Course Syllabus

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Phone: 801-626-6822
Office Hours: Monday from 10-12, Tuesday and Thursday from 1:30 to 3:30

NTM 3090 Electronic Presentations

Welcome to the NTM 3090 Electronic Presentations course. This is an online class so no scheduled class sessions are held. You can work at home or in the NTM Lab, which is located in Elizabeth Hall, Room 311. You may want to visit the lab during the first week of the semester for an orientation to the Canvas and NTM lab/online classes. Go to the following website for information about the NTM Lab and the schedule: http://www.weber.edu/ntm/lab311.html

Objectives:

In this class you will develop skills in designing, creating, modifying, and distributing computer slide presentations using the PowerPoint 2013 program. This class is a continuation of the NTM 1700/1702 class in which you learned the basic PowerPoint features. At the end of this course, you will extend your knowledge of PowerPoint and will be able to perform the following operations:

1. make adjustments to images (i.e., recolor; sharpen; change brightness, contrast, color tone, and saturation;
2. resize, crop, and compress images;
3. insert a video or audio clip, trim the clip, format the clip shape, and set playback options;
4. create and format information graphics such as tables, charts, and SmartArt diagrams;
5. add interactive elements to your presentation (e.g.., hyperlinks, action buttons);
6. work more efficiently by setting up slide, note, and handout masters;
7. create different types of presentations such as a speaker-led presentation, a presentation to be   browsed by an individual, and a kiosk presentation;
8. set different types of animation effects (e.g., entrance, exit, emphasis, and motion paths) and transitions for slides;
9. set timings for the slide animations and transitions, and decide on slide show settings;
10. proofread a presentation, check spelling, find and replace text, and find and insert synonyms;
11. use sharing and collaboration tools;
12. protect and secure a presentation and add a digital signature before sharing a presentation with others;
13. use compression methods to lower the size of the PowerPoint presentation file;
14. save and package a presentation for a CD or a folder when giving a presentation on a different computer; and
15. apply design principles to develop an attractive and professional looking presentation.

Assignments:

You will complete four lab assignments, two production tests, and a design project that will show your knowledge of the PowerPoint software. With the lab assignments, you will be provided resources and content. With the design project, you will create a presentation from scratch in which you collect your own images and make decisions on slide content and design.

The due dates for each assignment are posted to the class website calendar and appear at the top of each assignment window. The assignments will be accepted up to one week late with a late penalty of 20%. However, if an assignment is submitted only one day late, then the instructor will give you a break and only deduct 10%. Note that a zero on any of the assignments is likely to bring your grade down below a C, so make sure you pay close attention to the deadlines.

Testing Procedures:

Those of you who live within 50 miles of Ogden will visit the NTM Lab in Elizabeth Hall, Room 311, to take the two production tests. Long distance students who live over 50 miles from campus will need to arrange a proctor to administer the two production tests. Please see the 3090 Examinations.pdf file for additional information:

Examinations.pdf (https://weber.instructure.com/courses/355408/files/56657234/download?wrap=1)   (https://weber.instructure.com/courses/355408/files/56657234/download?wrap=1)   (https://weber.instructure.com/courses/355408/files/56657234/download?wrap=1)

Supplies:

Software: This course is set up for completion with the PC version of PowerPoint 2013 program. You will not be able to complete all of the assignment steps with an earlier version of the PowerPoint program. If you are partial to Macs, you would be able to do all but a few of the assignment steps using PowerPoint 2011 for Macs.

The software is not included with your textbook CDROM. The following options are available for purchasing the Office 2013 Suite:

Office 2013 Home Student: $139.00

Office 365 Home Premium: $ 98.00

Office 365 University 4YR $79.99

Textbooks: The following two books are required for this course. You can purchase the two books at the WSU Bookstore. Also, the books are available on WSU Safari and can be accessed online for free. Go to the following URL to log in to WSU Safari:

Microsoft PowerPoint 2013 Bible (publication date December 2009)

Author: Faithe Wempen

ISBN Number: ISBN 978-1-118-48811-9

Presentation Zen Design: Simple Design Principles and Techniques to Enhance Your Presentations,

2nd Edition

Author: Garr Reynolds

ISBN 13: 978-0-321-93415-4

Microsoft PowerPoint 2013 Bible is a manual that explains all of the PowerPoint 2013 features. It is not a step-by-step book with exercises. The paperback version of this book sells for about $30.00. Those of you working on Macs may need to rely on an alternative source to become familiar with the PowerPoint 2011 for Mac features. Unfortunately, no book is available as of yet that focuses on PowerPoint 2011 for Macs alone, but you will find several books that cover Office 2011 for Macs. You might try the following:

Office 2011 for Mac for Dummies by Bob LeVitus

Office 2011 for Macintosh: The Missing Manual by Chris Grover

A video training series by David Rivers is available that appears to provide in-depth coverage. The name of the video series is PowerPoint for Mac 2011 Essential Training.

