

# Course Syllabus

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WEB 1700 | FALL 2021

## Instructor

Instructor: Amanda Webster

Office Hours: Online. By Appointment

Email: use the Canvas conversations tool - go to the Inbox in the purple navigation bar

Email is the best way to get in touch with me. Please email me using the Canvas Conversations Tool (go to the Inbox located in the purple navigation bar). I will usually respond to email within 24 hours; however, I do NOT check email during the weekend or on holidays so PLAN AHEAD!

## Course Overview

Welcome to the Web and User Experience (Web) 1700: Introduction to Computer Applications course. This is an online class so there are no scheduled class sessions; however, **there are due dates** (because I need time to grade)! This is not a self-paced class! Don't expect that you can turn everything in at the end of the semester and receive a great grade.

All course content, assignments, and exams will be completed through Canvas. You will need to work through the [modules](#) as outlined submitting everything by the due date. You may work ahead of the schedule, but don't get behind. You should expect to spend about six hours a week working on assignments for this course.

## Course Description

Students will use current software to produce correctly formatted research papers with an accepted academic reference format, to produce effective employment documents such as a resume and a cover letter, and to use multiple collaboration mediums to effectively share, communicate, and collaborate with their peers. Students will use current software/technology to manage content on local devices and in the cloud, to manage their web identity and presence according to e-safety, security, and privacy best practices and standards, and to manipulate multiple computing platforms to troubleshoot problems. Students will protect local devices from security threats including viruses, malware, and adware using current best practices and technologies. Students will also manipulate and analyze data using various software applications and basic programming, organize data using graphical methods such as charts and infographics, and create an effective, well-designed presentation. Keyboarding 25 wpm recommended.

## Course Outcomes

### *Digital Literacy*

- Recognize how computers work and how technology impacts our lives.
- Discuss how operating systems and data storage devices contribute to computing productivity.
- Explain how to purchase, use, and troubleshoot computing devices.
- Examine the security, privacy, and ethical issues involved in modern computing.
- Learn to manage your web identity and presence according to e-safety, security, and privacy best practices and standards.

### *Word, Excel, and PowerPoint*

- Utilize application software to meet varying information-processing needs efficiently and effectively.
- Create, design, and produce professional documents in Microsoft Word.
- Process, manipulate, and represent numerical data using Excel spreadsheet software
- Design and create informational and motivational slide shows using PowerPoint presentation software.

## REQUIRED COURSE RESOURCES

### **Textbook & Reading Materials**

There is **NO** textbook for this course! Yay! I utilize a free resource called [GCF Learn Free \(Links to an external site.\)](#) to assist you in learning the material. Many assignments also utilize the Challenges associated with each section. I use these challenges to check your completion of the reading and ensure you can complete each task.

### **Office 365 Requirement**

This course is taught using Microsoft Office 365. You will learn how to stay secure online, create a research paper and how to analyze and present data. The assignments and exams are designed for Microsoft products and must be received in the appropriate Microsoft format.

Every student has access to a free Office 365 license through Weber State. Learn how you can

[download Office 365 for FREE](#)

! WSU Tech Support (801-626-7777) can walk you through the process of accessing and downloading if needed.

### **Storage Device**

You may find yourself in need of a storage device. This storage device may be a flash drive (USB drive) or any cloud storage account such as [dropbox.com \(Links to an external site.\)](https://www.dropbox.com), [box.com \(Links to an external site.\)](https://www.box.com) or google drive.

## 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)

## LEARNING ACTIVITIES

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

### Discussions

There are no discussions in this course.

### Assignments

There will be a variety of assignments throughout the course. Assignments will be evaluated on content, timeliness, neatness and adherence to form. Assignments may only be submitted once and will only be graded once. Assignments will be graded within a five day period after the due date.

To stay on track for completion of the course, all assignments should be completed by the dates provided. Refer to the calendar often to be sure you are meeting all due dates. **Assignments can always be turned in early.** I do not deduct points for late work; however, assignments will only be accepted until the last day of the unit or the corresponding Unit exam. Any assignment submitted after the corresponding unit end date or exam will receive a “0” (zero) score. If you are going to be out of town at any point during the course, please submit any assignment PRIOR to your trip.

For example, I will accept assignments for the Digital Literacy unit until the last day of the Digital Literacy unit; after that date, I will not accept any Digital Literacy assignments.

