

PowerPoint Syllabus

CIS 373

Section 881 2 credits Dates: March 25-May 24, 2019

Part I Course Information

Instructor Information

Instructor: Donna Kitchens

Office: 2223 Bryce Lane, Kronenwetter, WI 54455

Office Hours: per Telephone 9am-5pm

Virtual Office Hours: Anytime. I will respond usually in 1-2 days.

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Course Description

Microsoft PowerPoint is a presentation, also called a slide show that can help you deliver a dynamic, professional-looking message to an audience. PowerPoint allows you to produce slides to use in an academic, business, or other environment. The collection of slides in a presentation is called a deck, resembling a deck of cards that are stacked on top of each other. A common use of slide decks is to enhance an oral presentation. The PowerPoint slides should reinforce the speaker's message and help the audience retain the information presented. Custom slides can fit your specific needs and contain diagrams, charts, tables, pictures, shapes, video, sound, and animation effects to make your presentation more effective.

Credits: 2 credits

Prerequisite

- Some basic Computer skills-file management, how to unzip files, make a folder to put student files in, download files, read instructions carefully.

Textbook & Course Materials

****Must** be ordered on-line from any place as long as the ISBN number is correct. ISBN number(s) given below. Check and double check that!! **You can not order or rent from the University bookstore.** If you use the Cengage company (Which I have a link to in your class in Canvas on the HomePage you can start with an ebook until you get your copy of the text or just use an ebook. Hardcopy or ebook are your preference. I myself, prefer a hardcopy but a lot of students do use the ebook. It is a lot cheaper. At the Cengage website you have options on what you can order or rent- a hardcopy text, ebook etc... Whichever you think will work best for you is fine with me.

It is my understanding that all students can have a copy of Office 2016 software so if you are off campus and using your own computer be sure you have Office 365 PowerPoint Version 2016 software on the computer you will be using. **You MUST have PowerPoint 2016/2019 software on your computer and the correct PowerPoint textbook 2016 (see below)**

Textbook Info

- **Microsoft Office 365 PowerPoint 2016 Intermediate Sebok Rental Hardcopy but you have access to ebook until you get the hardcopy.**
 - ISBN10: 1-305-87080-8 OR ISBN13: 978-1-305-87080-8
- **ebook has different ISBN number:**
 - ISBN10: 1-337-50743-1 OR ISBN 13: 978-1-337-50743-1

Website to order online at Cengage Learning:

<https://www.cengage.com/c/shelly-cashman-series-microsoft-office-365-powerpoint-2016-1e-sebok?filterBy=Student>

IMPORTANT!! The link above takes you to the Comprehensive text but you need the INTERMEDIATE textbook not the Comprehensive. Here is what you can do: On that webpage look below and at Step 1: Chose your Volume- you will see a pull down menu so click on that and chose the Intermediate version and that will take you to where you can order the Intermediate text as an ebook or printed rent book etc.

Course Requirements

- Minimum recommended computer and internet configurations for online courses can be found [here](#).
- Windows platform computer, PowerPoint software version 2016.
**** If using a MAC contact the instructor for permission-this is a windows platform course!!

Course Management

This course will be delivered entirely online through the course management system CANVAS. You will use your UWSP account to login into the course from the [UWSP CANVAS Login Page](#). If you have not activated your UWSP account, please visit the [Page Your Account](#) page to do so.

To access this course in Canvas you will need access to the Internet and a supported Web browser (Internet Explorer, Chrome, Firefox, Safari).

Technical Assistance

If you need technical assistance at any time during the course or to report a problem with CANVAS you can:

- Work with a [Student Technology Tutor](#)
- Get assistance from the [Help 2](#) in **CANVAS in your class** located to the left of your screen at the very bottom of the list. Canvas has a great help staff 24/7 with a response time pretty short so that is your best bet if you run into problems with the platform of CANVAS. Powerpoint questions you need to contact me by emailing or calling me. Best to email first to set up a time I will be available for a help phone call if needed.

