NTM 3090 Electronic Presentations ONLINE

Course Syllabus

Course Dates: May 11 – August 19, 2015   Credit Hours: 2

Welcome to the NTM 3090 Electronic Presentations Online Course. All course work will be posted and submitted through Canvas. Assignments may be completed on your own computer or in the NTM Lab Room 311 in the Elizabeth Hall Building at Weber State University.

Objectives:

In this class you will develop skills in designing, creating, modifying, and distributing slide presentations using the PowerPoint 2013 PC Program or Microsoft PowerPoint 2011 Mac 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 design principles by performing 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

15. Apply design principles to develop an attractive and professional looking presentation

Contact Information:

Instructor: Christy Keel

I am an adjunct instructor, which means I do not have an office at the main campus. All communication will need to be done using the email system through Canvas. In extreme cases, students may setup meeting times with me at the main campus with plenty of time in advance.

Assignments:

You will complete four lab assignments, two production tests, and a design project that will show your knowledge of the PowerPoint software. Each lab assignment will have instructions, resources, and content material attached in Canvas. For the design project, you will create a presentation from scratch in which you will collect your own images and make decisions on slide content and design.

This is the first time I will be teaching this course. Your patience is greatly appreciated as I work with you through this course material. For this reason, the assignments will not be made available all at once. I will release each assignment after I work through it. However, I will release the instructions by the due date of the assignment prior, if not sooner. For example, Lab Assignment 2 will be released by Friday, May 22nd when Lab Assignment 1 is due.

The due dates for each assignment are posted to the Canvas calendar and will appear at the top of each assignment window. **All assignments and tests can be submitted before the due date.** With instructor approval, only lab assignments can be submitted up to one week late, in emergency situations, with a late penalty of 20% deduction. Note that a zero on any of the assignments will likely 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. You MUST arrive at least 2 hours before closing time in order to be allowed to take the test. Once the lab closes, you will have to submit your exam whether it is finished or not. See the NTM Lab website for summer hours:

http://www.weber.edu/ntm (Links to an external site.)

Long distance students, who live over 50 miles from campus, will need to arrange for a proctor to administer the production tests. Please see the **Examinations.pdf** file for additional information on how to do that.

Examinations-2.pdf

Both tests will be available for two weeks and may be taken before the due date but NOT after. The tests will take about 1.5 hours to complete. However, you can have up to 3 hours to complete the exams. For every ten minutes over the allotted time will result in deducting 10 points from your score.

Supplies:

Software: This course is set up for completion with the PC version of Microsoft PowerPoint 2013 Program or Mac Microsoft PowerPoint 2011. Any earlier version of these programs will not be compatiple with the lab assignment instructions. (If you have an older version of these programs, the steps that cannot be completed on your computer will need to be completed in the NTM Lab BEFORE submission.)

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. The books are 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 (Links to an external site.)

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Microsoft PowerPoint 2013 Bible (publication date December 2009)
Author: Faithe Wempen
ISBN Number: ISBN 978-1-118-48811-9
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Presentation Zen Design: Simple Design Principles and Techniques to    Enhance Your Presentations, 2nd Edition
Author: Garr Reynolds
ISBN 13: 978-0-321-93415-4
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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. Those of you working on Macs will need to rely on an alternative source to become familiar with the PowerPoint 2011 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; therefore, I prefer the earlier edition. You can purchase the design book at the WSU bookstore or order it from Amazon.com.

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 online.

Grading:

Feedback will be provided for each lab assignment in the grading comment box. A grade sheet will be filled out for the two production tests and design project. You can stop by the NTM Lab to review the grade sheets 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

By Weber State policy, incomplete grades can only be given when 80% of the course work is complete and an extreme situation occurs.

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 and have them 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 that is submitted.

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 (Telecommunication Device for the Deaf).

Getting Started:

Before each lab assignment, there will be required reading in order to understand how to preform and complete the assignment. For example the first lab assignment covers Chapters 1-7 in the PowerPoint Bible 2014 textbook and Chapters 1-3 in the Zen Design book. After reviewing these chapter readings, access the Canvas assignment window where you will find assignment instructions and links to videos that will help you with the assignment.

Note that the assignments are not something you can complete at the last hour. Be sure to allow enough time for the lab assignments and tests. These assignments will require much preparation and effort.