

# NTM 1703 WSU Spr 15 32535

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## NTM 1703 (C)

# Data Manipulation Visualization Presentation

Welcome to the Network Technology and Business Multimedia (NTM) Data Manipulation, Visualization, and Presentation course. This course works similar to an online class so no scheduled class sessions are held. Each assignment will take you 1-2 hours to complete. You will need access to current Microsoft Office software (for a PC 2013, for a Mac 2011 or Office 365 for either). This course will cover both Excel and PowerPoint. You may use a pc, a mac, your ipad, or portable device as long as it is the current Office software that you have. You will also use Google spreadsheets. The exam is on current Microsoft software.

If you have questions, you should send a message in this Canvas system. You can post a discussion that your classmates can see (and maybe know the answer and will respond) OR you can send a message to me or to the TA for this course.

Be sure to complete the assignments and exams on or before the deadlines listed to ensure full credit for your work. All late work has a 10 point penalty.

You may have noticed, when you signed up for this course that the class runs from the beginning of the semester until May BUT **notice the deadline for the first assignment is Sunday - THIS Sunday and the exam is scheduled to be completed on or before February 27.** What does this mean? It means you should get the coursework for this course out of the way at the beginning of the semester. Unless this is your first semester, you remember how hectic the end of the semester is? You will have papers due and exams to prepare for. Perhaps the content in this course will be something you can actually use in other courses!

In this course, you will learn how to analyze data and present information.

## Learning Outcomes

### C. Data Manipulation, Visualization, and Presentation

#### 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.

## Instructor

Laura Anderson

Best way to contact me: using this Canvas system, People OR email me: [lsanderson@weber.edu](mailto:lsanderson@weber.edu). Be sure to include NTM 1703 in the subject line so I can be prepared to answer your questions. Office hours by appointment (we can meet online).

## Supplies

### Storage

You will need your own storage device, which can be your cloud account, to use as you work through the course. You may use our computers in Elizabeth Hall 311 for your work or any computer with Microsoft Office 2013, or Microsoft Office 2011 for the Mac.

## Textbooks & Resources

There is not a textbook for this course. There are teaching videos to accompany some of the lessons but you will also use online resources.

The following Internet sites and resources from Safari Books online can be used for a reference for the course:

### MAC USERS

#### Training Materials:

<http://office.microsoft.com/en-us/mac-word-help/word-for-mac-2011-training-HA103525723.aspx> (Links to an external site.)

#### Microsoft Office 2011 for Mac: Visual QuickStart Guide

<http://hal.weber.edu:2200/login?url=http://proquest.safaribooksonline.com> (Links to an external site.)

### PC USERS

Recommended resources:

#### Microsoft Office for PC:

<http://www.gcflearnfree.org/office> (Links to an external site.)

#### Microsoft Office 2013: Visual QuickStart Guide

<http://hal.weber.edu:2200/login?url=http://proquest.safaribooksonline.com> (Links to an external site.)

## Assignments and Tests

All assignments are submitted through Canvas There is one exam, referred to as production exam. The assignments are worth 50% of the grade. The exam is worth 50% of the grade.

## Grading

Grading will be according to the standards established for lab classes at WSU in the NTM Department as follows:

100 - 95 = A	94 - 90 = A-	
89 - 87 = B+	86 - 83 = B	82 - 80 = B-
79 - 77 = C+	76 - 73 = C	72 - 70 = C-
69 - 67 = D+	66 - 63 = D	62 - 60 = D-
59 - 0 = E	> 59 = F	

In order to receive Computer Information Literacy credit for this course, you need a grade of C or better.

## Due Dates

All assignments and each test must be completed by the dates provided. ***Assignments can always be turned in early and tests can be taken early.***

Any homework handed in late or tests taken late will result in a loss of 10 percent of the possible points for that homework or for that test.

## **NTM Lab/Course Policies**

1. Do your own work. Anyone who is caught cheating will receive a failing grade.
2. Use the Canvas message system to communicate with me. It is available through the link on top that says, "InBox". I am not on my computer every day but will answer your questions as soon as possible. There is also a teaching assistant who will communicate with you and that person can also answer questions you have.
3. 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. For more information about the SSD contact them at 801-626-6413, [ssd@weber.edu](mailto:ssd@weber.edu), or [departments.weber.edu/ssd](http://departments.weber.edu/ssd).
4. The last day to withdraw from this class and from school is the end of the seventh week. If you would like to withdraw, do so by this date.
5. Cell phones, pagers, or other personal communication devices are to be turned off or placed in silent or vibrate mode during 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.

## **Ethical Conduct**

Any form of academic dishonesty (cheating, plagiarism, etc.) will not be tolerated. Proof of academic dishonesty will result in a failing grade (E) for the course. The following is an explanation of cheating as stated in the student code.

- Cheating, which includes but is not limited to:
- Plagiarism, which is the unacknowledged (uncited) use of any other person's or group's ideas or work. This includes purchased or borrowed papers;
- Collusion, which is the unauthorized collaboration with another person in preparing work offered for credit;
- Falsification, which is the intentional and unauthorized altering or inventing of any information or citation in an academic exercise, activity, or record-keeping process;
- Giving, selling, or receiving unauthorized course or test information;
- Using any unauthorized resource or aid in the preparation or completion of any course work, exercise, or activity;
- Infringing on the copyright law of the United States which prohibits the making of reproductions of copyrighted material except under certain specified conditions.
- Copying from another student's test;
- Using materials during a test not authorized by the person giving the test;
- Collaborating with any other person during a test without authorization;
- Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of any test without authorization of the appropriate University official
- Bribing any other person to obtain any test;
- Soliciting or receiving unauthorized information about any test;
- Substituting for another student or permitting any other person to substitute for oneself to take a test.

## **Testing**

The exam will be taken in the NTM Department Lab - Elizabeth Hall, room 311. Stick with the software you are used to. Don't test on a pc if you have been working on a mac. Don't test on a mac if you have been working on a pc.

## Getting Started

Go to Canvas and click on the Modules link. You will see under each module a list of resources for each chapter.

## Help!

If you have questions about the class material, ask--you can send a message to the instructor, the TA, other students.

If you have technical trouble, the university provides 24-hour tech support for students, faculty, and staff. You can contact tech support either online (from the main university website <http://www.weber.edu>). Notice **IT chat** beneath the log-in section or you can call online: 801-626-7777.

Date	Details
Sun Jan 18, 2015	<a href="#">DVP1</a>
Sun Jan 25, 2015	<a href="#">DVP2</a>
Thu Jan 29, 2015	<a href="#">DVP3</a>
Sun Feb 1, 2015	<a href="#">DVP4</a>
Thu Feb 5, 2015	<a href="#">DVP5</a>
Sun Feb 8, 2015	<a href="#">DVP6</a>
Fri Feb 13, 2015	<a href="#">DVP7</a>
Sun Feb 15, 2015	<a href="#">DVP8</a>
Fri Feb 20, 2015	<a href="#">DVP9</a>
Fri Feb 27, 2015	<a href="#">DVP PRODUCTION EXAM</a>