

# Operating Systems for ICT

## Instructor Information

**Instructor:** Mark Lawrence



**Email:** Please use Canvas

**Phone:** Canvas preferred

**Office Location:** ECIII Rm 238

**Office Hours:** In-person or virtual office hours by appointment only – Zoom (send a Canvas message to request a meeting.)

## Course Information

**Course Name:** ICT 362 Software Technology II

**Number of Credits:** 3

**Section:** M70, U70

**Semester:** Fall 2020

**Log in URL:** <https://nmsu.instructure.com/> (e.g., Log in to Canvas using your NMSU username and password)

## Course Description

This course provides a brief review of basic programming concepts using Python, an interpreted, object-oriented, high-level programming language, and elaborates on object-oriented programming (OOP), static program analysis, and project planning, development, and testing. The course uses a project-based approach, starting with a simple, basic environment leading to a rich programming environment.

## Course Delivery Method

This course is delivered online (via Canvas) in a guided, weekly format. New assignments will normally be available starting Wednesday with a due date of Tuesday at 11:59 PM. Any deviations from this schedule will be announced at least a week ahead of time using the Canvas announcement system or on the "Weekly Page" within the class section. Exams and some projects will have reduced availability windows.

**Note:** You should be aware that this online course is designed to be more flexible and accessible to people with constraints that make "traditional" education more difficult. However, this does not imply that the course will be easier or lacking in material from an in-class lecture course. To this end, please be aware that a similar allotment of time is expected from you (8-10 hours a week). An entirely online course comes with some difficulties, and you are responsible for taking ownership of your education and ensuring you understand the content.

Please refer to the [Distance Education website](#) for more information.

## Course Goals

At the successful completion of this course, you will be able to:

- Set up and use a rich programming environment for programming with Python.
- Analyze existing static programs.
- Employ effective use of basic programming and basic troubleshooting.
- Employ effective use of Object-Oriented Programming (OOP) and troubleshooting.
- Apply testing and documentation of best practices.
- Prepare to present evidence of acquired skillsets to potential employers.

## Textbooks and Materials

Python Crash Course, 2nd Edition (ISBN-10: 1593279280 ISBN-13: 978-1593279288), Eric Matthes, No Starch Press, 2019

***Book and e-Book are both available.***

## Communication

We will use **Pages**, **Announcements**, **Discussions**, and **Canvas Mail** tools (all tools within Canvas) to communicate in this course. Please read the following for netiquette guidelines and additional information on the different uses of the aforementioned tools.

### Canvas Pages

The place to start each week. I will use Weekly **Pages** to communicate your tasks and assignments for the week. Each Wednesday, I will enable the appropriate weekly Canvas Page which will be accessible via the homepage of this course. The weekly Canvas page will provide you with the summary of your tasks for the week, verbiage on the order in which you are to complete these (if any in particular), links to each of the assignments presented that week, and any hints/tips/specifications needed for the various assignments.

### Announcements

I will use Announcements to send urgent and regular communication to all students in this course (such as changes to assignments, any mistakes found on textbook, assignments, etc. changes in due dates and other important announcements). [How do I view Announcements as a student?](#)

It is a **requirement** in this class that you set your Announcement Notifications for this course to "ASAP" to ensure that you receive announcements right away ([How do I set my Notification Preferences?](#)). It is assumed that you will be aware of the announcement within 24 hours of the post.

## Virtual Office Hours (M.T.)

NMSU's Office 365 subscription includes a product called Teams, an online collaborative system will serve as an alternative contact mechanism. Students may message me via Teams if it is an easier medium. You can access this service: [Microsoft Teams](#) and logging in with your NMSU credentials. Communication can also be established through Zoom – contact me through canvas mail to set up virtual meetings.

## Canvas Discussions

Students are highly encouraged to build a community in the course and collaborate\* on homework and lab assignments. A Canvas **Discussion** will be available for each week; this discussion area will enable students to ask questions, post concerns, etc. [How do I view Discussions as a student?](#)

There are two rules for the discussion board:

1. Do not ask a question straight from an assignment. You are highly encouraged to ask for clarification, further explanation, etc., but asking a question in which the only answer is the graded answer is highly discouraged.
2. Do not give the straight answer to any question in an assignment. It is highly encouraged that you help in guiding your peers in the right direction; you mustn't provide the final answer for an assignment question, especially if this is an answer for a graded assignment.

