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Course Syllabus



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Office Hours: Tu/Th 1:30 - 3:00, Wed 9:30 - 11:30

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 will be required to go to NTM Lab two times during the semester to take a production test. Go to the following website for information about the NTM Lab and the schedule: <http://www.weber.edu/ntm/lab311.html> (<http://www.weber.edu/ntm/lab311.html>). Long distance students will arrange for a proctor to administer the production tests.

Outcomes:

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 create slides that follow good design principles. More specifically, you will perform the following operations:

1. insert text in a placeholder or textbox and format the text effectively;
2. make adjustments to images (i.e., recolor; sharpen; change brightness, contrast, color tone, and saturation and resize/crop images avoiding distortion);
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 that are speaker-led, browsed by an individual, and viewed at a kiosk;
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. work with PowerPoint file options to compress, protect, and inspect a presentation;
12. use PowerPoint collaboration tools to work together on a project or to provide feedback;
13. save a presentation to different formats (i.e., video, pdf, Word handout, or image);
14. package a presentation to 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 add all of the slide content based on a provided outline.

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 \(https://weber.instructure.com/courses/369869/files/61310131/download?wrap=1\)](https://weber.instructure.com/courses/369869/files/61310131/download?wrap=1) <https://weber.instructure.com/courses/369869/files/61310131/download?wrap=1>

Supplies:

Software: This course is set up for completion with the PC version of PowerPoint 2013 program. The instructions for the textbook exercises are PC based. The steps in many cases would be very different on a Mac. You will not be able to complete all of the assignment steps using the Mac version of PowerPoint or an earlier

version of the PowerPoint program.

The software is not included with your textbook. You can go the following URL to compare options for purchasing Office 2013: <https://products.office.com/en-us/buy/compare-microsoft-office-products>

Textbooks: The following two books are required for this course. You can purchase the two books at the WSU Bookstore. Also, the Zen Design book is available on WSU Safari and can be accessed online for free. Go to the following URL to log in to WSU Safari: <http://proquest.safaribooksonline.com.hal.weber.edu:2200/?uicode=ualc> (<http://proquest.safaribooksonline.com.hal.weber.edu:2200/?uicode=ualc>)

Microsoft PowerPoint 2013: Benchmark Series.

Author: Rutkosky, Roggenkamp

ISBN: 978-0-763-85352-5

Presentation Zen Design: Simple Design Principles and Techniques to Enhance Your Presentations,
2nd Edition

Author: Garr Reynolds

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

Presentation Zen Design will be used to learn the design principles for creating PowerPoint slides.

The PowerPoint 2013: Benchmark Series includes exercises that you will complete for the lab assignments. The focus of this book is to give instruction on the software features. You can purchase the textbook in the WSU Bookstore or go to the Paradigm website for the eBook. The URL is: <http://paradigm.emcp.com/computer-technology/benchmark-series-microsoft-powerpoint-2013.html> (<http://paradigm.emcp.com/computer-technology/benchmark-series-microsoft-powerpoint-2013.html>). The exercise files will be provided by the instructor, so just by the book without the CD.

Exercise Files: You will need to access the Canvas assignment windows for resource files needed to complete the 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 just in case problems occur with Canvas.

Grading:

Canvas rubrics will be used to provide feedback for the lab assignments and design project. A gradesheet will be filled out for the two production tests. You can stop by the NTM Lab to review the gradesheets to see where points were deducted.

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 Chapters 1-2 in the Benchmark Series textbook. After reviewing the chapter readings, access the Canvas assignment window where you will find assignment instructions, exercise files, and links to a few videos to help you with the assignment. Each lab assignment has a Focus on Design exercise included with the chapter exercises.

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	
Wed Sep 9, 2015	Chs1-2 Assignment (https://weber.instructure.com/courses/369869/assignments/2136072)	11:59pm
Sat Sep 19, 2015	Chs 3-4 Assignment (https://weber.instructure.com/courses/369869/assignments/2158860)	11:59pm
Wed Sep 30, 2015	Ch5 Assignment (https://weber.instructure.com/courses/369869/assignments/2158861)	11:59pm
Sat Oct 10, 2015	Production Test 1 (https://weber.instructure.com/courses/369869/assignments/2136068)	2pm
Wed Oct 21, 2015	Ch6 Assignment (https://weber.instructure.com/courses/369869/assignments/2158878)	11:59pm
Sat Oct 31, 2015	Ch7 Assignment (https://weber.instructure.com/courses/369869/assignments/2158879)	11:59pm
Wed Nov 11, 2015	Ch8 Assignment (https://weber.instructure.com/courses/369869/assignments/2158880)	11:59pm
Wed Nov 25, 2015	Design Project: (https://weber.instructure.com/courses/369869/assignments/2136065)	11:59pm
Sat Dec 12, 2015	Production Test 2 (https://weber.instructure.com/courses/369869/assignments/2136070)	5pm