PowerPoint Syllabus

CIS 373
Section 881   1credit   Dates: 3/19-5/11/18

Part 1: Course Information

Instructor Information

Instructor: Donna Kitchens
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Office Hours: per telephone 9am-5pm
Virtual Office Hours: Anytime. I will respond usually in 1-2 days.
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Course Information

Microsoft PowerPoint is a presentation, also called a slide show that can help you deliver a dynamic, professional-looking message to an audience. PowerPoint allows you to produce slides to use in an academic, business, or other environment. The collection of slides in a presentation is called a deck, resembling a deck of cards that are stacked on top of each other.   A common use of slide decks is to enhance an oral presentation. The PowerPoint slides should reinforce the speaker's message and help the audience retain the information presented. Custom slides can fit your specific needs and contain diagrams, charts, tables, pictures, shapes, video, sound, and animation effects to make your presentation more effective.

Credits: 1 credit

Prerequisite

- Some basic Computer skills-file management, how to unzip files, make a folder to put student files into, download files, read instructions carefully.

Textbook & Course Materials

**Can be ordered on-line from any place as long as the ISBN number is correct. Check and double check that!! If you use the Cengage company (Which I have links to in your class in D2L under the button "Textbooks" upper right toolbar) you can start with an ebook until you get your copy of the text. At the Cengage website you have options on what you can order or rent- a hardcopy text, ebook etc...

Order only <u>ONE</u> of the following: Check the version PowerPoint software you have on the computer that you will be using and match that to the TEXT you will order if possible.
<u>Best if your software, textbook and assignment sheet all match</u>!!

- **Microsoft PowerPoint <u>2010</u> Complete**
  Shelly/Sebok
  ISBN-10: 978-1-4390-7893-8
  This version is no longer offered by Cengage Learning so you would have to Google the ISBN number and order from another company. Be sure you double check the ISBN number and get the correct text. It is a Lot cheaper this way anyway!!

- **Microsoft PowerPoint <u>2013</u>: Complete   ISBN-10: 1-285-16789-9   OR**
  Sebok   ISBN-13: 978-1-285-16789-3
  Website to order online at Cengage Learning:
  https://www.cengagebrain.com/shop/ProductDisplay?urlRequestType=Base&catalo gId=10057&categoryId=&productId=649697&errorViewName=ProductDisplayError View&urlLangId=-1&langId=-1&top_category=&parent_category_rn=&storeId=10151

- **Microsoft Office 365 PowerPoint <u>2016</u> Intermediate**
  Sebok
  - **ISBN10: 1-305-87080-8   OR ISBN13: 978-1-305-87080-2**

  Website to order online at Cengage Learning:
  https://www.cengagebrain.com/shop/ProductDisplay?urlRequestType=Base&catalogId=10057& categoryId=&productId=126168&errorViewName=ProductDisplayErrorView&urlLangId=- 1&langId=-1&top_category=&parent_category_rn=&storeId=10151

Course Requirements

- Minimum recommended computer and internet configurations for online courses can be found here.

- **<u>Windows</u>** platform computer, PowerPoint software version 2010 or 2013 or 2016.
  ***** <u>**If using a MAC contact the instructor for permission-this is a windows**</u>

<u>**platform course!!**</u>

Course Structure

This course will be delivered entirely online through the course management system D2L. You will use your UWSP account to login into the course from the <u>D2L Login Page</u>. If you have not activated your UWSP account, please visit the <u>Manage Your Account</u> page to do so.

In D2L, you will access online lessons, course materials, and resources.

D2L Access

To access this course on D2L you will need access to the Internet and a supported Web browser (Internet Explorer, Chrome, Firefox, Safari). To ensure that you are using the recommended personal computer configurations, please refer to the <u>D2L settings link</u>.