\* See the **Collaboration Policy** section of this syllabus.

## Netiquette

Netiquette is guidelines to promote appropriate online communication. General Netiquette guidelines are typically applicable to all types of electronic communication, such as Email and online discussions. Please use the following:

1. Please do not email your peers or me as if it was a text message to your friend. Include a meaningful subject line, include a greeting, be as specific as possible about the reason why you are emailing (such as including the actual name of the assignment you are referring to), and send attachments as necessary.
2. Always be courteous and polite to fellow students and me; treat others with dignity and respect. Putdowns, insults, or verbal slamming are never appropriate in an academic environment.
3. Remember that "politeness" is culturally-defined. What is considered polite communication in one culture may be impolite in another. Distance education classes often have people from many cultures, and NMSU, in particular, has students from many cultures. Therefore, sometimes you may inadvertently seem impolite or feel that someone else was doing the same -talk it out instead of assuming the person meant to be rude.
4. Be careful when using sarcasm or sarcastic humor; these frequently depend on either facial expression or tone of voice.
5. Emoticons and acronyms are acceptable to convey emotional intent to avoid misunderstandings. These should refrain from foul language and vulgar images.
6. Threats and cyberbullying are never appropriate and will not be tolerated.

More info on appropriate netiquette: [More on Online Education Rules.](#)

### **Canvas Conversations (Email)**

Canvas email is my preferred method of communication for all individual/private discussions regarding this course. I will check my Canvas inbox Monday-Friday mornings. I will do my best to get back to you within two business days.

On the same lines, I expect you to respond to my (and classmate) emails within two business days.

### **Submission Comments**

Submission comments you may submit will be read and considered only when grading assignments (which may be up to two weeks after due date). Please refrain from using assignment submission comments for urgent/semi-urgent messages. Please use Email for urgent/semi-urgent communication. Also, see the section titled: Instructive Feedback for grading and constructive feedback timeline.

### **Phone Number**

At this time, Canvas is the best communication route.

### **Class Meetings**

I will schedule Live Online Meetings, as needed – or requested. These will be in Zoom and will be announced. If you feel like there is a need for a class live online session, post a request on the discussions. If more than five students are in need and can attend the session, I will host one. Otherwise, I can meet with you on an individual basis.

### **Individual Meetings**

If during the course, you feel like you are struggling with course material or need to talk to me regarding anything else in the course – on an individual basis, I highly encourage you to schedule to meet with me.

If you are in town (or willing to take a trip to Las Cruces), please schedule a time to meet me at the EC III complex.

If you are not in town or are only available between 4 PM and 9 AM, then you are encouraged to schedule an appointment with me for a virtual meeting via Zoom, Microsoft Teams, Skype, or by telephone.

### **Prerequisites**

Successful completion (grade of C- or better) of ICT 352 or pre-approved equivalent.

### **Online Preparation**

NMSU is making higher education more accessible to people who may not be able to pursue their education through traditional means because of distance, time constraints, or family and work responsibilities. You must be aware of what online education may entail.

Plan to spend as much time in this online course as a three-credit classroom lecture course. A classroom lecture course requires 3 hours in-class plus approximately 3-7 hours\* of homework a week. Expect to

spend the same amount of time or more. Although this course is designed to be flexible, it is not self-paced.

\*To the exception of the final project, which might take more hours outside of class/lab preparation.

Please refer to the [Distance Education website](#) for more information.

Please take some time to look at the following topics:

- Is Distance Education the right choice for me?
- Online Learning Readiness Questionnaire
- The 10 Myths About Online Education

## Previous Programming Knowledge

You are to have good understanding and knowledge of the following topics (C, C++, Java, Python, PHP or other high-level programming languages):

- Repetition: for, while and do...while loops
- Decision Making: if, if...else, if...else if constructs as well as switch/case statements.
- Code Reusing: Functions and function calls as well as use of arguments and returned values.

