

WEB 1700 ONL Fall 18 22562

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WEB 1700 ONLINE SYLLABUS

WEB 1700 ONLINE|FALL 2018

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I check my email daily throughout the week. The weekends are hit and miss, but more often a hit than a miss.

Your Feedback Is Great And Appreciated.

Be Honest,

But Don't

Be Mean...

Course Description

This course prepares students to work with Microsoft Office 2016 in a career setting or for personal use. Using courseware that incorporates a step-by-step, project-based case study approach, students develop an introductory-level competency in Office. Students also develop an understanding of fundamental computer hardware and software concepts.

This is a project based course. You will not be taking exams in this course.

All course work must be completed by DECEMBER 13, 2018.

If this course was held as a face-to-face class, the class would meet for about three hours per week. You will need to plan on SIX to EIGHT hours of work PER WEEK for this course.

The last day to withdraw from this class and from school is the end of the seventh week, **NOVEMBER 6**. If you would like to withdraw, do so by this date.

Be aware that assignments are listed in modules.

Prerequisites: None

Course Resource Requirements

SNAP 2016 Training and Assessment account

Textbook <http://paradigm.emcp.com/web1700.html> (<http://paradigm.emcp.com/web1700.html>)

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

USB flash drive, Cloud account, or OneDrive account

Assignments

- All assignments will require an access code to complete, the access code is purchased when you buy the book.
- In order to get started, you must install some additional software the instructions are in MODULES under Getting Started.
- All assignments are listed in the Modules. Included with the assignment are helpful videos and information to assist in the creation of the assignment.
- Be sure to read each weekly module so that you can keep up with the coursework. (REMINDER: You will need to plan on SIX to EIGHT hours of work PER WEEK for this course.)
- There are no assigned due dates for the assignments however you must complete everything by the end of the semester April 23rd.

To successfully remain on track in this course, follow these suggested deadlines:

SECTION	ASSIGNMENTS DUE
ORIENTATION	SEPTEMBER 3
CID	SEPTEMBER 17
DVP(POWERPOINT)	OCTOBER 22

DVP(EXCEL)**NOVEMBER 19****DOC(WORD)****DECEMBER 13**

Grading

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

Grading will be according to the standards established for lab classes at WSU in the School of Computing. Grades will be assigned according to the following percentages:

Units are weighted as follows:

- Document Creation 35%
- Content, Internet Identity, and Device Management 30%
- Data Manipulation, Visualization, and Presentation 35%

TECHNICAL SUPPORT

SEE PARADIGM TECHNICAL SUPPORT in MODULES under Getting Started: for Publisher Assistance/Support with assignment and/or submission issues. If you require technical assistance, please contact Paradigm technical support.

Canvas

Canvas is where course content, grades, and communication will reside for this course.

- <https://weber.instructure.com>
- For Canvas-related technical support, please click the HELP link in the lower left-hand corner of your screen.
- You can also call WSU Online at (801) 626-6499 or email wsuonline@weber.edu (<mailto:wsuonline@weber.edu>)
- For Passwords, or any other computer-related technical support contact the IT Service Desk
 - (801) 626-7777

- 1-800-848-7770 - option 2 - ask for extension 7777 <http://www.weber.edu/help>
- csupport@weber.edu (<mailto:csupport@weber.edu>)

College and Course Policy Information

Services for Students with Disabilities Services

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

In Case of an Emergency (Code Purple Situation)

Emergency Closure: If for any reason the university is forced to close for an extended period of time, we will conduct our class through Canvas as an online course. Look for announcements through Canvas Announcements and Canvas Conversations.

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.

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.

- 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.
- 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

Learning Outcomes

1. Document Creation

- A.1. Prepare Official Document
- A.2. Prepare Employment Documents
- A.3. Document Collaboration

2. Content, Internet Identity, and Device Management

- B.1. Content and File Management
- B.2. Internet Identity Management
- B.3. Device Management and Security

3. Data Manipulation, Visualization, and Presentation

- C.1. Data Manipulation
- C.2. Data Visualization
- C.3. Data Presentation















Computer Literacy Center Policies

1. When in the lab, 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.
2. **No food or drink is allowed in any School of Computing classroom or lab.**
3. 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 not to be used during testing.
4. Copyrighted material is NOT to be reproduced or downloaded from the Internet without permission of the author.
5. 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.
6. 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.
7. 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> (Links to an external site.)
[Links to an external site.](#)

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Course Summary:

Date	Details
	 Word 2016 L1 Chapter 2 Lesson 1 (https://weber.instructure.com/courses/466122/assignments/3750733)
	 Word 2016 L1 Chapter 2 Lesson 2 (https://weber.instructure.com/courses/466122/assignments/3750734)
	 Activity 1.1.2, Video: Analog versus Digital (https://weber.instructure.com/courses/466122/assignments/3750372)
	 Activity 1.1.3, Video: Digitizing Information (https://weber.instructure.com/courses/466122/assignments/3750373)
	 Activity 1.2.1, Video: Computer History I (https://weber.instructure.com/courses/466122/assignments/3750374)
	 Activity 1.2.2, Video: Computer History II (https://weber.instructure.com/courses/466122/assignments/3750375)
	 Activity 1.2.3, Video: Computer History III (https://weber.instructure.com/courses/466122/assignments/3750376)
	 Activity 1.2.4, Video: Computer History IV (https://weber.instructure.com/courses/466122/assignments/3750377)
	 Activity 1.3.1, Practice: Types of Data Combined to Create Information (https://weber.instructure.com/courses/466122/assignments/3750378)
	 Activity 1.4.1, Article: Major Advances in the History of Computing (https://weber.instructure.com/courses/466122/assignments/3750379)
	 Activity 1.4.2, Practice: Computer System Components (https://weber.instructure.com/courses/466122/assignments/3750380)
	 Activity 1.5.1, Article: The Continuing Evolution of Personal Computing Technology (https://weber.instructure.com/courses/466122/assignments/3750381)
	 Activity 1.6.1, Article: Enterprise versus Personal Computing (https://weber.instructure.com/courses/466122/assignments/3750382)
	 Activity 1.6.2, Article: Enterprise Computing Trends (https://weber.instructure.com/courses/466122/assignments/3750383)