## Exams

There are four total exams in the course.

- Word
- Excel
- PowerPoint
- Final Exam

Each exam must be completed by the dates provided in the modules for the course. Refer to the calendar often to be sure you are meeting all due dates. **Exams can be taken early.** Any exam taken late will result in a **20-point** grade reduction. **All late tests must be taken within one week of testing date. Please do not ask for extensions!** If you are going to be out of town at any point during the course, please complete any exam PRIOR to your trip.

## Late Work

I will accept late work until the last day of the unit or the date of the corresponding unit exam. Any assignment submitted after the corresponding unit end date or exam will receive a “0” (zero) score. If you are going to be out of town at any point during the course, please submit any assignment PRIOR to your trip.

## GRADES

I use grading rubrics for the Apply Your Learning assignments and the exams. A grading rubric is a scoring tool that I use to evaluate your assignments and exams with a set list of criteria and points. Before you submit an assignment, you can compare it to the rubric to determine if you have completed all the necessary tasks and have met all the criteria.

Additionally, once I have graded the assignment, you can view the rubric to determine exactly where you missed points.

Grades will be assigned according to the following percentages:

- Digital Literacy = 20%
- Word = 20%
- Excel = 20%
- PowerPoint = 20%
- Unit Exams = 10%

- Final Exam = 10%

## **Grading Scheme**

Grades will be assigned based on the following percentages:

A = 95.0-100%    A- = 90.0-94.9%  
B+ = 87.0-89.9%    B = 83.0-86.9%  
B- = 80.0-82.9%    C+ = 77.0-79.9%  
C = 73.0-76.9%    C- = 70.0-72.9%  
D+ = 67.0-69.9%    D = 63.0-66.9%  
D- = 60.0-62.9%    E < 60%

## **COURSE POLICIES**

### **Academic Honesty/Ethical Conduct**

Cheating on assignments or tests will not be tolerated. All work must be your own. Anyone who is caught cheating will be assigned a failing grade for that assignment. You can ask another student, a friend, or spouse questions about an assignment. But in the end you need to be the one that completes the required assignment. 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 [here](#).

Cheating, as described in the student code, 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.
- Copying from another student's test;
- Using materials during a test not authorized by the person giving the test;
- Collaborating with any other person during a test without authorization;
- 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
- Bribing any other person to obtain any test;
- Soliciting or receiving unauthorized information about any test;

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

### **Accommodations for Students with Disabilities**

In compliance with the American Disabilities Act (ADA), Weber State University seeks to provide equal access to its programs, services, and activities for persons with disabilities. Any student requiring accommodations or services due to a disability must contact the Services for Students with Disabilities (SSD) office. 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 voice: (801) 626-6413, TDD (801) 626-7283, [ssd@weber.edu](mailto:ssd@weber.edu) or <http://departments.weber.edu/ssd> (Links to an external site.)

### **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.

### **Syllabus Changes**

This syllabus is subject to change. I will notify the class regarding all changes. In the event of any discrepancy between this syllabus and content found in Canvas, the information in **CANVAS WILL TAKE PRECEDENCE**.

### **Computer Literacy Center Policies**

1. When in the center, 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 Center computer classroom or lab.
3. Copyrighted material is NOT to be reproduced or downloaded from the Internet without permission of the author.
4. 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 \(Links to an external site.\)](#), 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.

### **Harassment/Discrimination**

Weber State University is committed to providing an environment free from harassment and other forms of discrimination based upon race, color, ethnic background, national origin, religion, creed, age, lack of American citizenship, disability, status of veteran of the Vietnam era,

sexual orientation or preference or gender, including sexual/gender harassment. Such an environment is a necessary part of a healthy learning and working atmosphere because such discrimination undermines the sense of human dignity and sense of belonging of all people in the environment. Thus, students in this class should practice professional deportment, and avoid treating others in a manner that is demeaning or derisive in any respect. While diverse viewpoints and opinions are welcome in this class, in expressing them, we will practice the mutual deference so important in the world of work. Thus, while I encourage you to share your opinions, when appropriate, you will be expected to do so in a manner that is respectful towards others, even when you disagree with them. If you have questions regarding the university's policy against discrimination and harassment you may contact the university's AA/EO office (626-6239) or visit its website: <http://www.weber.edu/aaeo> ([Links to an external site.](#))

### **Threat to Self or Others**

Any disclosure by a student, orally or in writing, whether related to class assignments or not, that communicates the possibility of imminent danger to the student or others will be shared with the appropriate authorities.