Complex Algorithms, Data Structures, and Object-Oriented Programming (OOP) are not required previous knowledge.

## Required Technical Skills

Taking an online course requires several technical skills as well as other soft skills. However, at a minimum, you will need to meet certain technology responsibilities to complete work for this course. If you have questions about the technical requirements for the course, please contact me immediately.

To begin this course, you must:

1. Read this syllabus carefully and contact me immediately if you have any questions.
2. Have access to a reliable, high-speed Internet connection. In addition to assignment submissions, much of the software used in this course requires you to access it online or download it online.
3. Have access to a working computer for the duration of this course. As stated in the [NMSU catalog](#), ICT students must have access to the following:
  - a. a sound card,
  - b. 12G of RAM minimum,
  - c. a microphone/webcam\*,
  - d. Microsoft Operating System and Office ®.
  - e. \*Microphone and webcam, although encouraged, are optional for this course; students can join meetings by phone.
4. Be Proficient with Microsoft® Office applications.
5. Know how to convert documents to PDF files.

6. Know how to take screenshots of the work done in this course.
7. Be able to conduct research searches on the Internet; see the [NMSU Library](#) and Research [Help for Students](#).
8. Be proficient in the use of a browser and search engine (Canvas technical support recommends the use of Chrome or Mozilla Firefox as browsers); see [Internet Tutorials](#).
9. Be familiar with [Canvas Student Guide](#).
10. Know how to [submit assignments](#) on Canvas.
11. Be able to [send and receive emails](#) and [email attachments](#) on Canvas.
12. Maintain backups of all work you create for this course. I highly suggest that you use OneDrive provided to you in your Microsoft Office 365 student bundle.
13. Know how to download and install the software as well as be able to perform research for help if any technical difficulties arise. See the Software Requirements page referenced in the Canvas Homepage of our course; this page includes a list of software used along with descriptions and accessibility statements.
14. Know how to download and install the software as well as know-how to research for help if any technical difficulties arise. See the Software Requirements page referenced in the Canvas Homepage of our course, this page includes a list of software used along with descriptions and accessibility statements.

## Course Expectations

Students are expected to be responsible for their own learning at the guidance of the instructor and associated materials. Failure to understand course objectives will create difficulty in courses ahead that build on groundwork found in this course.

An online class is best utilized with an active community. To facilitate this objective, students are expected to conduct themselves professionally in all communications. Discussions, emails, and comments should be polite and productive. Students not adhering to this guideline will be dealt with at the discretion of the instructor.

I expect for you to ask for help when needed, but there is a procedure that should be followed when requesting help:

- Ensure you have read the Canvas week page
- Read the material provided for the module
- Consult the discussion board and ensure your question has not been answered already
- Post your question to the relevant discussion board
- Generally, if I answer a question over Email, I will try and post it to the discussion board for others to see
- If your question is personal, please contact me directly

The instructor is expected to provide an effective learning environment for the students. This includes responding to student inquiries or concerns promptly.

## Other Expectations

## ICT 362 Syllabus

I highly suggest that you read the weekly page on the day these are posted and start on your assignments earlier in the week, rather than later. Loosing internet connection, having technical issues, struggling with material (or other last-minute problems) will not be considered for deadline extensions or late penalty waivers.

Reading assignments are to be completed before the rest of the assignments. A chapter quiz will follow the reading; it is expected that you read the chapter by Saturday of each week.

Please refer to the **Grading** section for further information on expectations in this course.

### Course Organization

This course is delivered online (via Canvas) in a guided, weekly format. New assignments will normally be available starting Wednesday with a due date of Tuesday at 11:59 PM. Any deviations from this schedule will be announced at least a week ahead of time using the Canvas announcement system or on the "Weekly Page" within the class section. Exams and some projects will have reduced availability windows.

## Grading Policy

There will be quizzes and lab assignments, as well as a final exam in this course. All assignments are expected to be completed in a manner that would be acceptable in a professional work environment. This manner includes technical content, correct form, grammar, spelling, media, presentation, etc. The following rubrics and tables are tentative, as they may change to work toward students' advantage (never against).

