**CLASS ASSIGNMENTS**

Canvas, Weber’s Online Classroom will be used to access resources and submit course work. WSU Canvas can be accessed at [http://canvas.weber.edu](http://canvas.weber.edu) Also, use Canvas email to communicate with your instructor.

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### WEB 1700 COURSE SCHEDULE – Spring 2016

**Intro to Microcomputer Applications** Rv. 8/26/16

<table>
<thead>
<tr>
<th>Date of Class</th>
<th>Content Covered</th>
<th>Homework Assignments</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 31-Sep 1</td>
<td><strong>CONTENT &amp; FILE MNGMT-B.1</strong> Platforms, PSR, Snip, Cloud Purchasing, File Management, Terminology <strong>INTERNET IDENTITY-B.2</strong></td>
<td>CID 1 – Platforms &amp; File Management (ICA/DIY) CID2 – Terminology (DIY)</td>
<td>Sep 7-8</td>
</tr>
<tr>
<td>Sep 7-8</td>
<td>Google, Searching, LinkedIn, <strong>DEVICE MNGMT &amp; SECURITY-B.3</strong></td>
<td>CID3 – LinkedIn (ICA/DIY) CID4 – Security &amp; Scams (DIY)</td>
<td>Sep 14-15</td>
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<tr>
<td>Sep 14-15</td>
<td><strong>C I D  Ch i t e s t e r E x a m</strong></td>
<td><strong>I n C l a s s</strong></td>
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<tr>
<td>Sep 21-22</td>
<td><strong>DOCUMENT CREATION-A.3</strong> Formatting, Tables, Bullets, Word Art, Graphics, Section Breaks Hyperlinks</td>
<td>DOC1 – Newsletter A (ICA) DOC2 – Newsletter B (DIY)</td>
<td>Sep 28-29</td>
</tr>
<tr>
<td>Oct 19-20</td>
<td><strong>D O C  P r o d u c t i o n  E x a m</strong></td>
<td><strong>I n C l a s s</strong></td>
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<tr>
<td>Oct 26-27</td>
<td><strong>DATA MANIPULATION-C.1, C2</strong> Create, Format, Themes, Styles, Merger, Formulas</td>
<td>DVP1 – Garage Sales (ICA) DVP2 – Budget (DIY)</td>
<td>Oct 26-27</td>
</tr>
<tr>
<td>Nov 2-3</td>
<td><strong>DATA MANIPULATION-C.1, C2</strong> Functions, Charts, Cell References, PMT Function, Name Cells,</td>
<td>DVP3 – Univ. Costs (DIY) DVP4 – Loan PMT (ICA/DIY) Assign Groups for DVP 5</td>
<td>Nov 2-3</td>
</tr>
<tr>
<td>Nov 16-17</td>
<td>Excel &amp; PPT Review</td>
<td>DVP7–DVP Practice Test</td>
<td>Nov 16-17</td>
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<tr>
<td>Nov 23-24</td>
<td>Thanksgiving Break - No Class</td>
<td><strong>N o C l a s s</strong></td>
<td></td>
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<tr>
<td>Nov 30-Dec 1</td>
<td><strong>D V P  (E X C E L  &amp;  P P T)  P R O D U C T I O N  E X A M</strong></td>
<td><strong>I n C l a s s</strong></td>
<td></td>
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<tr>
<td>Dec 7-8</td>
<td><strong>C O M P R E H E N S I V E  R E V I E W  ( D I Y ) — O P E N  L A B</strong></td>
<td><strong>I n C l a s s</strong></td>
<td></td>
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<tr>
<td>Dec 14-15</td>
<td><strong>C O M P R E H E N S I V E  F I N A L</strong> (GRADES DUE DEC 20)</td>
<td><strong>I n C l a s s</strong></td>
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</tbody>
</table>

*ICA = In-Class Activity; DIY = Do It Yourself; ICA/DIY = Part in-class, part on your own.*

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### WEB 1700 SYLLABUS

**FALL 2016**

Wed. (CRN-24456), 4:30–7:00

Thurs. (CRN-24457), 5:30–8:00

**INSTRUCTOR:** LINDA GREENWOOD

Primary Email: Weber Online (Canvas)

lgreenwood@weber.edu

Secondary Email: lgreenwood@dsdmail.net

Phone: 801.544.5447

**REQUIRED SUPPLIES:** Flash (jump) drive and Cloud Account (Office 365).

**RECOMMEND RESOURCES**

There is **NOT a required textbook** for this course. HOWEVER, if you tend to struggle with computers and technology the following textbook is an excellent resource for the course.