## **Course Summary:**

<b>Date</b>	<b>Details</b>	<b>Due</b>
Mon Aug 30, 2021	Calendar Event <a href="#">First Day of Class (at least log on!)</a>	12am
Tue Aug 31, 2021	Assignment <a href="#">Canvas Email</a>	due by 11:59pm
Thu Sep 2, 2021	Assignment <a href="#">Devices</a>	due by 11:59pm
	Assignment <a href="#">Operating Systems</a>	due by 11:59pm
Sat Sep 4, 2021	Assignment <a href="#">Cloud Storage</a>	due by 11:59pm
	Assignment <a href="#">Platforms</a>	due by 11:59pm
Tue Sep 7, 2021	Assignment <a href="#">Evaluating a Webpage</a>	due by 11:59pm
	Assignment <a href="#">Internet Safety Quiz</a>	due by 11:59pm
Thu Sep 9, 2021	Assignment <a href="#">Backing up Your Computer</a>	due by 11:59pm
	Assignment <a href="#">Device Security &amp; Scams</a>	due by 11:59pm
Sat Sep 11, 2021	Assignment <a href="#">Online Professional Presence</a>	due by 11:59pm
	Assignment <a href="#">Online Web Presence</a>	due by 11:59pm
Tue Sep 14, 2021	Assignment <a href="#">Word Basics 1</a>	due by 11:59pm
	Assignment <a href="#">Word Basics 2</a>	due by 11:59pm
	Assignment <a href="#">Word Basics 3</a>	due by 11:59pm
Thu Sep 16, 2021	Assignment <a href="#">Word Basics 4</a>	due by 11:59pm
	Assignment <a href="#">Word: Breaks</a>	due by 11:59pm
Sat Sep 18, 2021	Assignment <a href="#">Word: Columns</a>	due by 11:59pm
	Assignment <a href="#">Word: Headers &amp; Footers</a>	due by 11:59pm
Tue Sep 21, 2021	Assignment <a href="#">Word: Page Numbers</a>	due by 11:59pm
	Assignment <a href="#">Word: Pictures &amp; Text Wrapping</a>	due by 11:59pm

