POLLARD   NTM 1700   WINTER 2015
1) 4:30 - 5:45   2) 6:00 - 7:15

#	MONDAY		#	WEDNESDAY	
1	31-Aug	INTRODUCTION TO COURSE / SOFTWARE + COURSE INFORMATION	2-Sep	WINDOWS + MAC + OFFICE 2013 / C.I.D. FILE MANAGEMENT	
2	7-Sep	Labor Day / HOLIDAY-NO CLASS	9-Sep	LinkedIN PROFILE CREATION & EDITING / C.I.D. - LinkedIN	
3	14-Sep	SECURITY & SCAMS / C.I.D. COMPUTER SECURITY	16-Sep	ONE DAY ONLY - DURING REGULAR CLASS TIME - EH 313 / **C.I.D. CHITESTER EXAM**	
4	21-Sep	**INTRODUCTION TO WORD**	23-Sep	WRITING THE NEWS LETTER - - PART #1 & PART #2 / WORD DAY #1	
5	28-Sep	FORMATTING DOCUMENTS PART 1 / WORD DAY #2	30-Sep	FORMATTING DOCUMENTS PART 2 / WORD DAY #3	
6	5-Oct	FORMATTING DOCUMENTS PART 3 / WORD DAY #4	7-Oct	FORMATTING DOCUMENTS PART 4 / WORD DAY #5	
7	12-Oct	OYO-Assignment Completion & Submission / FALL BREAK	14-Oct	OYO-Assignment Completion & Submission / FALL BREAK	
8	19-Oct	REVIEW OF CONCEPTS / WORD EXAM REVIEW	21-Oct	ONE DAY ONLY - DURING REGULAR CLASS TIME - EH 313 / **WORD PRODUCTION EXAM**	
9	26-Oct	**INTRO TO POWERPOINT & DVP**	28-Oct	ABOUT ME - CREATION / POWERPOINT #1	
10	2-Nov	ABOUT ME - CUSTOMIZATION / POWERPOINT #2	4-Nov	DYNAMIC DUO'S -- COLLABORATION / POWERPOINT #3	
11	9-Nov	**INTRODUCTION TO EXCEL**	11-Nov	PERSONAL BUDGET / EXCEL DAY #1	
12	16-Nov	UNIVERSITY COSTS / EXCEL DAY #2	18-Nov	SWEET RIDE / EXCEL DAY #3	
13	23-Nov	EXCEL DAY #4	25-Nov	EXCEL DAY #5	
14	30-Nov	REVIEW OF CONCEPTS / EXCEL EXAM REVIEW	2-Dec	ONE DAY ONLY - DURING REGULAR CLASS TIME - EH 313 / **DVP PRODUCTION EXAM**	
15	7-Dec	**Final Exam Review**	9-Dec	ONE DAY ONLY - NO LATE FINAL EXAMS - EH 313 / **FINAL EXAM** / #1: 4:30-6:30pm #2: 7:00-9:00pm	

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 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
  http://office.microsoft.com/en-us/mac-word-help/word-for-mac-2011-training-HA103525723.aspx
Microsoft Office 2011 for Mac: Visual QuickStart Guide
  http://hal.weber.edu:2200/login?url=http://proquest.safaribooksonline.com

PC USERS Recommended resources:
  MICROSOFT OFFICE TRAINING MATERIALS FOR PC
  http://www.gcflearnfree.org/office
Microsoft Office 2013: Visual QuickStart Guide
  http://hal.weber.edu:2200/login?url=http://proquest.safaribooksonline.com

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%0%

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 20-point grade reduction.~~

NO LATE HOMEWORK WILL BE ACCEPTED.

ALL HOMEWORK IS DUE ON TEST DAY AT <u>START OF CLASS</u>. 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.

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

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

6   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.

7   No bonus/extra credit assignments will be given
No food or drink is allowed in any TBE computer classroom or lab.

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

9   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.

10 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.

11 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

12 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.

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

14 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.

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

LEARNING OUTCOMES

A. Document Creation

A.1. <u>Prepare a Research Paper</u>
    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.

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