CLASS ASSIGNMENTS

Canvas, Weber's Online Classroom will be used to access resources and submit course work. WSU Canvas can be accessed at http://canvas.weber.edu Also, use Canvas email to communicate with your instructor.

WEB 1700 COURSE SCHEDULE – Spring 2017
Intro to Microcomputer Applications Rv. 1/9/17

Date of Class	Content Covered	Homework Assignments	Due
Jan 11	**CONTENT & FILE MNGMNT-B.1** Platforms, PSR, Snip, Cloud Purchasing, File Management, Terminology	CID 1 – Platforms & File Management (ICA/DIY) CID2 – Terminology (DIY)	**Jan 18**
Jan 18	**INTERNET IDENTITY-B.2** Google, Searching, LinkedIn, **DEVICE MNGMNT & SECURITY-B.3**	CID3 – LinkedIn (ICA/DIY) CID4 – Security & Scams (DIY)	**Jan 25**
Jan 25	**C I D C H I T E S T E R E X A M**		**In Class**
Feb 1	**DOCUMENT CREATION-A.3** Formatting, Tables, Bullets, Word Art, Graphics, Section Breaks Hyperlinks	DOC 1 – Newsletter A (ICA) DOC 2 – Newsletter B (DIY)	**Feb 8**
Feb 8	**EMPLOYMENT DOCUMENTS-A.2** Format, Verbiage, Headings	DOC 3 – Resume (ICA/DIY) DOC 4 – Letter (DIY)	**Feb 15**
Feb 15	**REPORT FORMAT-A.1** MLA Format, T of C, Index, Bullets, Text wrap Citations, Bibliog.	DOC 5 – Report A (ICA/DIY)	**Feb 22**
Feb 22	Review & Layout, Tracking. Date code	DOC 6 – Report B (ICA/DIY))	
March 1	**D O C P R O D U C T I O N E X A M**		**In Class**
March 8	**WSU Spring Break- No Class**		
March 15	**DATA MANIPULATION-C.1, C.2** Create, Format, Themes, Styles, Merger, Formulas	DVP 1– Garage Sales (ICA) DVP 2 – Budget (DIY)	**March 22**
March 22	**DATA MANIPULATION-C.1, C.2** Functions, Charts, Cell References, PMT Function, Name Cells,	DVP 3 – Univ. Costs (DIY) DVP 4 – Loan PMT (ICA/DIY) Assign Groups for DVP 5	**March 29**
March 29	**PRESESNTATION & COLLABORATION- A.3, C.2, C.3** Online Sharing Format, , Transitions, Graphics, Outline, Shapes, Animate, Infographics	DVP 5–Group Project (DIY) DVP 6– Infographic (DIY)	April 5
April 5	Excel & PPT Review	DVP 7–DVP Practice Test	April 12
April 12	**D V P (E X C E L & P P T) P R O D U C T I O N E X A M**		**In Class**
April 19	**C O M P R E H E N S I V E R E V I E W (D I Y) — O P E N L A B**		**In Class**
April 26	**C O M P R E H E N S I V E F I N A L** (GRADES DUE DEC 20)		**In Class**

*ICA = In-Class Activity; **DIY** = Do It Yourself; **ICA/DIY** = Part in-class, part on your own.

WEB 1700 SYLLABUS
SPRING 2017
Wed. (CRN-32254), 4:30–7:10

INSTRUCTOR: LINDA GREENWOOD
Primary Email: Weber Online (Canvas)
                   lgreenwood@weber.edu
Secondary Email: lgreenwood@dsdmail.net
Phone: 801.544.5447

REQUIRED SUPPLIES: Flash (jump) drive and Cloud Account (Office 365).

RECOMMEND RESOURCES

There is **NOT a required textbook** for this course. HOWEVER, if you tend to struggle with computers and technology the following textbook is an excellent resource for the course.

Office 2013: Misty E. Vermaat, *Microsoft Office 2013 Introductory,* Boston: Cengage Learning, a Division of Thomson Learning, 2013. ISBN 10:1285166027 | ISBN 13: 978-1285166025 Edition: 1

The following Online sites are recommended for student use in the course:

MAC USERS
MICROSOFT OFFICE TRAINING MATERIALS FOR MAC
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
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 WEB Department AND assigned according to the following percentages:
● Homework Assignments 45% ● Unit Exams 45% ● Final Project 10%**.**

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

WEB 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. Any homework submitted after the unit tests will receive a "0" (zero).

4. Any test taken late will result in a **20-point** grade reduction. **All late tests must be taken within one week of testing date.**

5. 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.

6. *No bonus/extra credit assignments will be given*.

7. **No food or drink is allowed in any WEB 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, November 4. If you would like to withdraw, do so by this date.

14. 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.

COURSE FEES

Course Fees for the WEB/UX major 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.

LEARNING OUTCOMES

A. **Document Creation** (DOC)

   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** (CID)

   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** (DVP)

   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.

LAB SCHEDULE

http://www.weber.edu/WEB