Dallas County Community College District

ITSE 1491 – Introduction to Web-based Applications

Course Syllabus

Spring 2015

Instructor Information:

Instructor: Jameelah Ra’oof
Phone: 972-860-4626
E-Mail: JRaoof@dcccd.edu
Chat Hours: by appointment

Important Contacts:

For problems logging in, accessing the web site or other technical issues:
   Technical Support - call 972-669-6402 or http://ecampus.dcccd.edu and look for the Student Technical Assistance area.
General questions about on-line Computer Information Technology courses offered through Brookhaven:
   Ms. Tarrilyn Wall - call 972-860-4746 or E-Mail twall@dcccd.edu or
   Toby Lackey - call 972-860-4567 or E-Mail tlackey@dcccd.edu
The Computer Information Technology Administrative Supervisor for this course is:
   Professor Jameelah Ra’oof - call 972-860-4626 or call the Business Studies Division Office at 972860-4160 or E-Mail JRaoof@dcccd.edu

Course Description:

This course is an introduction to Web 2.0 concepts and applications. It explores the structure of Web-based applications through various forms of social media, such as blogs, wikis, feeds, podcasts, cloud computing and social networking.

Course Prerequisites:

This course does not have a prerequisite.
Student Learning Outcomes:

1. Identify and understand the terms used to describe the key components and tools utilized in Social Media Apps, common communication devices, and other web-based application software.
2. Effectively organize, manage, and communicate information using Social Media applications such as Facebook, Twitter, Linkedin, Youtube and more.
3. Identify ethical, privacy, and security issues related to using Social Media Apps in today’s society.
4. Acquire basic Social Media skills for business and professional use.

Course Materials:

AUTHORS: Shelly Cashman ©2011

STUDENTS WILL ALSO BE ASKED TO CREATE SHORT VIDEOS FOR UPLOAD TO ECAMPUS.

Computer Information:

You will need convenient access to a computer with:

- Microsoft Windows 8, 7, Vista or XP.
- Microsoft Internet Explorer 7.0 or higher. (If you know what the Firefox and Chrome browsers are, be aware they do not always work well with the BlackBoard system.)
- An Internet connection.
- Microsoft Office, including Word, Excel and PowerPoint. Options for finding Office 2010 include:
  - Your own home or office computer.
  - If you have a friend or relative that has Microsoft Office, perhaps they will let you share their computer.
  - If you can get to Brookhaven College, you can use Microsoft Office in our K103 lab.
If you are near another DCCCD school, they may have Microsoft Office in an Open Lab that you can use. (Call and check.) If you are near another local College or University, they may have Microsoft Office in a Public Lab that you can use. Some libraries have it and will let you work there. You can buy Microsoft Office outright but beware - it's quite expensive.

In general, you should have the following computer skills, at a minimum:

- The ability to start up your computer and get to a Windows desktop,
- Knowledge of basic mouse operations such as clicking and double clicking,
- The ability to start a program by double-clicking on its' desktop icon,
- The ability to browse to and within web pages,
- The ability to compose and send an E-Mail

Student Contributions:

Experiences in this course include:

- Reading assignments.
- Attendance.
- Written and hands-on work using Social Media Apps.
- Communicating via live chat, a group discussion board and E-Mail.

Grading System:

NO LATE WORK WILL BE ACCEPTED

You will accumulate course points for work done as follows:

<table>
<thead>
<tr>
<th>Course Component</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 0 (bonus)</td>
<td>10</td>
</tr>
<tr>
<td>4 Social Media App Projects @ 100 points each</td>
<td>400</td>
</tr>
<tr>
<td>10 Discussion Board posts @ 20 points each</td>
<td>200</td>
</tr>
<tr>
<td>6 Homeworks @ 50 points each</td>
<td>300</td>
</tr>
<tr>
<td>1 Final Comprehensive Exam</td>
<td>100</td>
</tr>
<tr>
<td>Total</td>
<td>1000</td>
</tr>
</tbody>
</table>
Your final course grade will be determined as shown:

<table>
<thead>
<tr>
<th>Points Earned</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>900+</td>
<td>A</td>
</tr>
<tr>
<td>800-899</td>
<td>B</td>
</tr>
<tr>
<td>700-799</td>
<td>C</td>
</tr>
<tr>
<td>600-699</td>
<td>D</td>
</tr>
<tr>
<td>599 or less</td>
<td>F</td>
</tr>
</tbody>
</table>

Please be aware that the table above is the only method that is used to figure out your final grade. Percentages – like "90% to 100%" earns an "A" – are not used in this course at all.

Point deductions, some severe, will be made if you violate the rules and procedures of this course. Details are noted below.

Extra Credit work is not available in this course.

**Required Course Work and Late Penalty Information:**

Your first required coursework will be **Assignment 0**. It is part of the Orientation. It includes a Beginning of Course Survey worth 10 points and some communications exercises. **Students will not have any work graded or accepted for credit until their Assignment 0 is complete.**

This course is divided up into segments called Units. Each Unit contains several activities for you to do and a due date at the end of the Unit. Late work may result in penalties at your Instructors’ discretion.

Within each Unit, you may have items such as:

- **Course material documents and/or Power Point presentations** needed in order to complete Projects and Homework assignments.