### Grading Algorithm is as follows:

Percent of Final Grade	
Homework & Labs	50%
Project & Portfolio	30%
Quizzes	10%
Discussions	10%

### Grading Algorithm Details:

Type	Qty	Points Each	Total Points	Percent of Final Grade
COVID Safety	1	50	50	
Homework & Lab	9	100	900	
Homework & Labs			950	50%
Discussions	9	30	270	
Discussions			270	10%
Quizzes 1-6	6	100	600	
Quizzes			600	10%
Projects & Portfolio 1-4	4	100	400	
Extra Credit	2	25	50	
Projects & Portfolio			400	30%

### Semester Grading Criteria:

Percentage Grade	Letter Grade*	GPA Points*
90.0-100	A	4.0
80.0-89.9	B	3.0
70.0-79.9	C	2.0
60.0-69.9	D**	1.0



59.9 and below

F\*\*

0

*\*Letter grade and GPA Points defined by NMSU regulations*

*\*\*No D+/-or F+/-grading will be given in this course.*

## Discussions

There will be one graded discussion. Students shall provide background information as requested. Students are not required to respond to fellow students but are highly encouraged to welcome other students to the class.

## Homework & Labs

Homework assignments will not be assigned or graded this semester. Homework will typically be textbook problems, online research, writing assignment, etc. Lab assignments will be assigned per two chapters. Labs will typically be hands-on assignments.

## Quizzes

There will be a quiz for each chapter. These quizzes will come straight from your reading assignment for the week. Unless noted otherwise, quizzes are individual work.

## Final Exam

There will be one timed final exam. This exam may be a combination of a "traditional," "hands-on" or a combination of these. Please be aware that timing on exams is limited and will not give you time to browse the web, your notes or textbook.

Timed exams are individual assignments, obtaining or providing help on exams is completely unacceptable and inappropriate; please refer to the **Collaboration Policy** and the **Academic Integrity** sections of the syllabus (below).

## Instructive Feedback

I (or assigned Student Aide) will grade each assignment and send you constructive feedback within two weeks of the due date. If I cannot provide feedback as planned, I will let you know.

## Late Work

Homework and lab assignments may be submitted up to 48 hours late. Late submissions will have a 20% deduction. No late quizzes, exams or projects will be accepted.

Please note that Canvas does not take seconds into account, so 11:59:01 PM is marked **late** on Canvas. If Canvas marks it late, it will be graded as a late submission. No exceptions.

## Make-up Assignment Policy

Non-Emergencies: You may get deadline accommodations due to a valid\* non-emergency (such as planned trips, health-related issues, temporary change in work schedule, caring for family members, etc.) You should contact me as soon as possible, well **before** the due date. Arrangements can, usually, be made if discussed and arranged before the due date. Only one non-documented arrangement over the

length of this course will be allowed. If it is a documented excuse, please provide a medical/military/other valid\* documented excuse **before** the assignment is due.

**Emergencies:** You may get an extension of the due date due to a valid\* documented **emergency**, you should contact me as soon as possible (send an email or leave a voicemail), and must provide a medical/military/other *valid*\* documented excuse and propose a reasonable deadline for completing work (which, if approved by me, then you must keep).

*\*Validity of document is up to instructor's discretion. Such valid document should excuse you for the extent of the assignment's availability. Assignments are available for at least one week, so, for example, having documented medical excuse for a stomach bug for 3 days that week would, typically, not be a valid excuse if the assignment was available for 7 days. Again, starting your work earlier in the week rather than later will be of benefit to you.*

**NOTE 1:** There will be no make-up assignments or late penalty waivers due to computer/internet failures. When taking a quiz or an exam, I suggest that you have a backup device and have a reliable wired connection. Mobile devices (i.e. tablets and smart phones) and wireless connections are highly discouraged for testing. I also suggest that you submit your assignments well before the 11:59 PM cut off to avoid late penalties due to internet/computer failures.

**NOTE 2:** If a Canvas technical failure was to happen during submission or during an exam or quiz, please take a screenshot of the issue (include the clock on your P.C., if possible), and email me and Canvas Help (see the Getting Other Help section above) the screenshot and a detailed description of the problem and occurrences. This should be done ASAP after the incident.

