Course Syllabus

Edit

Instructor

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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 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

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.

Supplies

Software Requirements

The course is taught using current technology such as Google docs, and Microsoft Office 2016 for either PC or Mac, and cloud computing. You will learn how to stay secure online, create a research paper, a resume and cover letter for employment, and how to analyze and present data. Both PCs and Macs are available for testing.

Storage

You will need your own storage device to save work on.

Computer

You need a computer. Bring it to class every day. You may check out a laptop from many of the computer labs on campus.

Course Fees

Course fees 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.

Textbooks & Resources

There is not a textbook for this course. The following Internet sites and resources from Safari Books online can be used for a reference for the course:

Microsoft website: https://support.office.com/en-us/article/Office-Training-Center-b8f02f81-ec85-4493-a39b-4c48e6bc4bfb

The nonprofit organization, GCF Learn Free also provides training materials: http://www.gcflearnfree.org/office

and thousands of other sites online that you will find yourself.

Assignment and Tests

All assignments will be submitted through Canvas. There are three unit exams for this course. The exams will be available in Elizabeth Hall, room 311, the Computer Literacy Center. Check for hours.

Grading

Grading will be according to the standards established for lab classes at WSU in the School of Computing, Web program 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

Grades are based on the following proportions:

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

Units are weighted as follows:

- Document Creation 30%
- Content, Internet Identity, and Device Management 30%
- Data Manipulation, Visualization, and Presentation 30%
- Final Project 10%

Web 1700 Course Policies

1. Students should expect to spend some time working on assignments outside of class. Time will vary week to week.
2. 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).
3. Any test taken late will result in a 20-point grade reduction. All late tests must be taken within one week of scheduled testing date.
4. When in the lab, and in class, 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.
5. No food or drink is allowed in any School of Computing computer classroom or lab.
6. Copyrighted material is NOT to be reproduced or downloaded from the Internet without permission of the author.
7. 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.

8. 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

9. 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, or departments.weber.edu/ssd.

10. 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.

11. 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 obviously not to be used during testing.

Ethical Conduct

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.

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.

Assignments Summary:

Date	Details	
Tue Sep 29, 2015	no class	12a
Tue Oct 27, 2015	No class	12a
Tue Nov 17, 2015	no class	12a
Thu Nov 19, 2015	no class	12a
Thu Nov 26, 2015	Happy Thanksgiving	12a
Tue Dec 8, 2015	Take DVP exam	10:30am to 12p
Tue Jan 12, 2016	Intro to Class and Canvas	12a
Thu Jan 14, 2016	In-Class Group Assignment	12a
Tue Jan 19, 2016	In-class group assignment	12a
Thu Jan 21, 2016	No class - work on CID 4, 5, DVP 8	12a

Date	Details	
Tue Jan 26, 2016	Security	12a
Thu Jan 28, 2016	Exam Review	12a
Tue Feb 2, 2016	[DVP1](DVP1)	12a
Thu Feb 4, 2016	Begin DOC section	12a
Tue Feb 9, 2016	In class DOC 1	12a
Thu Feb 11, 2016	Employment Docs	12a
Tue Feb 16, 2016	Employment cont.	12a
Thu Feb 18, 2016	Group Report	12a
Tue Feb 23, 2016	In class Report	12a
Thu Feb 25, 2016	Report cont.	12a
Tue Mar 1, 2016	Report Formatting	12a
Thu Mar 3, 2016	No class - take DOC exam	12a
Tue Mar 8, 2016	Spring Break	12a
Thu Mar 10, 2016	Spring Break	12a
Tue Mar 15, 2016	DVP budget	12a
Thu Mar 17, 2016	In class revise budget	12a
Tue Mar 22, 2016	Excel features	12a

