WEB 3090
Advanced Digital Presentations

Syllabus

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Office Hours by Appointment on Zoom

Hello! Welcome to our advanced digital presentations class. I'm so happy you've chosen to hone your sweet presentation skills and learn some new things that will impress your boss and friends…well, your boss anyway. After you're done with this course, you should know some advanced techniques to help you create some wicked cool presentations and pick up some design skills and best practices along the way.

Required Software

In this course, we will be using the Office 365 version of Microsoft PowerPoint. You are welcome to use an older version but be aware that you may have to find some features in different places and some features may not be available.

Microsoft Office 365 is free for students to download and use. You can find instructions at https://www.weber.edu/software/office_365.html.

Grading

100 - 94 .... A	< 84 - 80....B-	< 70 - 67 ...D+
< 94-90 ..... A-	< 80 - 77....C+	< 67 - 64 ...D
< 90-87 ..... B+	< 77 - 74....C	< 64 - 61 ...D-
< 87-84 ..... B	< 74 - 70....C-	< 61 - 0 .....F

In this class we will have quizzes and assignments throughout the semester and one big project at the end. We won't have any formal exams.

What You Will Learn

In this class you will be able to:

- Insert placeholders and text boxes and format the text effectively

- Adjust images (i.e., recolor; sharpen; change brightness, contrast, color tone, and saturation and resize/crop images avoiding distortion)

- Insert a video or audio clip, trim the clip, format the clip shape, and set playback options

- Create and format information graphics such as tables and charts

- Add interactive elements to your presentation like hyperlinks and action buttons

- Work more efficiently by setting up slide, note, and handout masters

- Create different types of presentations that are speaker-led, browsed by an individual, and viewed at a kiosk

- Set different types of animation effects and learn to use them creatively (e.g., entrance, exit, emphasis, and motion paths) and transitions for slides

- Set timings for the slide animations and transitions, and decide on slide show settings

- Save a presentation to different formats (i.e., video, pdf, Word handout, or image)

- Package a presentation to a folder

- Apply design principles and best practices to develop an attractive and professional looking presentation

Late Assignments

I will place due dates on assignments to help you stay motivated to keep up throughout the semester. If an assignment is late, it will automatically receive a 10%-point deduction.

Communication

I will communicate with you through the Canvas learning system by either sending you private messages or by commenting on your submitted assignments. You are welcome to contact me through Canvas or by email or cell phone. Please do not hesitate to ask any question. I'm usually fast at responding to messages.

Tutoring

If you feel you need extra help, you can check out the Computer Literacy Center at https://weber.edu/clc. They offer a series of short courses, including advanced presentations, that may give you another perspective on the topics we will be learning.

Accommodations for students with disabilities

Any student requiring accommodations or services due to a disability can contact Services for Students with Disabilities (SSD) in room 181 of the Student Services Center. SSD can also arrange to provide course materials in alternative formats if necessary. You may also let me know about any special accommodations you need, and I will do my best to meet them right from the start.

For more information about the SSD contact them at 801-626-6413, ssd@weber.edu, or weber.edu/ssd.

Academic Honesty

The School of Computing policy dictates that any verifiable evidence of student academic cheating, as defined and determined by the instructor, will result in 1) an automatic failing grade for the class and 2) a report to the Dean of Students that will include the student's name and a description of the student's dishonest conduct. You can read WSU's student code of conduct at weber.edu/ppm/Policies/6-22_StudentCode.html.

Course Fees

Course fees are designed to cover the cost of lab equipment maintenance and replacement including desktop and server computer systems and software; consumable materials and supplies; and support for lab aides, student tutors and online instructional resources.

Emergency Closures

In the event of a university emergency closure, please check the WSU home page, http://weber.edu. It is also a good idea to make sure you are signed up for emergency alerts through Code Purple, https://portalapps.weber.edu/CodePurple.