# Intro to Microcomputer Applications WEB 1700

**Fall 2016**

**Tuesday 5:45-8:00 pm Davis Campus RM 315**
**Thursday 5:45-8:00 pm Ogden Campus RM 318**

**WEB Lab Elizabeth Hall RM 311**

**Instructor: Jenn Morgan**

**Phone: 801.589.5424 or email: jmorgan@dsdmail.net**

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| Aug 30 | Sept 1 | **Introduction – Canvas, Office 365 & One Drive**  
In Class/DIY **CID1 - PLATFORMS, DEVICES & FILE MGMT**  
*DIY **CID2 - TERMINOLOGY** | Sept 5 | Sept 7  
Sept 5 |Oct 3 |
| Sept 6 | Sept 8 | **DIY CID3 - COMPUTER SECURITY & SCAMS**  
**DIY – DOC1 NEWSLETTER** | Sept 12 | Sept 14 |
| Sept 13 | Sept 15 | **In Class/DIY **CID4 - ONLINE PROFESSIONAL PRESENCE**  
**In Class/DIY – DOC2 RESUME**  
*In Class/DIY – DOC3 APPLICATION LETTER** | Sept 19 | Sept 21 |
| Sept 20 | Sept 22 | **In Class Activity – Report**  
*DIY – DOC4 ENHANCING DOCUMENT REPORT** | Sept 26 | Sept 28 |
| Sept 27 | Sept 29 | **Open Lab – DOC5 REPORT TERMINOLOGY** | Oct 3 | Oct 5 |
| Oct 4 | Oct 6 | **CID Chi tester Exam**  
To prepare review terminology from CID 2,3 Doc 1, & Doc 5  
**DOC Production Exam**  
Doc 4 & Doc 5 assignments will prepare you for this exam | Oct 4 | Oct 6 |
| Oct 11 | Oct 13 | **In Class Activity**  
**DIY – DVP6 EXPRESSING IDENTITY** | Oct 17 | Oct 19 |
| Oct 18 | Oct 20 | **In Class Activity**  
**DIY – DVP2 BUDGET**  
**DIY – DVP3 GARAGE SALE** | Oct 24 | Oct 26 |
| Oct 25 | Oct 27 | **In Class Activity – DVP3 LOAN PAYMENT**  
**DIY – DVP4 UNIVERSITY** | Oct 31 | Nov 2 |
| Nov 1 | Nov 3 | **In Class Activity**  
*DIY – DVP7 PUTTING IT ALL TOGETHER** | Nov 7 | Nov 9 |
| Nov 8 | Nov 10 | **Open Lab – DVP8 EXCEL & POWERPOINT REVIEW**  
No lecture/Attendance optional | Nov 14 | Nov 16 |
| Nov 15 | Nov 17 | **Discuss Final**  
**DVP Production Exam (1hour)** | Nov 15 | Nov 17 |
| Nov 22 | Nov 24 | **Thanksgiving Break (NO CLASS)** | | |
| Nov 29 | Dec 1 | **Final Exam – TBD** | Nov 29 | Dec 1 |

*These assignments will prepare you for the exams*

**DIY- Do It Yourself**  
*In Class – Will be done together in class as lecture or activity*

**DIY/In Class – Indicates that some of the assignment will be completed in class and other parts you will do yourself**

**ALL HOMEWORK IS DUE ON THE DATE INDICATED. LATE WORK WILL ONLY BE ACCEPTED WITH INSTRUCTORS PRIOR APPROVAL AND MUST BE TURNED IN BEFORE THE EXAM FOR THAT SECTION.**