

CNMT 100 Fall 2020 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: Kate Kaster

Telephone: 715-486-6667

Office Hours: as needed, please email or call to request a meeting

E-mail: kkaster@uwsp.edu or use Canvas Inbox

Course Information

Course Meeting Times: Mon, Tues, Wed cohorts 3:30 - 4:20 SCI B228

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 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.
10. To be able to write formulas/Conditional Logic/format cells/format data using Excel.

Topic Outline/Schedule

Week	Topics	Assignments
1- Sept 2	Intro to the World of Computers (Ch 1) Excel 1	Quiz 1 -Excel HW 1
2- Sept 8	Hardware & Software 1 (Ch 2) Excel 2	-Excel HW 2
3- Sept 14	Career Info & Career Prep Hardware & Software 2 (Ch 2)	-Career Paper Quiz 2
4- Sept 21	Excel	Excel HW 3
5- Sept 28	Internet and WWW (Ch 3) Excel	Quiz 3 -Excel HW 4
6- Oct 5	Databases Access	-Access HW 1
7- Oct 12	Network and Internet Security 1 (Ch 4) Access	-Access HW 2
8- Oct 19	Network and Internet Security 2 (Ch 4) Network and Internet Security Paper	Quiz 4 Network and Internet Security Paper
9- Oct 26	Programming Intro Python	-Python HW 1
10- Nov 2	Computer Security and Privacy (Ch 5) Python	Quiz 5 -Python HW 2
11- Nov 9	Intellectual Property Rights and Ethics (Ch 6) Python	-Python HW 3
12- Nov 16	Intellectual Property Rights and Ethics (Ch 6) Your Dream Job paper	Quiz 6 Your Dream Job paper
13- Nov 23	Health, Access, and the Environment (Ch 7) Python	Quiz 7 -Python HW 4
14- Nov 30	Emerging Technologies (Ch 8) Python	-Python HW 5
15- Dec 7	Emerging Technologies (Ch 8) Python	Quiz 8 -Python HW 6

16- Dec 14	Final Exam	
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Grading Policies

Graded Course Activities

Attendance – 10%

Attendance is Mandatory for your assigned Face-to-Face day. You will sign in on a piece of paper.

It is simply too easy to copy code from the Internet and pass it off as your own. By making attendance mandatory and a part of your grade, I am trying my best to alleviate cheating and I am trying to ensure that you learn the content presented. That said, I realize that life-happens and you may have to miss class - just email me informing me that you will miss class and we can get you caught up. Class absences should be limited to no more than 3, unless prior approval has been given.

Excel, Access, Python Homework/Assignments – 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.

Quizzes – 25%

You will have weekly online quizzes. These quizzes are related to the textbook and lecture material.

Papers (Research) – 25%

There will be four papers in this course that are related to the textbook and lecture material. The papers are an opportunity for you to research a career that interests you in that content area.

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.

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 25% 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 online that is viewable only by your classmates. None of the work submitted online will be shared publicly. Some assignments require account creation for online 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]

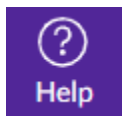
Course Technology Requirements

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

UWSP Technology Support

- Visit with a [Student Technology Tutor](#)
- 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

Canvas Support



Click on the  button in the global (left) navigation menu and note the options that appear:

Support Options	Explanations
<p>Ask Your Instructor a Question Submit a question to your instructor</p>	Use Ask Your Instructor a Question sparingly; technical questions are best reserved for Canvas personnel and help as detailed below.
<p>Chat with Canvas Support (Student) Live Chat with Canvas Support 24x7!</p>	Chatting with Canvas Support (Student) will initiate a <i>text chat</i> with Canvas support. Response can be qualified with severity level.
<p>Contact Canvas Support via email Canvas support will email a response</p>	Contacting Canvas Support via email will allow you to explain in detail or even upload a screenshot to show your particular difficulty.
<p>Contact Canvas Support via phone Find the phone number for your institution</p>	Calling the Canvas number will let Canvas know that you're from UWSP; phone option is available 24/7.
<p>Search the Canvas Guides Find answers to common questions</p>	Searching the Canvas guides connects you to documents that are searchable by issue. You may also opt for Canvas video guides .
<p>Submit a Feature Idea Have an idea to improve Canvas?</p>	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

Enroll in the [Self-paced Canvas Student Training Course](#) to learn more about Canvas.