Technical Assistance

If you need technical assistance at any time during the course or to report a problem with D2L you can:

- Visit with a <u>Student Technology Tutor</u>
- Seek assistance from the <u>HELP Desk</u>

Important Note: This syllabus, along with course assignments and due dates, are subject to change. It is the student's responsibility to check D2L for corrections or updates to the syllabus. Any changes will be clearly noted in a course announcement or through email.

Part 2: Course Learning Outcomes

Versions 2010 and 2013 are divided into Chapters 1-7. Version 2016 is divided into Modules 1-7.

- <u>**Chapter 1 or Module 1:**</u>   **Creating & Editing a Presentation with Pictures**
  Students will have mastered the material when you can Select and change a document theme and variant, Create a title slide and a text slide with a multilevel bulleted list, Add new slides and change slide layouts, Insert pictures into slides with and without content placeholders, Move and resize pictures, Change font size and color, Bold and italicize text, Arrange slides, Select slide

transitions, View a presentation in Slide Show view.

- **Chapter 2 or Module 2: Enhancing a Presentation with Pictures and Shapes, and WordArt**

  Students will be able to Search for and download an online theme, Insert and format pictures, Insert and size a shape, Apply effects to a shape, Add text to a shape, Change the text font, Insert a picture to create a background, Insert and format WordArt, Format slide backgrounds, Find and replace text and check spelling, Add and print speaker notes.

- **Chapter 3 or Module 3: Reusing a Presentation and Adding Media and Animation**

  Students will be able to Color a photo, Add an artistic effect to a photo, Align paragraph text, Change views, Ungroup, change the color of, and regroup an illustration, Copy a slide element from one slide to another, Insert and edit a video clip, Insert an audio clip, Control audio and video clips, Insert entrance, emphasis, and exit effects, Control animation timing, Change theme colors, Change a theme and variant on one slide

- **Chapter 4 or Module 4: Creating and Formatting Information Graphics**

  Students will be able to Insert a SmartArt graphic, Insert images from a file into a SmartArt graphic, Format a SmartArt graphic, Convert text to a SmartArt graphic, Create and format a chart, Rotate a chart, Change the chart title and legend, Separate a pie chart slice, Create and format a table, Insert a symbol in a table, Add an image to a table.

- **Chapter 5 or Module 5: Skip**

- **Chapter 6 or Module 6: Navigating Presentations Using Hyperlinks and Action Buttons**

  Students will be able to Create a presentation from a Microsoft Word Outline, Add hyperlinks to slides and objects, Hyperlink to other Office documents, Add action buttons and action settings, Display guides to position slide elements, Align placeholder text, Create columns in a placeholder, Change paragraph line spacing, Format bullet size and color, Change bullet characters to pictures and numbers, Hide slides.

- **Chapter 7 or Module 7: Creating a Self-Running Presentation Containing Animation**

  Students will be able to Remove a photo background, Crop and compress a photo, Animate slide content with entrance, emphasis, and exit effects, Add and adjust motion paths for animations, Reorder animations sequences, Associate sounds with animations, Control animations timing, Animate SmartArt graphics and charts, Insert and animate a text box, Animate bulleted lists, Rehearse timings, Set slide show timings manually.

You will meet the outcomes listed above through a combination of the following activities in this course:

- Purchase <u>**ONE**</u> of the texts listed above

- Download <u>**ONE**</u> Assignment sheet in D2L in your class from the <u>**Content**</u> page for the version text you purchased. Assignment sheet you download <u>**MUST**</u> match the version text you will be using. It is OK if the software does not match but the <u>**Text and Assignment sheet have to match**</u>!!

- <u>**Download the Student files**</u>-see the main page of your class in D2L NEWS where I have a NEWS item with links to download the student files or directions on how to get the files from the textbook website if unable to get them from my links.

- You <u>**DO NOT COLLABORATE**</u> in this class! You work on your **very own**!! If you have questions you contact me for help via email or phone.

