CNMT 100 Fall 2019 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:** ALB 403F

**Office Telephone:** 715-346-2914  
**Office Hours:** as needed, please email or call to request a meeting

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

## Course Information

**Course Meeting Times:** M and W from 2:00-3:15 pm in CPS 107

**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.
    - \*\*\*If you have a general course question (not confidential or personal in nature), please post it to the Course Q&A Discussion Forum found on the course homepage. I will post answers to all general questions there so that all students can view them. Students are encouraged to answer each other's questions too.

## 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 understand what a computer is, its components, and its history.
2. To understand 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 demonstrate an understanding of 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 understand 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 understand what is meant by the term artificial intelligence and some AI applications.
9. To be able to write a program or algorithm using python.

## Topic Outline/Schedule

|  |  |  |
| --- | --- | --- |
| Week | Topics | Assignments |
| 1- Sept 2 | Introduction, Course Overview, History, General Computer Info | Practice Quiz 1 |
| 2- Sept 9 | Hardware & Software | Excel | Practice Quiz 2  Excel Assignment 1 |
| 3- Sept 16 | **NO CLASS MONDAY**  Wed -Career Info & Career Prep | -Device Selection Projects  -Career Presentation Feedback Assignment |
| 4- Sept 23 | **Review and Exam 1** | Excel Assignment 2 |
| 5- Sept 30 | Databases | Excel | Practice Quiz 3  Excel Assignment 3 |
| 6- Oct 7 | Internet and WWW |Excel | Practice Quiz 4  Excel Assignment 4 |
| 7- Oct 14 | Network and Internet Security | Access | Practice Quiz 5  Access Assignment |
| 8- Oct 21 | **Review and Exam 2** |  |
| 9- Oct 28 | Programming Intro | Python | Practice Quiz 6 |
| 10- Nov 4 | Computer Security and Privacy | Python | Practice Quiz 7  Python Assignment 1 |
| 11- Nov 11 | Intellectual Property Rights and Ethics | Python | Practice Quiz 8  Python Assignment 2 |
| 12- Nov 18 | **Review and Exam 2** |  |
| 13- Nov 25 | **Thanksgiving** Heath, Access, and the Environment | Python | Practice Quiz 9 |
| 14- Dec 2 | Emerging Technologies | Python | Practice Quiz 10  Python Assignment 3 |
| 15- Dec 9 | Misc and Review |  |
| 16- Dec 16 | **Final Exam 12/18/19 10:15-12:15 CPS 107** |  |

## 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](https://www3.uwsp.edu/canvas/Pages/default.aspx). If you have not activated your UWSP account, please visit the [Manage Your Account](https://www3.uwsp.edu/infotech/Pages/Account/Manage-Your-Account.aspx) page to do so.

# Grading Policies

## Graded Course Activities

### Homework and Projects – 40%

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. You will also have several larger projects in which you will design/build programs and work with specific software.

### 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 – 40%

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.

## Late Work Policy

Be sure to pay close attention to deadlines—there will be a 20% deduction of points earned per day late, 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** |
| A | 93-100% |
| A- | 90-92% |
| B+ | 87-89% |
| B | 83-86% |
| B- | 80-82% |
| C+ | 77-79% |
| C | 73-76% |
| C- | 70-72% |
| D+ | 67-69% |
| D | 60-66% |
| F | 0-59% |

# Technology

## Protecting your Data and Privacy

UW-System approved tools meet security, privacy, and data protection standards. For a list of approved tools, visit this website. <https://www.wisconsin.edu/dle/external-application-integration-requests/>

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

This course requires posting of work on line that is viewable only by your classmates. None of the work submitted online will be shared publicly. Some assignments require account creation for on line programs. The instructor of this course will not share your academic records (grades, student IDs). Confidentiality of student work is imperative, so you should not share the work of your peers publicly without their permission. By participating in these assignments, you are giving consent to sharing of your work with others in this class and you recognize there is a small risk of your work being shared online beyond the purposes of this course. Examples of additional risks include data mining by the company providing the service, selling of your email to third parties, and release of ownership of data shared through the tool. If you elect to not participate in these online assignments due to confidentiality concerns, then an alternate assignment will be offered to you. [**UWSP Handbook Chapter 9 Section 5**]

## Course Technology Requirements

* View this website to see [minimum recommended computer and internet configurations for Canvas](https://community.canvaslms.com/docs/DOC-10721).
* You will also need access to the following tools to participate in this course.

