

Spring 2017

Tuesday 5:45-8:00 pm Davis Campus RM
WEB Lab Elizabeth Hall RM 311

Instructor: Jenn Morgan

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Tues	Activity & Assignment	Due Date Tues
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
Apr 7	*Open Lab – DVP8 EXCEL & POWERPOINT REVIEW	Apr 13

	<i>No lecture/Attendance optional</i>	
Apr 14	<i>Discuss Final DVP Production Exam (1hour)</i>	Apr 14
Apr 21	<i>Final Exam – TBD</i>	Apr 21

*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.