

Course Syllabus

[Jump to Today](#) [Edit](#)

Instructor: Dr. Laura MacLeod

Office: Elizabeth Hall, Room 379

Phone: 801-626-6822

Office Hours: Tuesday and Thursday 1:30 - 3:00, Wednesday 10-12

WEB 3090 Digital Presentations

Welcome to the WEB 3090 Digital Presentations course. This is an online class so no scheduled class sessions are held. You can work at home or in the Computer Literacy Center, which is located in Elizabeth Hall, Room EH 311. You will be required to go to the Computer Literacy Center two times during the semester to take a production test. Go to the following website for information about the center 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 2016 program. This class is a continuation of the WEB 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 textbook exercises, Focus on Design assignments, and two production tests that will show your knowledge of the PowerPoint software. With the textbook exercises and the first Focus on Design assignment, you will be provided resources and content. However, for the second and third Focus on Design assignments you will collect your own images and gather content for the slides from a website.

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 Computer Literacy Center 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](#) 

Supplies:

Software: This course is set up for completion with the PC version of PowerPoint 2013 or 2016 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 2016: <https://products.office.com/en-us/buy/compare-microsoft-office-products> (<https://products.office.com/en-us/buy/compare-microsoft-office-products>).

Textbooks: The following two books are required for this course.

1) Benchmark Series: Microsoft PowerPoint 2016 - ebook, 1-year access (code via email)

Author: Nita Rutkosky, Audrey Roggenkamp, and Ian Rutkosky

ISBN: 978-0-76386-973-1

e-book price: \$65.00

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

2nd Edition, December 2013

Author: Garr Reynolds

ISBN: 978-0321934154 (paperback, \$27.16)

ISBN: 978-0133440980 (kindle version, \$15.39)

Exercise Files: The exercise files for the eight chapters in the Benchmark Series: PowerPoint 2016 are include as two zipped files in the Chs 3-4 Assignment window.

Storage Media: Your assignment 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 grade sheet will be filled out for the two production tests. You can stop by the Computer Literacy Lab to review the gradesheets to see where points were deducted.

The assignments for the course will be weighted as follows:

Five Chapter Assignments 25%

Three Focus on Design Assignments 40%

Two Production Tests 35%

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 Computer Literacy Center 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 Inbox icon from the left sidebar. 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. SSD can arrange to provide course materials (including this syllabus) in alternative formats if necessary. Please provide your instructor with a signed letter from the SSD if you require additional time or other accommodations during tests.

Getting Started:

The first assignment covers Chapters 3-4 in the Benchmark Series textbook. Chapters 1-2 cover introductory features of PowerPoint that you should have learned in the computer literacy course. 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. Then you are ready to complete the lab assignment. I would estimate that this first chapter assignment will take 2-3 hours.

Assignments Summary:

Date	Details	due by
Wed Jan 18, 2017	 Chs 3-4 Assignment (https://weber.instructure.com/courses/422718/assignments/2957587)	11:59pm
Wed Jan 25, 2017	 Focus on Design1 (https://weber.instructure.com/courses/422718/assignments/2957588)	11:59pm
Sat Feb 4, 2017	 Ch5 Assignment (https://weber.instructure.com/courses/422718/assignments/2957583)	11:59pm

Date	Details	
Thu Feb 16, 2017	Ei Production Test 1 (https://weber.instructure.com/courses/422718/assignments/2957591)	due by 7pm
Fri Mar 3, 2017	Ei Ch6 Assignment (https://weber.instructure.com/courses/422718/assignments/2957584)	due by 11:59pm
Sat Mar 25, 2017	Ei Focus on Design2 (https://weber.instructure.com/courses/422718/assignments/2957589)	due by 11:59pm
Sat Apr 1, 2017	Ei Ch7 Assignment (https://weber.instructure.com/courses/422718/assignments/2957585)	due by 11:59pm
Wed Apr 12, 2017	Ei Focus on Design3 (https://weber.instructure.com/courses/422718/assignments/2957590)	due by 11:59pm
Wed Apr 19, 2017	Ei Ch8 Assignment (https://weber.instructure.com/courses/422718/assignments/2957586)	due by 11:59pm
Thu Apr 27, 2017	Ei Production Test 2 (https://weber.instructure.com/courses/422718/assignments/2957592)	due by 3pm