Date	Details	
Thu Mar 24, 2016	[In class DVP](#)	12a
Tue Mar 29, 2016	[Excel features](#)	12a
Thu Mar 31, 2016	[Excel features](#)	12a
Tue Apr 5, 2016	[PPT lecture](#)	12a
Thu Apr 7, 2016	[PPT](#)	12a
Tue Apr 12, 2016	[Review for Exam](#)	12a
Thu Apr 14, 2016	[No class - take DVP exam](#)	12a
Tue Apr 19, 2016	[Final Project](#)	12a
Thu Apr 21, 2016	[Final Project](#)	12a
Tue Aug 30, 2016	[Intro to Class and Canvas](#)	12a
Thu Sep 1, 2016	[Group Assignment](#)	12a
Sun Sep 4, 2016	[CID1](#)	due by 11:59p
Tue Sep 6, 2016	[Security](#)	12a
Wed Sep 7, 2016	[CID2](#)	due by 11:59p
Thu Sep 8, 2016	[Organizing Content](#)	12a
Sun Sep 11, 2016	[CID3](#)	due by 11:59p
	[CID8](#)	due by 11:59p
	[CID9](#)	due by 11:59p

Date	Details	
Tue Sep 13, 2016	[Internet Identity](#)	12a
Wed Sep 14, 2016	[CID10](#)	due by 11:59p
Thu Sep 15, 2016	[Who are You?](#)	12a
Fri Sep 16, 2016	[CID4](#)	due by 11:59p
	[CID5](#)	due by 11:59p
Sun Sep 18, 2016	[DVP8](#)	due by 11:59p
Tue Sep 20, 2016	[Online Presence](#)	12a
Thu Sep 22, 2016	[Review CID](#)	12a
Sun Sep 25, 2016	[CID11](#)	due by 11:59p
	[CID6](#)	due by 11:59p
	[CID7](#)	due by 11:59p
Tue Sep 27, 2016	[no class](#)	12a
Wed Sep 28, 2016	[CID CHITESTER EXAM](#)	due by 11:59p
Thu Sep 29, 2016	[Intro to DOC](#)	12a
Tue Oct 4, 2016	[Intro to Excel](#)	12a
	[DVP1 Grades](#)	due by 11:59p
Wed Oct 5, 2016	[DOC1](#)	due by 11:59p
Thu Oct 6, 2016	[Using Media](#)	12a
	[Find a Job](#)	due by 11:59a

Date	Details	
Sun Oct 9, 2016	DOC2 - Newsletter continued	due by 11:59p
Tue Oct 11, 2016	Employment	12a
Wed Oct 12, 2016	DOC3 - Resume	due by 11:59p
Thu Oct 13, 2016	Employment cont.	12a
Sun Oct 16, 2016	DOC4 - Application Letter	due by 11:59p
Tue Oct 18, 2016	Reference Features	12a
Thu Oct 20, 2016	Report Features	12a
Sun Oct 23, 2016	DOC5 - Report	due by 11:59p
Tue Oct 25, 2016	Review DOC	12a
	DOC6	due by 11:59p
Thu Oct 27, 2016	no class	12a
	DOC PRODUCTION EXAM	due by 11:59p
Tue Nov 1, 2016	Intro Excel	12a
Thu Nov 3, 2016	Functions and Features	12a
	DVP1 - Budget	due by 11:59p
Sun Nov 6, 2016	DVP2 - Univ	due by 11:59p
Tue Nov 8, 2016	PMT function	12a
	DVP3 - PMT	due by 11:59p

Date	Details	
Thu Nov 10, 2016	[Data Analysis](#)	12a
Tue Nov 15, 2016	[Advanced Features](#)	12a
	[DVP4 - ice cream](#)	due by 11:59p
Thu Nov 17, 2016	[Advanced Features cont.](#)	12a
	[DVP5 - dogs](#)	due by 11:59p
Sun Nov 20, 2016	[DVP6](#)	due by 11:59p
Tue Nov 22, 2016	[Intro to PowerPoint](#)	12a
Wed Nov 23, 2016	[DVP7](#)	due by 11:59p
Thu Nov 24, 2016	[no class - Happy Thanksgiving](#)	12a
Tue Nov 29, 2016	[Media in PPT](#)	12a
Thu Dec 1, 2016	[Review DVP](#)	12a
Tue Dec 6, 2016	[no class](#)	12a
	[DVP PRODUCTION EXAM](#)	due by 11:59p
Thu Dec 8, 2016	[Final Project](#)	12a
Thu Dec 15, 2016	[Final Project](#)	due by 11:59p