The following Online sites are recommended for student use in the course:

**MAC USERS**

MICROSOFT OFFICE TRAINING MATERIALS FOR MAC


Microsoft Office 2011 for Mac: Visual QuickStart Guide


**PC USERS**

MICROSOFT OFFICE TRAINING MATERIALS FOR PC

[http://www.gcflearnfree.org/office](http://www.gcflearnfree.org/office)

Microsoft Office 2013: Visual QuickStart Guide


**GRADING**

Grading will be according to the standards established for lab classes at WSU in the WEB Department AND assigned according to the following percentages:

- Homework Assignments 45%
- Unit Exams 45%
- Final Project 10%

100 - 95 = A
86 - 83 = B
76 - 73 = C
66 - 63 = D

94 - 90 = A-
82 - 80 = B-
72 - 70 = C-
62 - 60 = D-

89 - 87 = B+
79 - 77 = C+
69 - 67 = D+
59 - 0 = E
WEB LAB/CLASSROOM POLICIES

1. Students should expect to spend about six hours a week outside of class in addition to the three structured hours in class for this course.

2. If any lectures are missed, the student’s responsibility is to make up the missed work.

3. Any homework handed in late will result in a 20-point grade reduction. Any homework submitted after the unit tests will receive a “0” (zero).

4. Any test taken late will result in a 20-point grade reduction. All late tests must be taken within one week of testing date.

5. Computers are to be used for academic purposes only. Students may be asked to leave the room if they are using the computers for some other purpose.

6. No bonus/extra credit assignments will be given.

7. No food or drink is allowed in any WEB computer classroom or lab.

8. Copyrighted material is NOT to be reproduced or downloaded from the Internet without permission of the author.

9. Students are expected to complete their own work. Shared work receives a shared grade of “0” (zero). If you are caught cheating in this course, you will be subject to academic discipline including the imposition of University sanctions. A description of cheating and possible sanctions is found in the WSU Student Code available on the WSU home page and at the office of the Vice President for Student Services and the WSUSA Office.

10. WSU is an educational institution, dedicated to providing a positive learning environment where all students’ rights are respected. Students are expected to act professionally and to respect fellow students. If a situation arises making you feel uncomfortable, discuss it immediately with an instructor.

11. By enrolling at WSU students agree to maintain certain standards which, if violated, will result in loss of computer privileges. According to the WSU student code, students agree to avoid unethical, wasteful, and/or inappropriate use of any computer. In addition, students agree not to interfere with the productivity of other users and therefore will avoid disorderly, lewd, indecent, defamatory, or obscene conduct or expression. http://documents.weber.edu/ppm/6-22.htm

12. Any student requiring accommodations or services due to a disability must contact Services for Students with Disabilities (SSD) in Room 181 of the Student Service Center. SSD can also arrange to provide course materials in alternative formats if necessary. Among the services available by this department is test anxiety counseling.

13. The last day to withdraw from this class and from school is the end of the ninth week, November 4. If you would like to withdraw, do so by this date.

14. Cell phones, pagers, or other personal communication devices are to be turned off or placed in silent or vibrate mode during class lecture and lab time. Students using these devices should leave the lab or class prior to using the device. These devices are not to be used during testing.

COURSE FEES

Course Fees for the WEB/UX major are designed to cover the costs of lab equipment maintenance and replacement including desktop and server computer systems and software; consumable materials and supplies; and support for lab aides, student tutors, and online instructional resources.

LEARNING OUTCOMES

A. Document Creation (DOC)
   A.1. Prepare a Research Paper
       Students will use current software to produce correctly formatted research papers with an accepted academic reference format such as MLA or APA.
   A.2. Prepare Employment Documents
       Students will use current software/technology to produce effective employment documents such as a resume and a cover letter.
   A.3. Document Collaboration
       Students will be able to use multiple collaboration mediums to effectively share, communicate, and collaborate with their peers.

B. Content, Internet Identity, and Device Management (CID)
   B.1. Content and File Management
       Students will use current software/technology to manage content on local devices and in the cloud.
   B.2. Internet Identity Management
       Students will manage their web identity and presence according to e-safety, security, and privacy best practices and standards.
   B.3. Device Management and Security
       Students will manipulate multiple computing platforms and troubleshoot problems when they arise. Students will protect local devices from security threats including viruses, malware, and adware using current best practices and technologies.

C. Data Manipulation, Visualization, and Presentation (DVP)
   C.1. Data Manipulation
       Students will manipulate and analyze data using various software applications and basic programming.
   C.2. Data Visualization
       Students will organize data using various graphical methods such as charts and infographics to appropriately convey information.
   C.3. Data Presentation
       Students will create an effective, well-designed presentation using current technologies.

LAB SCHEDULE

http://www.weber.edu/WEB