Presentation Zen Design will be used to learn the design principles for creating PowerPoint slides. Note that this is not the most recent version of the book. The most recent edition puts more emphasis on presentation delivery instead of slide design so I stayed with the earlier edition. You can purchase the design book at the WSU book store or order it from Amazon.com for approximately $20.00.

Exercise Files: You will need to access the Canvas assignment windows for instructions and resource files for assignments.

Storage Media: Your lab assignments and design project will be uploaded to the Canvas assignment windows. However, you will want to save a backup copy of your assignments on your computer hard drive or a jump drive just in case problems occur with Canvas. You could also open a Skydrive/OneDrive account to save a backup of your assignment files.

Grading:

Canvas rubrics will be used to provide feedback for the lab assignments. A gradesheet will be filled out for the two production tests and design project. You can stop by the NTM Lab to review the gradesheets to see where points were deducted. Design feedback will be provided in the speaker notes section of the design project PowerPoint file and returned to the student through the assignment window.

The assignments for the course will be weighted as follows:

Four Lab Assignments 32%

Two Production Tests 35%

Design project 33%

The following grading scale will be used for grading the assignments and tests. The numbers represent percentage of total points:

A 100-95; A- 94-90; B+ 89-87; B 86-83; B- 82-80

C+ 79-77; C 76-73; C-72-70; D+ 69-67; D 66-63; D-62-60; E 59-0

Incompletes will be given sparingly--only in extreme cases such as a student victim of a lengthy illness. The grade of UW (unofficial withdrawal) will be given to students who stay enrolled in the class but do not complete any of the assignments or tests. With a UW, the class is listed on your transcript with zero credit hours earned. Obviously, this will hurt your calculated grade point average for that semester. However, you have the opportunity to complete the course the following semester to substitute the UW with the grade earned. Otherwise, all students on the class grade sheet will be assigned a grade according to total points earned.

Policies:

Cheating/Plagiarism: Cheating on assignments or tests will not be tolerated. All work must be your own. Anyone cheating will be assigned a failing grade for that assignment. If the student cheats on a second assignment, he/she will fail the course. You can visit the NTM Lab for assistance with an assignment. You can ask another student, a friend, or spouse questions about an assignment. You can even ask them to demonstrate certain features of the software using one of the textbook exercise files. But in the end you need to be the one that completes the steps in your assignment file.

Email Policy: Please use the internal e-mail system available on the course website for your routine communications with me relative to course issues. To send an email through the course website click on the Mail icon under the Course Tools. Press the Create Message Button and then press the Browse for Recipients Button. My name is listed in alphabetical order with the students in the class. Please allow 24 hours response time from your instructor during week days. However, I don't make any promises that I'll get to your emails on the weekend. Therefore, if you send me an email Friday, Saturday, or Sunday it could be Monday before I'll reply to it. Refer to the Canvas Instructor link for additional contact information and office hours.

Accommodations for Students with Disabilities:

Any student requiring accommodations or services due to a disability must contact Services for Students with Disabilities (SSD). The phone numbers for the disabilities office are: Voice: 801.626.6413 and TDD: 801.626.7283.

Getting Started:

The first lab assignment covers Part 1, Chapters 1-7 in the textbook and Chapters 1-3 in the Zen Design book. After reviewing the chapter readings, access the Canvas assignment window where you will find links to a few videos to help you with the assignment.

Then you are ready to complete the lab assignment. Note that the assignment is not something you could complete at the last minute/hour. Be sure to allow enough time for the lab assignments. I would estimate that a lab assignment could take some students up to 5 hours, although I'm sure some of you could take twice that time if you have not taken a look at the textbook material in advance.

Date	Details	
Tue Jan 27, 2015	**Lab Asg1 (https://weber.instructure.com/courses/355408/assignments/2012779)**	due by 11:59pm
Tue Feb 10, 2015	**Lab Asg2 (https://weber.instructure.com/courses/355408/assignments/2012780)**	due by 11:59pm
Sat Feb 21, 2015	**Production Test 1 (https://weber.instructure.com/courses/355408/assignments/2012781)**	due by 2pm
Sat Mar 7, 2015	**Lab Asg3 (https://weber.instructure.com/courses/355408/assignments/2012782)**	due by 11:59pm
Fri Mar 20, 2015	**Lab 4 Part1 (https://weber.instructure.com/courses/355408/assignments/2013621)**	due by 11:59pm
Tue Mar 24, 2015	**Lab 4 Part2 (https://weber.instructure.com/courses/355408/assignments/2013653)**	due by 11:59pm
Sat Mar 28, 2015		due by 11:59pm
Tue Apr 14, 2015	**Design Project: (https://weber.instructure.com/courses/355408/assignments/2012778)**	due by 11:59pm
Fri Apr 24, 2015	**Production Test 2 (https://weber.instructure.com/courses/355408/assignments/2012783)**	due by 5pm