## **Incomplete Grades**

The grade of "I" may only be assigned if the student is unable to complete the course due to circumstances beyond the student's control that develop after the last day to withdraw from the course.

## **Class Withdrawals**

It is your responsibility to know important dates such as the final day to withdraw from classes. You must officially withdraw from any class that you intend to drop.

## **Collaboration Policy:**

Collaboration from peers and the Internet is encouraged for homework and lab assignments, but you must follow the following rules:

1. Work on as much as you can on your own before meeting with your group/peer. This will ensure you verify what you know, what you need to review, and what you need help with.
2. Do your homework in a group that works to your advantage rather than against you. Working in groups should help you (and allow you to help others) in better understanding the subject better.
3. Only turn in your own work. Even with collaboration, no portion of your work should look the same as anyone else's submissions.
4. Do not share files, soft or hard.
5. Be sure to understand and know how to explain everything that you turn in.

6. Credit others for their contribution to your work. This promotes ethical practice ([Citing your sources](#)).
  - a. If you work in a group or with a tutor, then you must add on your own paper the names of the people you worked with, include first and last name.
  - b. If you found your answer (or part to your answer) online, cite the website (don't just cite "google.com", site the actual page).
  - c. If you used Canvas Discussions forum, cite it ("Sources Consulted: Canvas Discussion Ch 4").

You may list as many sources as needed. You do not need to specify the sources for textbook or notes from class, but you may.

7. Quizzes and exams are to be taken individually. No collaboration allowed for these.
8. Only the team portions of any projects are meant to be with collaboration. If any portions of the project are to be individual submission(s), then no collaboration with peers is allowed.

Failure to meet the rules will constitute in academic dishonesty. If something is not explicitly covered above or need additional clarification on any of these collaboration rules, please contact me before submission.

## Academic Integrity

It is the duty of each student to develop and maintain a high level of personal and professional ethics. With this goal in mind, academic misconduct will not be tolerated and will be handled according to NMSU policy: [NMSU Student Handbook](#)

## Plagiarism

Plagiarism is using another person's work without acknowledgment, making it appear to be one's own. Intentional and unintentional instances of plagiarism are considered instances of academic misconduct and are subject to disciplinary action such as failure on the assignment, failure of the course or dismissal from the university. The NMSU Library has more information and help on how to avoid plagiarism at <http://lib.nmsu.edu/plagiarism/>.

## Academic Misconduct

**Academic and non-academic misconduct:** The Student Code of Conduct defines academic misconduct, non-academic misconduct and the consequences or penalties for each. The [Student Code of Conduct](#) is available in the [NMSU Student Handbook](#) online

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***Academic dishonesty in the course will earn you a grade of zero in the assignment(s) at stake or in the course, depending on the offence and according to instructor's discretion.***

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The **College of Engineering** expects the highest level of integrity from students and takes academic misconduct or dishonesty seriously. Academic misconduct can take many forms, including cheating, plagiarism, or unauthorized possession of exams, lab materials, or other course-related materials.

Suspensions of misconduct will be thoroughly investigated; students found guilty of academic misconduct will be subject to disciplinary action. These penalties may mean failing a class, failing an assignment or result in a suspension from NMSU.

Part of your engineering education includes holding yourself to high ethical standards. We expect this honesty and integrity during your education, and know that you will continue the practice of ethical professionalism when you graduate and move into the world as an Aggie Engineer. All students should be aware that the College of Engineering has a **"two strikes and you are out"** policy regarding academic misconduct – **two documented offenses of academic misconduct on a student's part will result in their immediate suspension from NMSU for a minimum of one year.**

## Technology Requirements

### Computer Hardware & Software

To install the software components, you must have a system where you are able to download and install programs (such as admin rights). The system should also have the following minimum hardware configuration:

Component	Requirement
CPU	Any recent Intel or AMD processor should do
Memory	At least 12 G.B. of RAM (12 G.B. minimum)
Disk Space	At least 24 G.B. of free space (30 G.B. recommended)
Drives	CD-ROM or USB drive
Networking	Network Interface Card

*\*See the Getting Started assignments for instructions on verifying the above minimum requirements on your system. Please note that some labs in the engineering building have the software we'll need already installed, contact me if you'll be working on-campus.*

The minimum required equipment is listed in your catalog: [Information and Communication Technology - Bachelor of Information and Communication Technology](#). If your hardware configuration does not meet the above minimum requirements, please contact me with the details and we will work on a plan for your lab assignments and/or discuss your enrollment in the course.