## UWSP Technology Support

* Visit with a [Student Technology Tutor](https://www3.uwsp.edu/tlc/Pages/techTutoring.aspx%22http:/www.uwsp.edu/tlc/Pages/ComputerGuides.asp%22http:/www.uwsp.edu/tlc/Pages/ComputerGuides.asp)
* Seek assistance from the [IT Service Desk](https://www3.uwsp.edu/infotech/Pages/ServiceDesk/default.aspx) (Formerly HELP Desk)
  + IT Service Desk Phone: 715-346-4357 (HELP)
  + IT Service Desk Email: [techhelp@uwsp.edu](mailto:techhelp@uwsp.edu)

## Canvas Support



Click on the   button in the global (left) navigation menu and note the

options that appear:

|  |  |
| --- | --- |
| Support Options | Explanations |
|  | Use **Ask Your Instructor a Question** sparingly; technical questions are best reserved for Canvas personnel and help as detailed below. |
|  | **Chat**ting **with Canvas Support (Student)** will initiate a *text chat* with Canvas support. Response can be qualified with severity level. |
|  | **Contact**ing **Canvas Support via email** will allow you to explain in detail or even upload a screenshot to show your particular difficulty. |
|  | Calling the Canvas number will let Canvas know that you're from UWSP; phone option is available 24/7. |
|  | **Search**ing **the** [**Canvas guides**](https://community.canvaslms.com/docs/DOC-10701) connects you to documents that are searchable by issue. You may also opt for [**Canvas video guides**](https://community.canvaslms.com/docs/DOC-3891)**.** |
|  | If you have an idea for Canvas that might make instructions or navigation easier, feel free to offer your thoughts through this **Submit a Feature Idea** avenue. |

*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](https://uws.instructure.com/courses/45767)

# Course Policies

## 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). Retrieved from <http://jolt.merlot.org/vol6no1/mintu-wimsatt_0310.htm>

Shea, V. (1994). Netiquette. Albion.com. Retrieved from: <http://www.albion.com/netiquette/book/>.

## Build Rapport

If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that we can help you find a solution.

## Understand When You May Drop This Course

It is the student’s responsibility to understand when they need to consider unenrolling from a course. Refer to the UWSP [Academic Calendar](https://www3.uwsp.edu/regrec/Pages/calendars.aspx) 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.

## Incomplete Policy

Under emergency/special circumstances, students may petition for an incomplete grade.

## Inform Your Instructor of Any Accommodations Needed

If you have a documented disability and verification from the Disability and Assistive Technology Center and wish to discuss academic accommodations, please contact your instructor as soon as possible. It is the student’s responsibility to provide documentation of disability to Disability Services and meet with a Disability Services counselor to request special accommodation *before* classes start.

The Disability and Assistive Technology Center is located in 609 Albertson Hall and can be contacted by phone at (715) 346-3365 (Voice) (715) 346-3362 (TDD only) or via email at [datctr@uwsp.edu](mailto:datctr@uwsp.edu%22mailto:datctr@uwsp.ed)mailto:datctr@uwsp.edu

**Statement of Policy**

UW-Stevens Point will modify academic program requirements as necessary to ensure that they do not discriminate against qualified applicants or students with disabilities. The modifications should not affect the substance of educational programs or compromise academic standards; nor should they intrude upon academic freedom. Examinations or other procedures used for evaluating students' academic achievements may be adapted. The results of such evaluation must demonstrate the student's achievement in the academic activity, rather than describe his/her disability.

*If modifications are required due to a disability, please inform the instructor and contact the Disability and Assistive Technology Center in 609 ALB, or (715) 346-3365.*

## 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.

## UWSP Academic Honesty Policy & Procedures

**Student Academic Disciplinary Procedures**

UWSP 14.01 Statement of principles

The board of regents, administrators, faculty, academic staff and students of the university of Wisconsin system believe that academic honesty and integrity are fundamental to the mission of higher education and of the university of Wisconsin system. The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others’ academic endeavors. Students who violate these standards must be confronted and must accept the consequences of their actions.

UWSP 14.03 Academic misconduct subject to disciplinary action.

(1) Academic misconduct is an act in which a student:

(a) Seeks to claim credit for the work or efforts of another without authorization or citation;

(b) Uses unauthorized materials or fabricated data in any academic exercise;

(c) Forges or falsifies academic documents or records;

(d) Intentionally impedes or damages the academic work of others;

(e) Engages in conduct aimed at making false representation of a student's academic performance; or

(f) Assists other students in any of these acts.

(2) Examples of academic misconduct include, but are not limited to: cheating on an examination; collaborating with others in work to be presented, contrary to the stated rules of the course; submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another; submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas; stealing examinations or course materials; submitting, if contrary to the rules of a course, work previously presented in another course; tampering with the laboratory experiment or computer program of another student; knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

## Religious Beliefs

Relief from any academic requirement due to religious beliefs will be accommodated according to UWS 22.03, with notification within the first three weeks of class.