- Using the Assignment sheet and the chart at the beginning of it that tells you what assignments you are to do according to the number of credits you are taking this class for, <u>**read**</u> and <u>**do**</u> the assigned lessons.
  1- credit students will do the first assignment only in each Unit/Module. <u>**VERY IMPORTANT**</u>-Name your file as I name them on the assignment sheet AND drop your work into the correct folder in the Dropbox. This enable me to know which solution key to use to grade your work.

- Each Assignment is worth 10 points and the final project is worth 50 points. The grades I put in the gradebook as I grade your assignments are electronically all added and then divided by the number of possible points for your percentage when I do your final calculation for your number grade. . At that point I will determine if you have any penalties and apply them is necessary. I will let you know if you have penalties, how much, and the reason for the penalty.

- <u>**Drop the files**</u> you complete in the **dropbox** in the <u>**CORRECT**</u> folder (I will not grade unless files are dropped in the correct folder. I will contact you if I see you dropped work incorrectly. If I can I will delete any assignments in the wrong folder after I notify you). You can drop one assignment at a time or the whole Unit/Module at once. It is up to you.

- <u>**Final project**</u>- see end of assignment sheet for directions and expectations for a PowerPoint presentation you are to create from scratch on your own using the skills that you have gained in this class AND submit a WORD file explaining what your project is all about...see the end of the assignment sheet for more info. You MUST submit 2 files when you drop the final project!! The <u>**PowerPoint**</u> file and <u>**WORD**</u> file should be submitted together! This project <u>**must** <u>be created during this semester for this class</u></u>!! I can see the date a file is created so I can check that!! This can be personal/work related. It should take you at the very least 2-4 hours

of work depending on how many credits you take the course for. Please drop the 2 final project files AFTER all textbook work is completed. Once you drop the final project I will consider you finished and will calculate your final grade and send you an email with that grade.

- All work **MUST** be completed by the ending date of your class by 11:59pm of that day unless you have an approved extension. You may continue to drop work to me after the ending date but for each week you are late your grade will drop 1 letter grade. Ex] if your class ended Dec 15 and you drop work to me Dec 16th you are late and will drop one letter grade. Each 7 days after that you will drop another letter grade. If you don't finish on time I will give you an "Incomplete". After 10 weeks I will change your incomplete to an "F".

- Check your UWSP email and NEWS section in D2L often as that is the only way I have to communicate with you and I send class emails and post new NEWS items every so often**. I do send you a final email when all your work is completed with your final grade.**

Part 3: Grading Policy

Graded Course Activities

Late Work Policy

See the Grading file sent to you with the Welcome email.

Viewing Grades in D2L

Points you receive for graded activities will be posted to the D2L Grade Book. Click on the Grades link to view your points.

Your instructor will update your online grades each time you drop assignments within a 1-2 day period. You will see a visual indication of new grades posted on your D2L home page under the link to this course.

Letter Grade Assignment

All grade items in the gradebook will be electronically added and divided by the number of total points possible to earn. If a grade item in the gradebook is empty it will not be calculated or affect the grade. Any missed assignments will be filled in with a zero and will count in the final grade. If no penalties are applied then the calculated grade will be your grade otherwise your grade will be lowered once the penalties are applied and that will not show up in the gradebook. I always email students their final grade and if penalties are applied I make the student aware of the penalties and why they were applied.

Final grades assigned for this course will be based on the percentage of total points earned and are assigned as follows:

Letter Grade	Percentage
A	95-100%
A-	90-94%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	60-66%
F	0-59%

Part 4: Course Policies

Participation

Students are expected to do all of the work assigned to them on the assignment sheet that is to be downloaded from the Content page in their class in D2L

Build Rapport

If you find that you have any trouble keeping up with assignments, health issues, or other aspects of the course, make sure you let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that we can help you find a solution.

Assignment Due Date Expectations

All assignments for this course will be submitted electronically through D2L unless otherwise instructed.
Assignments/Final Project must be submitted by 11:59PM May 11th 2018. Special permission must be requested from instructor **before the due date** for extensions.