- **Projects**, which allow you to demonstrate the use of computer software to solve a specific "real-world" type of problem.
  - are general exercises requiring you to use critical thinking, problem analysis skills and creativity. They do not have set answers, each solution is different.
  - usually have some background material to review and study.
  - may not be submitted more than once for credit (Correcting your mistakes and resubmitting for a higher grade isn't permitted).
  - might have just one part or possibly several parts submitted in order.
  - are to be done on an individual basis only.

- **Homeworks**, which provide you an opportunity to perform some critical thinking about relevant issues that are part of this course. vary in format – you may have a group discussion, for example, or a quiz or possibly some hands-on work.
You will also have an **End of Course Survey** included in the last Unit.

Detailed instructions for how to do all of these items will be provided within the course.

All coursework **must** be completed by the Last Class Day as shown in your Course Schedule.

Technical difficulties are not an acceptable excuse for failure to complete assigned work, so never wait until the last minute to submit items.

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**Withdrawal with a "W":**

If you are unable to complete this course, YOU must withdraw by the official drop date for this course, which is **Month Day, Year**. If you stop “attending” class and do not withdraw you will receive a performance grade, usually an “F”.

**STOP BEFORE YOU DROP!**

For students who enrolled in college level courses for the first time since the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges.

Students often drop courses when help is available which would allow them to continue. Please feel free to discuss your plans with your instructor if you are considering a drop.

If you still wish to drop, after having reviewed all of the above, you should:

- Browse to the [DCCCD eConnect](#) web site.
- Click the **Current Credit Student Menu** link.
- Click the **Log In** link.
- After logging in, find and click the **Drop Classes** link (look under the Register for Classes area).

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**Americans with Disabilities Policy Statement:**
If you feel the need for an academic adjustment due to any type of physical disability or learning difference, please contact Special Services at 972-860-4847 or visit the Disability Support Services web page for advisement and counseling. They will be happy to work with you.

Notice for Students on Financial Aid:

If you are receiving Financial Aid grants or loans, be aware that:

* Your participation in this course must begin on or before the official certification date.
* If you are failing the course, you must participate after the drop date.
* You must check with the Financial Aid Office prior to Dropping/Withdrawing this course.

Violation of any of these rules may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester.

Incomplete ("I") Grading:

Incomplete are only considered in those circumstances where a student has had a documentable crisis or emergency occurring sometime in the last several days of the course, preventing the student from completing the final few items of required work (a last Project or Exam, for example). The "I" is designed only to provide a little extra time to finish up, and is not granted to students who are substantially behind in their work as the end of the course approaches. It is not to be considered as a grade to request should you simply not have the time to get your work done during the semester.

If you feel you meet the qualifications for an "I" and would like to request one, contact your Instructor as soon as possible. Students who do not qualify for an "I" may not complete any coursework for credit after the final Absolute Deadline as shown in the Course Schedule.

Repeating the Course:

Each college of the DCCCD charges additional tuition to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and continuing education/workforce training courses will result in additional tuition being charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts included courses taken at any of the DCCCD colleges since the Fall 2002 semester.

Academic Dishonesty:
All work in this course is undertaken with the understanding that academic honesty is the only acceptable behavior for students. Further, it is understood that the Instructor sets the standards of academic honesty in this course, determines when those standards have been violated and determines the consequences of that behavior by the student.

Students are expected to do their coursework by themselves unless it is specifically noted that group work is allowed for a particular item. Violations of this rule are considered cheating and will be penalized.

Cheating is defined as collusion, collaboration, providing assistance, access and use of material intended for Instructors only, viewing of another students' work before or after submission for grading, file sharing, password sharing, fabrication, plagiarism, or copying from the Internet. None of these will be tolerated. Excuses such as "It was an accident" or "I didn't know we couldn't work together" will not relieve the student of penalties. There are no acceptable explanations for any of these behaviors.

For the first offense, a grade of 0 will be issued for the coursework in question. Students then failing to complete all further coursework on their own will receive a score of 0 for the entire related Course Component involved in the second offense.

Students often share a computer at home or in an office with another student or students who is/are also simultaneously enrolled in this course. Sharing a computer is permitted, provided:

Your Instructor is notified, which you will do as part of completing Assignment 0 AND
You work on the shared computer at a different time from the person(s) you are sharing the computer with AND
You do not view the monitor while the other person(s) is/are working on the course AND
You do not at anytime view any printouts or files of the person(s) you are sharing the computer with AND
Your files are placed in separate folders or on separate storage media from the person(s) you are sharing the computer with. If you do not know how to do that, ask your Instructor.

All students in this course are expected to abide by the rules and regulations as set forth in both the DCCCD Student Code of Conduct. Failure to comply may result in legal and/or disciplinary action.

Deadline Extensions for Religious Holidays:

A student shall be granted an extension of any due date or deadline which coincides with the observance of a religious holy day, including travel for that purpose. A "religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. Students must notify the instructor in writing or via E-mail of their intent to claim any extension. This notification must take place within 7 days of the published starting date of the course and must include the date(s) for which an extension is needed. The instructor will respond with an adjusted due date or deadline.
The Family Educational Rights and Privacy Act (FERPA): is a federal law that protects students. Also known as the Buckley Amendment, this law gives students four rights:

1. The right to inspect and review education records.
2. The right to seek the amendment of education records.
3. The right to consent to the disclosure of education records.
4. The right to file a complaint with the FERPA Office in Washington, D.C.

More information about this is available at the DCCCD web site.

Instructor’s Right to Modify: Your Instructor has the right to add to, delete, change or revise segments of this course or syllabus anytime during the course.