

NTM 3090 Electronic Presentations

Instructor: Christy Keel

Welcome to the NTM 3090 Electronic Presentations course. This is an online class that will enhance your presentations through technical features and design principles. You can work at home or in the NTM Lab, which is located on the main campus in the Elizabeth Hall Building, 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 hours www.weber.edu/ntm. Long distance students will arrange for a proctor to administer the production tests, more information on how to do that is provided below.

Outcomes:

In this class you will develop skills in designing, creating, modifying, and distributing computer slide presentations using the Microsoft PowerPoint 2013/2016 Program or Office 365 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 several assignments, two production tests, and a design project that will show your knowledge of the PowerPoint software and proper design principles.


The due dates for each assignment and test will be available when the material is posted to Canvas each week. Late work can be turned in up to one week from when the assignment or test was due and will be docked a late penalty of 20 pts. 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 main campus will need to visit the NTM Lab in Elizabeth Hall, Room 311, to take the two production tests. Long distance students who live over 50 miles from the main campus will need to arrange a proctor to administer the two production tests. Please see the attached file for additional information: [Examinations-3.pdf](#) 

Supplies:

Software: The the software needed for this course in order to complete the assignments and tests completely is Microsoft PowerPoint 2013, 2016, or Office 365. The textbook's instructions are PC based. However, a Mac computer may be used for this course if it has Office 365 but be aware that there are a few features that require different steps for a Mac and some features are not available at all. Due to these differences, all Mac students must take the production tests on a PC computer in order to perform all the required steps and receive full credit.

The the required software is not included with your textbook. Click on this link to learn how you can download Office 365 for free [Office 365 Download instructions.docx](#) 

Textbooks: Two books are required for this course in order to complete the assignments. You can purchase them at the WSU Bookstore or Amazon. The Zen Design book is also 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>

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 some of the 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>. The exercise files will be provided with the assignment in Canvas so you can buy just the book without the CD.

Exercise Files: The exercise files for the eight chapters in the PowerPoint 2013 Benchmark Series are include as two zipped files in the Chs 3-4 Assignment window.

Storage Media: Your 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 assignments and design project. A gradesheet will be filled out for the two production tests and emailed to you so you can see where points were deducted. The assignments for the course will be weighted as follows:

Chapter Assignments 15 %

Focus on Design Assignments 17%

Production Tests 35%

Design Project 33%

The following grading scale will be used for final grades:

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 becomes ill for a lengthy period of time. 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. This will greatly impact 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.

Contacting the Instructor: The best way to reach me is through the Canvas e-mail system. To send an email, click on the Inbox icon on the left panel. Please allow 48 hours for me to respond to your email during the week. However, if you send me an email Friday - Sunday, it could be until Monday before I reply.

I do not have an office at the main campus so if you are needing to speak to me about any problems you are having, you may set up a chat time with me online. If more help is needed, you may set up a time to contact me by phone.

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:

Read through chapters 1-2 of the PowerPoint 2013 book to make sure you understand the basic features for creating a PowerPoint presentation. The first assignment comes from chapters 3-4 of the PowerPoint 2013 book. Read these chapters and then click on the first assignment link.