### Microsoft Office

As an NMSU student, you have access to Microsoft Office 365, this Office suite includes Word, Excel, PowerPoint, OneDrive, and much more. You can access your Office 365 online through [my.nmsu.edu](https://my.nmsu.edu) (log in, click on Email under the LaunchPad) or you can also download Office 365 Pro plus for **free** on up to five computers ([Download Microsoft Office 365](#)).

## Canvas Learning Management System (LMS)

The Canvas LMS at [learn.nmsu.edu](https://learn.nmsu.edu) has links that will test your browser for compatibility with Canvas. Flash video content is used requiring the Flash player to be installed on your computer. It may be downloaded at [Download Adobe Flashplayer](#)

Also, Adobe Reader is required to view PDF files and may be downloaded at [Get Adobe Reader](#).

For a self-paced course on how to use Canvas as a student, go to [Canvas Student Tour](#). The Canvas Student Tour is composed of a series of short videos (total viewing time for all videos is ~ 35 minutes). For Canvas LMS Privacy Policy, go to [Canvas Privacy Policy](#).

## Adobe Connect

You will also be using Adobe Connect to view any class lectures or live online review sessions. This program will automatically connect when you click on the lecture link (links to be provided as needed). If the program states that an add-in is required, let the system add it. Adobe's privacy policy for Reader, Flashplayer and Connect may be found at [Adobe Connect Privacy Policy for Reader](#).

## YouTube

Although most of the learning will be done by our reading, homework, and lab assignments, we will be watching some videos on YouTube (some as supplement, some required). If you have a hearing impairment, please contact me ASAP and I will ensure to provide you transcripts for any required YouTube videos.

## Windows 10

Windows 10 is designed to provide a familiar and productive experience across a range of innovative devices, including laptops, desktops, tablets, and phones. It helps you to manage your devices, apps, and identities in a way that scales up or down with your needs. As an NMSU student, you have access to academic software discounts and free software. Windows 10 is **free** for you to download from your Dreamspark/Imagine account (information to be provided in "Creating Your Virtual Environment" lab).

## Web Browsers

Use the following browsers in Canvas. Please remember to update the web browser you are using to access Canvas. Internet Explorer is not recommended for use with Canvas at this time.

- [Firefox](#)
- [Chrome](#)
- [Safari](#)

Canvas does not fully support mobile devices; while there is a free Canvas mobile app available through the iTunes store, a lot of functionality is unavailable when using a mobile phone. When you take this course, it is assumed you have access to a computer or laptop for full access to functionality in this course.

Also, see Hardware and Software Requirements in the canvas course module.

## Student Support

## Discrimination and Disability Accommodation

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Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA) covers issues relating to disability and accommodations. If a student has questions or needs an accommodation in the classroom (all medical information is treated confidentially), contact:

Jesse Haas, Director  
Student Accessibility Services (SAS)  
Corbett Center Student Union, Rm. 208  
Phone: (575) 646-6840  
Email: [sas@nmsu.edu](mailto:sas@nmsu.edu)  
Website: <http://sas.nmsu.edu/>

New Mexico State University, in compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, does not discriminate on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex (including pregnancy), sexual orientation, spousal affiliation, or protected veteran status in its programs and activities, including employment, admissions, and educational programs and activities. Inquiries may be directed to:

Laura Castille, Executive Director  
Title IX and Section 504 Coordinator  
Office of Institutional Equity  
P.O. Box 30001, E. 1130 University Avenue  
Las Cruces, NM 88003  
575.646.3635; 575-646-7802 (TTY)  
[equity@nmsu.edu](mailto:equity@nmsu.edu).

