived, must be respected in the tolerant spirit of academic discourse. You are encouraged to comment, question, or critique an idea but you are not to attack an individual. Working as a community of learners, we can build a polite and respectful course community.

The following netiquette tips will enhance the learning experience for everyone in the course:

- Do not dominate any discussion.
- Give other students the opportunity to join in the discussion.
- Do not use offensive language. Present ideas appropriately.
- Be cautious in using Internet language. For example, do not capitalize all letters since this suggests shouting.
- Popular emoticons such as 😊 or / can be helpful to convey your tone but do not overdo or overuse them.
- Avoid using vernacular and/or slang language. This could possibly lead to misinterpretation.
- Never make fun of someone's ability to read or write.
- Share tips with other students.
- Keep an "open-mind" and be willing to express even your minority opinion. Minority opinions have to be respected.
- Think and edit before you push the "Send" button.
- Do not hesitate to ask for feedback.
- Using humor is acceptable

Adapted from:

Mintu-Wimsatt, A., Kernek, C., & Lozada, H. R. (2010). [Netiquette: Make it part of your syllabus](#). *Journal of Online Learning and Teaching*, 6(1).

Shea, V. (1994). [Netiquette](#). *Albion.com*.

## Religious Beliefs Accommodation

It is UW System policy ([UWS 22](#)) to reasonably accommodate your sincerely held religious beliefs with respect to all examinations and other academic requirements.

You will be permitted to make up an exam or other academic requirement at another time or by an alternative method, without any prejudicial effect, if:

- There is a scheduling conflict between your sincerely held religious beliefs and taking the exam or meeting the academic requirements; and
- You have notified your instructor within the first three weeks of the beginning of classes (first week of summer or interim courses) of the specific days or dates that you will request relief from an examination or academic requirement.
- Your instructor will accept the sincerity of your religious beliefs at face value and keep your request confidential.
- Your instructor will schedule a make-up exam or requirement before or after the regularly scheduled exam or requirement.
- You may file any complaints regarding compliance with this policy in the Equity and Affirmative Action Office.

## Title IX

UW-Stevens Point is committed to fostering a safe, productive learning environment. Title IX and institutional policy prohibit discrimination on the basis of sex, which includes harassment, domestic and dating violence, sexual assault, and stalking. In the event that you choose to disclose information about having survived sexual violence, including harassment, rape, sexual assault, dating violence, domestic violence, or stalking, and specify that this violence occurred while a student at UWSP, federal and state laws mandate that I, as your instructor, notify the Title IX Coordinator/Office of the Dean of Students.

Please see the information on the [Dean of Students webpage](#) for information on making confidential reports of misconduct or interpersonal violence, as well as campus and community resources available to students. For more information see the [Title IX page](#).