THIS IS NOT A GO AT YOUR OWN PACE CLASS!! I have opened the class in D2L a week early and sent you all the information for the class in a Welcoming email so you can order your text and be ready to start dropping work to me soon after the **first** week of class. If you join later in the semester you must start dropping work, at the most- 2 weeks after you join the class. Students MUST continue to drop work consistently or you will receive penalties!! You should be dropping some work at evenly throughout the time frame of the class. It is a problem that many students drop work to me at the very end of the class...ALL their work for the whole semester!! The last week of class is a difficult for me to grade and answer questions for all my

students during that week. Also I notice that is when I discover cheating AND work dropped that is poor. I have decided to make some expectations for assignment completions since I can't realistically have due dates in this class. Please be sure you read the information below so you won't be surprised at the end of class when I penalize you for how you dropped your work to me during the semester.

You must begin dropping work to me after 1-2 weeks from your first day in the class. Since I opened the class a week before it starts and sent you a Welcoming email with this Syllabus and a Grading file attached you should have plenty of time to purchase your textbook and at least begin to drop some work during the second week of class. Please don't tell me you ordered the wrong book. I get that excuse a lot and if you are careful and check the ISBN number 2-3 times that should not happen. D2L tells me the date of when a student joined the class AND drops an assignment. I expect students to begin working as soon as possible and to drop work consistently- just like you would if you were taking an on-campus class!!
When I do your final calculated grade, I will look back and see when you joined the class and when you started dropping work especially, if I think you have not been dropping work on a regular basis from the beginning of when you joined. Once you do begin to drop work I will expect you to continue to drop work. If you are dropping work at a decent pace you have nothing to worry about but if you are procrastinating on getting work to me I will start penalizing you when I do final grades, especially if you drop all your work to me at the end **OR** in a short period of time(see penalty below)…like 4-5days. Not a good thing to do!!

***Dropping Work all at once or in a short time span!!
Don't do it!! Much as I continue to ask students **NOT** to do this they do it anyway so unfortunately I have to add more penalties if you chose to do that. If you drop 50% or more of your work (including the final project) to me over a 10 day period I have the option to drop you **1** or **2** grades, **NOT** points…grades!! If you drop me 50% or more work in 1-2 days that is a guarantee that you will be dropped 2 grades!! Please don't do that!!

If you begin class as soon as you can and drop some work each week there should be no problems but if you chose to set this class aside and get to it later in the semester then you will face some tough penalties.

It is your responsibility to be sure you hand in **all** the assigned work and nothing is missing AND I don't want you hurrying to meet that deadline and hand in poor work just so you can get it done. That will not be acceptable and your grade will reflect it.

Read the "GradingPolicy" file for more info on the **grading scale, lateness, failing to start and drop work consistently** throughout the semester and how it can affect your grade in this course.

Understand When You May Drop This Course

It is the student's responsibility to understand when they need to consider unenrolling from a course. Refer to the UWSP Academic Calendar for dates and deadlines for registration. After this period, a serious and compelling reason is required to drop from the course. Serious and compelling reasons includes: (1) documented and significant change in work hours, leaving student unable to attend class, or (2) documented and

severe physical/mental illness/injury to the student or student's family.

Incomplete Policy

Any student who has not completed all the required work for the class by the time I submit grades to the University will receive an "I" for their grade. Students can continue to drop work to me even after class is over but starting the day after the end of class the Letter Grade will be dropped once and each 7 day period after that. After 10 weeks I do contact the University and change all the "I" s to "F"

Inform Your Instructor of Any Accommodations Needed

If you have a documented disability and verification from the Disability and Assistive Technology Center and wish to discuss academic accommodations, please contact your instructor as soon as possible. It is the student's responsibility to provide documentation of disability to Disability Services and meet with a Disability Services counselor to request special accommodation *before* classes start.