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](#) 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

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.

COVID-19 Information

Face Coverings:

· At all UW-Stevens Point campus locations, the wearing of face coverings is mandatory in all buildings, including classrooms, laboratories, studios, and other instructional spaces. Any student with a condition that impacts their use of a face covering should contact the Disability and Assistive Technology Center to discuss accommodations in classes. Please note that unless everyone is wearing a face covering, in-person classes cannot take place. This is university policy and not up to the discretion of individual instructors. Failure to adhere to this requirement could result in formal withdrawal from the course.

Other Guidance: · Please monitor your own health each day using this screening tool. If you are not feeling well or believe you have been exposed to COVID-19, do not come to class; email your instructor and contact Student Health Service (715-346-4646).

o As with any type of absence, students are expected to communicate their need to be absent and complete the course requirements as outlined in the syllabus.

- Maintain a minimum of 6 feet of physical distance from others whenever possible.
- Do not congregate in groups before or after class; stagger your arrival and departure from the classroom, lab, or meeting room.
- Wash your hands or use appropriate hand sanitizer regularly and avoid touching your face.
- Please maintain these same healthy practices outside the classroom.

Enforcement

· **Day 1/Week 1:** Review language in syllabus. Remind students that face coverings have been required by the university's administration in all classrooms and buildings. They are mandatory based on the advice of medical professionals because, combined with physical distancing and other measures, they help protect both the health of others and the person wearing the face covering. Remind students that if they cannot wear a face covering due to their own health concerns, they should contact UWSP's Disability and Assistive Technology Center to seek a formal accommodation.

o Flexibility may be required in the early days of the semester as the campus community adjusts to this requirement.

· **After Day 1:**

o As necessary or when it feels appropriate, continue to remind students that we are all in this together and that face coverings are required in all buildings, classrooms, labs, and meeting spaces; physical distancing, hand washing, etc. are important for everyone to do. Don't shy away from mentioning how weird this experience is for everyone and thank them for helping to keep us all safe and healthy, at school and in the classroom.

o If a student is not wearing a face covering, it would be best to quietly check to see if they forgot it or whether there is a health-related concern preventing them from wearing a face covering. If so, refer them to UWSP's Disability and Assistive Technology Center to seek a formal accommodation.

o If a student forgets a face covering: "In this building you can go to [see office list for each building/campus location] to pick up a disposable single-use face covering. Please do so now before class starts" OR "Feel free to return to your room/car/apartment to get yours. They are mandatory in all classrooms."

o If a student refuses to wear a face covering: "You have the option to participate in class remotely/online. I will need you to please leave the classroom. By university policy, I'm not allowed to begin class unless everyone is wearing a face covering. You are welcome to return when you're willing to wear a face covering."

o If a student then refuses to leave, consider taking a 5-10 minute break so that the instructor and student can speak privately, and hopefully deescalate the situation: "Unfortunately, if you refuse to wear a face covering and you refuse to leave class, my only option is to cancel today's class for everyone and report this to the Dean of Students. This will begin a disciplinary process, one result of which may be that you are officially withdrawn from this course. At a minimum, the university will not allow you to attend future classes in person if you are not wearing a face covering." [Faculty/Instructor should report this to the Department Chair, Registrar, and the Dean of Students (General Incident Report form)]

§ At this point, the Dean of Students office will contact the student for a conversation.

§ If the student is willing to wear a face covering, he/she will be permitted to return to class. If not, he/she will either attend online or be withdrawn from the class depending on the circumstances and the result of the disciplinary process.

o If a student, having been instructed not to attend the next class in person still comes to the classroom, the faculty/instructor should consider repeating the steps above, including canceling the class again.