WEB 1703 ONL Fall 17 24182

Edit

Course Description

Students will manipulate and analyze data using various software applications and basic programming. Students will organize data using various graphical methods such as charts and infographics to appropriately convey information. Students will create an effective, well-designed presentation using current technologies.

Contact Information

Email: thomasbell@weber.edu
Canvas Email: Click on Inbox
Phone: 801-626-7299
Office: EH 372
Office Hours: MW 11:30 am - 1:30 pm or by appointment

Course Outcomes

At the conclusion of this course students will be able to complete or have an understanding of the following:

- Excel Workbooks
- Excel Formulas
- Excel Formatting and Cell Referencing
- PowerPoint Slide Layout and Formatting
- PowerPoint Animations and Transitions

Textbook

http://paradigm.emcp.com/web1703.html

Tools

Microsoft Office 2016: Excel and PowerPoint. **As a student, you can download Office 365 for free (Mac or PC).**

Assignments

All assignments will require an access code to complete. The access code is purchased when you buy the book. If you are taking either WEB 1701 or WEB 1702 then you should purchase the WEB 1700 book listed at the link above. All assignments must be completed by the end of the semester, August 16, 2017. All of the assignments are found under Modules. In order to get started, you must install some additional software the instructions are in the getting started module.

Grade Scheme
  A   100% to 94%
  A- < 94% to 90%
  B+ < 90% to 87%
  B   < 87% to 84%
  B- < 84% to 80%

C+ < 80% to 77%
C < 77% to 74%
C- < 74% to 70%
D+ < 70% to 67%
D < 67% to 64%
D- < 64% to 61%
E < 61% to 0%

Late Work

You will be able to submit one assignment as late for full credit and after that all late assignments will be given half credit.

Time Commitment

As a general rule you should spend at least twice as much time outside of class as in class.

Tips for Success

One cannot learn all of the material by just reading the text. Practice is critical when learning new software. Successful students read the upcoming material ahead of time. They participate actively in class. If you are struggling with any concept please come see me during my office hours. The number one thing you can do is ask questions when you don't understand something.

Technical Support

For assistance with Canvas or related technical issues, please call 626-6499. This phone is staffed Mon-Thurs from 8am - 5pm and Fridays from 8 - 4:30pm. A message can be left during non-business hours for a return call. Alternatively, students can send an email message to wsuonline@weber.edu

If you are having technical issues related to usernames/passwords, please call the Service Desk at 626-7777, or email csupport@weber.edu.

Accommodations for students with disabilities

Any student requiring accommodations or services due to a disability must contact Services for Students with Disabilities (SSD) in room 181 of the Student Services Center. SSD can also arrange to provide course materials (including the syllabus) in alternative formats if necessary.

For more information about the SSD contact them at 801-626-6413, ssd@weber.edu, or departments.weber.edu/ssd

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.

 A. Cheating, which includes but is not limited to:
    i. Copying from another student's test;
   ii. Using materials during a test not authorized by the person giving the test;
  iii. Collaborating with any other person during a test without authorization;
  iv. 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
   v. Bribing any other person to obtain any test;

vi. Soliciting or receiving unauthorized information about any test;

vii. Substituting for another student or permitting any other person to substitute for oneself to take a test.

B. Plagiarism, which is the unacknowledged (uncited) use of any other person's or group's ideas or work. This includes purchased or borrowed papers;

C. Collusion, which is the unauthorized collaboration with another person in preparing work offered for credit;

D. Falsification, which is the intentional and unauthorized altering or inventing of any information or citation in an academic exercise, activity, or record-keeping process;

E. Giving, selling, or receiving unauthorized course or test information;

F. Using any unauthorized resource or aid in the preparation or completion of any course work, exercise, or activity;

G. Infringing on the copyright law of the United States which prohibits the making of reproductions of copyrighted material except under certain specified conditions.

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Course Summary:

Date	Details	
Wed Aug 16, 2017	Excel 2016 L1 Chapter 1 Project	due by 11:59pm
	Excel 2016 L1 Chapter 1 Skills Check	due by 11:59pm
	Excel 2016 L1 Chapter 2 Project	due by 11:59pm
	Excel 2016 L1 Chapter 2 Skills Check	due by 11:59pm
	Excel 2016 L1 Chapter 3 Project	due by 11:59pm
	Excel 2016 L1 Chapter 3 Skills Check	due by 11:59pm
	Excel 2016 L1 Chapter 4 Project	due by 11:59pm
	Excel 2016 L1 Chapter 4 Skills Check	due by 11:59pm
	Excel 2016 L1 Chapter 7 Project	due by 11:59pm
	Excel 2016 L1 Chapter 7 Skills Check	due by 11:59pm
	Excel 2016 L1 Unit 1 Project	due by 11:59pm

[PowerPoint 2016 Chapter 1 Project](#)	due by 11:59pm
[PowerPoint 2016 Chapter 1 Skills Check](#)	due by 11:59pm
[PowerPoint 2016 Chapter 2 Project](#)	due by 11:59pm
[PowerPoint 2016 Chapter 2 Skills Check](#)	due by 11:59pm
[PowerPoint 2016 Chapter 3 Project](#)	due by 11:59pm
[PowerPoint 2016 Chapter 3 Skills Check](#)	due by 11:59pm
[PowerPoint 2016 Chapter 4 Project](#)	due by 11:59pm
[PowerPoint 2016 Chapter 4 Skills Check](#)	due by 11:59pm
[PowerPoint 2016 Chapter 7 Project](#)	due by 11:59pm
[PowerPoint 2016 Chapter 7 Skills Check](#)	due by 11:59pm
[PowerPoint 2016 Unit 1 Project](#)	due by 11:59pm