Spring 2017  
Tuesday 5:45-8:00 pm Davis Campus RM  
WEB Lab Elizabeth Hall RM 311  
Instructor: Jenn Morgan  

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

<table>
<thead>
<tr>
<th>Tues</th>
<th>Activity &amp; Assignment</th>
<th>Due Date Tues</th>
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</table>
| Jan 10     | Introduction – Canvas & OneNote Class Notebook  
In Class/DIY CID1 - PLATFORMS, DEVICES & FILE MGMT  
*DIY CID2 - TERMINOLOGY | Feb 6         |
| Jan 17     | In class Activity  
Office 365 ACCOUNT MUST BE WORKING BY CLASS TIME  
DIY CID3 - COMPUTER SECURITY & SCAMS  
DIY – DOC1 NEWSLETTER | Feb 6         |
| Jan 24     | Conference (NO CLASS)                                                                  |               |
| Jan 31     | In Class/DIY CID4 - ONLINE PROFESSIONAL PRESENCE  
In Class/DIY – DOC2 RESUME  
*In Class/DIY – DOC3 APPLICATION LETTER | Feb 6         |
| Feb 7      | In Class Activity – Report  
*DIY – DOC4 ENHANCING DOCUMENT REPORT | Feb 13        |
| Feb 14     | *Open Lab – DOC5 REPORT TERMINOLOGY                                                   | Feb 20        |
| Feb 21     | 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 | Feb 21        |
| Feb 28     | In Class Activity  
DIY – DVP6 EXPRESSING IDENTITY  
DIY – DVP2 BUDGET  
DIY – DVP3 GARAGE SALE | Mar 13        |
| Mar 6      | Spring Break (NO CLASS)                                                                |               |
| Mar 14     | *In Class Activity – DVP3 LOAN PAYMENT  
DIY – DVP4 UNIVERSITY | Mar 20        |
| Mar 21     | Conference (NO CLASS)                                                                  | Mar 27        |
| Mar 28     | In Class Activity  
*DIY – DVP7 PUTTING IT ALL TOGETHER                                                   | Apr 6         |
<p>| Apr 7      | *Open Lab – DVP8 EXCEL &amp; POWERPOINT REVIEW                                              | Apr 13        |</p>
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<tr>
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<tr>
<td>Apr 14</td>
<td>Discuss Final DVP Production Exam (1 hour)</td>
<td>Apr 14</td>
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<tr>
<td>Apr 21</td>
<td>Final Exam – TBD</td>
<td>Apr 21</td>
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*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.**