Grades will be assigned according to the following percentages:

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

**CLASS ASSIGNMENTS**

To access Canvas, go to [http://canvas.weber.edu](http://canvas.weber.edu) Use this site to communicate with your instructor and to submit all assignments for the course.

- Instructor’s E-mail address: dpollard@weber.edu
- EMERGENCY e-mail: dpollard@wsd.net

**REQUIRED TEXT AND SUPPLIES**

There is not a required textbook for this course. The following Internet sites are recommended for student use in the course:

**MAC USERS**

Recommended resources:
- **TRAINING MATERIALS FOR MAC USERS**
- Microsoft Office 2011 for Mac: Visual QuickStart Guide

**PC USERS**

Recommended resources:
- **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 NTM Department.

- 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

Units are weighted as follows:

- Document Creation: 30%
- Content, Internet Identity, and Device Management: 30%
- Data Manipulation, Visualization, and Presentation: 30%
- Final Project / Final Exam: 15%

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**INTRODUCTION TO COURSE**

**1 WINDOWS + MAC + OFFICE 2013 SOFTWARE + COURSE INFORMATION**

**C.I.D. FILE MANAGEMENT**

Labor Day

**HOLIDAY-NO CLASS**

**C.I.D. COMPUTER SECURITY**

**INTRODUCTION TO WORD**

**FORMATTING DOCUMENTS PART 1**

**WORD DAY #2**

**FORMATTING DOCUMENTS PART 3**

**WORD DAY #4**

**OY0-Assignment Completion & Submission**

**FALL BREAK**

**FALL BREAK**

**REVIEW OF CONCEPTS**

**ONE DAY ONLY - DURING REGULAR CLASS TIME - EH 313**

**C.I.D. - LinkedIN**

**C.I.D. COMPUTER SECURITY**

**WORD DAY #1**

**WRITING THE NEWS LETTER - PART #1 & PART #2**

**WORD DAY #3**

**FORMATTING DOCUMENTS PART 2**

**WORD DAY #4**

**FORMATTING DOCUMENTS PART 4**

**WORD DAY #5**

**ONE DAY ONLY - DURING REGULAR CLASS TIME - EH 313**

**EXCEL EXAM REVIEW**

**DVP PRODUCTION EXAM**

**ONE DAY ONLY - NO LATE FINAL EXAMS - EH 313**

**FINAL EXAM**

- #1: 4:30-6:30 pm
- #2: 7:00-9:00 pm

**MONDAY**

1 31-Aug
- SOFTWARE + COURSE INFORMATION
2 7-Sep
- HOLIDAY-NO CLASS
3 14-Sep
- C.I.D. COMPUTER SECURITY
4 21-Sep
- INTRODUCTION TO WORD
5 28-Sep
- FORMATTING DOCUMENTS PART 1
6 5-Oct
- FORMATTING DOCUMENTS PART 3
7 12-Oct
- FALL BREAK
8 19-Oct
- WORD EXAM REVIEW
9 26-Oct
- INTRO TO POWERPOINT & DVP
10 2-Nov
- POWERPOINT #2
11 9-Nov
- INTRODUCTION TO EXCEL
12 16-Nov
- EXCEL DAY #2
13 23-Nov
- EXCEL DAY #4
14 30-Nov
- REVIEW OF CONCEPTS
15 7-Dec
- Final Exam Review

**WEDNESDAY**

1 2-Sep
- C.I.D. FILE MANAGEMENT
2 9-Sep
- LinkedIN PROFILE CREATION & EDITING
3 16-Sep
- C.I.D. - LinkedIN
4 23-Sep
- WORD DAY #1
5 30-Sep
- WORD DAY #3
6 7-Oct
- WORD DAY #4
7 14-Oct
- WORD DAY #5
8 21-Oct
- WORD PRODUCTION EXAM
9 28-Oct
- POWERPOINT #1
10 4-Nov
- DYNAMIC DUOS - COLLABORATION
11 11-Nov
- EXCEL DAY #1
12 18-Nov
- EXCEL DAY #3
13 25-Nov
- EXCEL DAY #5
14 2-Dec
- EXCEL DAY #6
15 9-Dec
- FINAL EXAM
**NTM 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 15-point grade reduction.**

4. **NO LATE HOMEWORK WILL BE ACCEPTED.**
   - All homework is due on test day at start of class.
   - It is the student’s responsibility to properly submit assignments on WebCT with the corresponding assignment attachment. One assignment per section can be returned to student without penalty if requested prior to the due date/time.

5. Any test taken late will result in a 20-point grade reduction.

6. All late tests must be taken within one week of testing date.

7. 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.

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

9. No food or drink is allowed in any TBE computer classroom or lab.

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

11. 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.

12. Students who do not attend the first two class periods or do not attend at least 5 percent of the classes during the semester may be dropped by the instructor.

13. Any homework handed in late will result in a 20-point grade reduction.

14. The last day to withdraw from this class and from school is the end of the ninth week, [insert date]. If you would like to withdraw, do so by this date.

15. 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.

**LAB SCHEDULE**  [http://www.weber.edu/ntm](http://www.weber.edu/ntm)

**LEARNING OUTCOMES**

A. **Document Creation**
   - **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**
   - **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 manage and analyze data using various software applications and basic programming.

C. **Data Manipulation, Visualization, and Presentation**
   - **C.1. Data Manipulation**
     Students will manage and analyze data using various software applications and basic programming.
   - **C.2. Data Visualization**
     Students will create effective, well-designed presentation using current technologies.

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