The Disability and Assistive Technology Center is located in 609 Learning Resource Center and can be contacted by phone at (715) 346-3365 (Voice) (715) 346-3362 (TDD only) or via email at datctr@uwsp.edu

Statement of Policy
UW-Stevens Point will modify academic program requirements as necessary to ensure that they do not discriminate against qualified applicants or students with disabilities. The modifications should not affect the substance of educational programs or compromise academic standards; nor should they intrude upon academic freedom. Examinations or other procedures used for evaluating students' academic achievements may be adapted. The results of such evaluation must demonstrate the student's achievement in the academic activity, rather than describe his/her disability.

If modifications are required due to a disability, please inform the instructor and contact the Disability and Assistive Technology Center in 609 LRC, or (715) 346-3365.

Commit to Integrity

As a student in this course (and at this university) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and also integrity in your behavior in and out of the classroom.

UWSP Academic Honesty Policy & Procedures

Student Academic Disciplinary Procedures
UWSP 14.01 Statement of principles
The board of regents, administrators, faculty, academic staff and students of the university of Wisconsin system believe that academic honesty and integrity are fundamental to the mission of higher education and of the university of Wisconsin system. The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students

are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. Students who violate these standards must be confronted and must accept the consequences of their actions.

UWSP 14.03 Academic misconduct subject to disciplinary action.

(1) Academic misconduct is an act in which a student:

    (a) Seeks to claim credit for the work or efforts of another without authorization or citation;

    (b) Uses unauthorized materials or fabricated data in any academic exercise;

    (c) Forges or falsifies academic documents or records;

    (d) Intentionally impedes or damages the academic work of others;

    (e) Engages in conduct aimed at making false representation of a student's academic performance; or

    (f) Assists other students in any of these acts.

(2) Examples of academic misconduct include, but are not limited to: cheating on an examination; collaborating with others in work to be presented, contrary to the stated rules of the course; submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another; submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas; stealing examinations or course materials; submitting, if contrary to the rules of a course, work previously presented in another course; tampering with the laboratory experiment or computer program of another student; knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

I have been having a LOT of problems with students using other student's work. It is usually VERY obvious to me!! When you make the exact same mistakes it becomes obvious. It usually happens towards the end of class when students are frantically trying to finish and they drop their roommate's work or a teammate's work and I am warning you that I can tell and will not take any excuse for it...like my computer crashed or my roommate and I did the assignments together! **NO COLLABORATION in this class!! You should not be doing your work with someone else..you are to do your OWN work and if you need help you ask me for help. I will not accept the excuse that you did your work together with someone. You do your own work **by yourself**. If I see that your files are exactly like someone else I will give NO CREDIT to either of you so be warned that you will get zero's on any work that is exactly like someone else's...same errors and such and then I will contact you and take action. I will not tolerate cheating and I am warning you that I usually can tell and that **you will fail** the class if caught.

Religious Beliefs

Relief from any academic requirement due to religious beliefs will be accommodated according to UWS 22.03, with notification within the first three weeks of class.

Emailing with Questions about assignments

You **Must** give me the following information so I can locate your problem and answer your questions as quickly as possible.
- State the **course** you are asking about- PowerPoint, Excel

- **Version** you are working with: 2010, 2013,2016
- Which **filename, Unit/Module, assignment number**
- Give me the **exact page number** and **exact place** on the page and any other possible identifying info.
- State your problem as clear as possible.

****Without this information, it takes me longer to help you!!

**I will try to get back to you within the day but you need to give me at least 1-2 days!! If you don't hear from me after that then email me again- I may have not gotten your email as I always email students back that have questions. You can call me 715-355-2817 if need be.

**This will make it SOO..... much easier and quicker for me to answer you. Please don't hesitate to ask questions- I encourage you to do so but if you follow the above steps that will make life a lot easier for me and for you so I can get back to you promptly with good help!!