Thu Sep 23, 2021	Assignment <a href="#">Word: Formatting Pictures</a>	due by 11:59pm
	Assignment <a href="#">Word: Shapes</a>	due by 11:59pm
Sat Sep 25, 2021	Assignment <a href="#">Word: Aligning, Ordering, and Grouping Objects</a>	due by 11:59pm
	Assignment <a href="#">Word: Text Boxes</a>	due by 11:59pm
Tue Sep 28, 2021	Assignment <a href="#">Word: Checking Spelling &amp; Grammar</a>	due by 11:59pm
	Assignment <a href="#">Word: Tables</a>	due by 11:59pm
Thu Sep 30, 2021	Assignment <a href="#">Word: Inspecting &amp; Protecting Documents</a>	due by 11:59pm
	Assignment <a href="#">Word: Track Changes &amp; Comments</a>	due by 11:59pm
Sat Oct 2, 2021	Assignment <a href="#">Word: Applying &amp; Modifying Styles</a>	due by 11:59pm
	Assignment <a href="#">Word: SmartArt Graphics</a>	due by 11:59pm
Tue Oct 5, 2021	Assignment <a href="#">Word: Reports</a>	due by 11:59pm
Sat Oct 9, 2021	Assignment <a href="#">Word Unit Exam</a>	due by 11:59pm
Tue Oct 12, 2021	Assignment <a href="#">Excel Basics</a>	due by 11:59pm
	Assignment <a href="#">Excel: Cell Basics</a>	due by 11:59pm
	Assignment <a href="#">Excel: Formatting Cells</a>	due by 11:59pm
Thu Oct 14, 2021	Assignment <a href="#">Excel: Modifying Columns, Rows, and Cells</a>	due by 11:59pm
	Assignment <a href="#">Excel: Understanding Number Formats</a>	due by 11:59pm
	Assignment <a href="#">Excel: Working With Multiple Worksheets</a>	due by 11:59pm
Sat Oct 16, 2021	Assignment <a href="#">Excel: Functions</a>	due by 11:59pm
	Assignment <a href="#">Excel: Intro to Formulas</a>	due by 11:59pm
	Assignment <a href="#">Excel: Relative &amp; Absolute Cell References</a>	due by 11:59pm
Tue Oct 19, 2021	Assignment <a href="#">Excel: Creating More Complex Formulas</a>	due by 11:59pm
	Assignment <a href="#">Excel: Sorting Data</a>	due by 11:59pm
	Assignment <a href="#">Excel: Working With Data</a>	due by 11:59pm
Thu Oct 21, 2021	Assignment <a href="#">Excel: Charts</a>	due by 11:59pm
	Assignment <a href="#">Excel: Conditional Formatting</a>	due by 11:59pm
Sat Oct 23, 2021	Assignment <a href="#">Budgeting</a>	due by 11:59pm
Tue Oct 26, 2021	Assignment <a href="#">University Costs</a>	due by 11:59pm
Sat Oct 30, 2021	Assignment <a href="#">Garage Sale</a>	due by 11:59pm
Sat Nov 6, 2021	Assignment <a href="#">Excel Unit Exam</a>	due by 11:59pm
Tue Nov 9, 2021	Assignment <a href="#">PowerPoint: Basics</a>	due by 11:59pm
	Assignment <a href="#">PP: Slide Basics</a>	due by 11:59pm
	Assignment <a href="#">PP: Text Basics</a>	due by 11:59pm
Thu Nov 11, 2021	Assignment <a href="#">PP: Applying Themes</a>	due by 11:59pm
	Assignment <a href="#">PP: Applying Transitions</a>	due by 11:59pm
	Assignment <a href="#">PP: Managing Slides</a>	due by 11:59pm
Sat Nov 13, 2021	Assignment <a href="#">PP: Indents &amp; Spacing</a>	due by 11:59pm
	Assignment <a href="#">PP: Lists</a>	due by 11:59pm
	Assignment <a href="#">PP: Printing &amp; Presentating</a>	due by 11:59pm
Tue Nov 16, 2021	Assignment <a href="#">PP: Formatting Pictures</a>	due by 11:59pm



	Assignment <a href="#">PP: Inserting Pictures</a>	due by 11:59pm
Thu Nov 18, 2021	Assignment <a href="#">PP: Animating Text &amp; Objects</a>	due by 11:59pm
	Assignment <a href="#">PP: Shapes</a>	due by 11:59pm
Sat Nov 20, 2021	Assignment <a href="#">PP: Inserting Tables</a>	due by 11:59pm
	Assignment <a href="#">PP: Inserting Videos</a>	due by 11:59pm
Tue Nov 23, 2021	Assignment <a href="#">PP: Inserting Charts</a>	due by 11:59pm
	Assignment <a href="#">PP: SmartArt Graphics</a>	due by 11:59pm
Tue Nov 30, 2021	Assignment <a href="#">PP: Links</a>	due by 11:59pm
	Assignment <a href="#">PP: Modifying Themes</a>	due by 11:59pm
Sat Dec 4, 2021	Assignment <a href="#">Express Yourself</a>	due by 11:59pm
Fri Dec 10, 2021	Calendar Event <a href="#">Last Day of Classes</a>	12am
	Assignment <a href="#">PowerPoint Unit Exam</a>	due by 11:59pm
Mon Dec 13, 2021	Calendar Event <a href="#">Final Exams</a>	12am
Tue Dec 14, 2021	Calendar Event <a href="#">Final Exams</a>	12am
	Assignment <a href="#">Practice Final</a>	due by 11:59pm
Wed Dec 15, 2021	Calendar Event <a href="#">Final Exams</a>	12am
	Assignment <a href="#">Eval Extra Credit: Digital Literacy</a>	due by 11:59pm
	Assignment <a href="#">Eval Extra Credit: Excel</a>	due by 11:59pm
	Assignment <a href="#">Eval Extra Credit: PowerPoint</a>	due by 11:59pm
	Assignment <a href="#">Eval Extra Credit: Word</a>	due by 11:59pm
	Assignment <a href="#">Final</a>	due by 11:59pm