Title IX prohibits sex harassment, sexual assault, intimate partner violence, stalking, and retaliation. For more information on discrimination or Title IX, or to file a complaint contact:

Laura Castille, Executive Director, and Title IX Coordinator  
Office of Institutional Equity (OIE)  
O'Loughlin House, 1130 University Avenue  
Phone: (575) 646-3635 E-mail: [equity@nmsu.edu](mailto:equity@nmsu.edu)  
Website: <http://equity.nmsu.edu/>

### Other NMSU Resources:

NMSU Police Department:	(575) 646-3311	<a href="http://www.nmsupolice.com">www.nmsupolice.com</a>
NMSU Police Victim Services:	(575) 646-3424	
NMSU Counseling Center:	(575) 646-2731	
NMSU Dean of Students:	(575) 646-1722	
For Any On-campus Emergencies:	911	

### Academic Learner Services Support

NMSU provides students with academic resources such as tutoring, final exam schedules, library and research, and transcript information on the [NMSU Current Student](#) webpage.

### Student Support Services

Find information and support on advising, registration, and financial aid on [NMSU Current Student](#) webpage. You will also find links to the academic calendar, Student Affairs, the student handbook, and Student technologies on this page.

[Aggie One-Stop](#) is student service center designed to help both undergraduate and graduate students manage the business of going to college, as well as resources to connect with university departments. Information and answers about admissions, financial aid, registration, bill payment and student records, advising, housing, parking, and health & wellness can all be found in a single location.

Website: <http://onestop.nmsu.edu>

Phone: 575-646-NMSU (575-646-6678)

Email: [onestop@nmsu.edu](mailto:onestop@nmsu.edu)

### Technical Support

The ICT Customer Service Center is equipped to deal with all of your information technology (I.T.) and telecommunications needs at NMSU. The ICT Customer Service Center hours of operation are from 8:00 AM until 5:00 PM Monday through Friday Mountain Time. Please feel free to contact them at 646-1840 or via email at [helpdesk@nmsu.edu](mailto:helpdesk@nmsu.edu).

You can also go to the [Student Technology Help](#) web page and [Student Resources](#) located at the [Canvas](#) web page for additional information on Canvas.

### Accessibility of eLearning Tools

This course uses several software programs and technologies. Please read the following for more information about their accessibility.

**Note:** A Voluntary Product Accessibility Template (VPAT) is a standardized form developed by the Information Technology Industry Council to show how a software product meets key regulations of Section 508 of the Rehabilitation Act

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- [Canvas Accessibility](#) Standards and help.
  - Canvas-compatible Screen Readers: [VoiceOver](#) (Mac), [JAWS](#) (P.C.)
- [Adobe Products Accessibility](#) for Adobe Connect 9, Adobe Acrobat, and more.
- [Apple Products VPATs](#) and [Accessibility features](#) for Safari Web Browser, Mac OS X, and more.
- [Microsoft Products: Section 508](#) and [Microsoft Accessibility](#) for Office, Skype, and more.
- [Google VPATs](#) and [Accessibility Products and Features](#) for Google Earth, Chrome Web Browser, Google Docs, and more.
- [Firefox Web Browser: Section 508](#) (version 3.5 and up)
- [Zoom](#)
- [Django Community Diversity Statement](#)
- [Microsoft Visual Studio Code Accessibility Statement.](#)
- Pygame – No accessibility statement found
- Python – No accessibility statement found
- Sublime Text – No accessibility statement found

## Privacy Policies

We take protecting and honoring your privacy very seriously at NMSU. Please note that several software and technology materials are used in the course. Their privacy policies are noted below.

- [Canvas Privacy Policy](#)
- [Adobe Privacy Policy](#)
- [FireFox Privacy Policy](#)
- [Google Product Privacy Guide](#) (e.g., Chrome, Google Drive, YouTube)
- [Microsoft Privacy Policy](#)
- [Apple Privacy Policy for software and devices](#)
- [Zoom](#)

## Course Schedule

See Canvas Home page for this course.

## Syllabus Modifications Statement

The instructor has the ability to modify this syllabus at any time during the course. Students will be notified regarding such changes, and a new revision will be posted to the appropriate location within Canvas.