Important Note: This syllabus, along with course assignments and due dates, are subject to change. It is the student's responsibility to check Canvas for corrections or updates to the syllabus. Any changes will be clearly noted in a

course announcement or through email. Always check the course Calendar for updated on assignment due dates. They should not change but might.

Part 2: Course Learning Objectives

Module Descriptions

- **Module 1: Creating & Editing a Presentation with Pictures**
 Students will have mastered the material when you can Select and change a document theme and variant, Create a title slide and a text slide with a multilevel bulleted list, Add new slides and change slide layout, Insert pictures into slides with and without content placeholders, Move and resize pictures, Change font size and color, Bold and italicize text, Arrange slides, Select slide transitions, View a presentation in Slide Show view.
- **Module 2: Enhancing a Presentation with Pictures and Shapes, and WordArt**
 Students will be able to Search for and download an online theme, Insert and format pictures, Insert and size a shape, Apply effects to a shape, Add text to a shape, Change the text font, Insert a picture to create a background, Insert and format WordArt, Format slide backgrounds, Find and replace text and check spelling, Add and print speaker notes.
- **Module 3: Reusing a Presentation and Adding Media and Animation**
 Students will be able to Color a photo, Add an artistic effect to a photo, Align paragraph text, Change views, Ungroup, change the color of, and regroup an illustration, Copy a slide element from one slide to another, Insert and edit a video clip, Insert an audio clip, Control audio and video clips, Insert entrance, emphasis, and exit effects, Control animation timing, Change theme colors, Change a theme and variant on one slide
- **Module 4: Creating and Formatting Information Graphics**
 Students will be able to Insert a SmartArt graphic, Insert images from a file into a SmartArt graphic, Format a SmartArt graphic, Convert text to a SmartArt graphic, Create and format a chart, Rotate a chart, Change the chart title and legend, Separate a pie chart slice, Create and format a table, Insert a symbol in a table, Add an image to a table.
- **Module 5: Skip**
- **Module 6: Navigating Presentations Using Hyperlinks and Action Buttons**
 Students will be able to Create a presentation from a Microsoft Word Outline, Add hyperlinks to slides and objects, Hyperlink to other Office documents, Add action buttons and action settings, Display guides to position slide elements, Align placeholder text, Create columns in a placeholder, Change paragraph line spacing, Format bullet size and color, Change bullet characters to pictures and numbers, Hide slides.

- **Module 7: Creating a Self-Running Presentation Containing Animation**

Students will be able to Remove a photo background, Crop and compress a photo, Animate slide content with entrance, emphasis, and exit effects, Add and adjust motion paths for animations, Reorder animations sequences, Associate sounds with animations, Control animations timing, Animate SmartArt graphics and charts, Insert and animate a text box, Animate bulleted lists, Rehearse timings, Set slide show timings manually.

You will meet the outcomes listed above through a combination of the following activities in this course:

- Purchase **ONE** text listed above or linked to on the HomePage in your class in Canvas
- I sent you the assignment sheet that lists all the assignments, with the Welcome email. In Canvas in the Calendar you will see the assignments and know the due date. Click on the assignment and it will bring it up for you also!!
- **Download the Student files**-see the Homepage of your class in Canvas where I have links to download the student files. If you are having trouble getting them from Canvas I also have directions below it on how to get the files from the textbook website if unable to get them from my links.
- You **DO NOT COLLABORATE** in this class! You work on your **very own**!! If you have questions you contact me for help via email or phone (715-315-9355).
- **VERY IMPORTANT**-Name your file as I name them on the assignment. I tell you what to name the file(s) you are going to submit to me.
- Most Assignments are worth 10 points. There is one assignment in **Module 7:#1** that is 20 pts and the final project is worth 50 points. The grades I put in the gradebook, as I grade your assignments, are electronically all added and then divided by the number of possible points for your percentage when the final calculation for your number grade is done in the gradebook. I will make you aware when I grade each assignment if I take off for points for anything- lateness, failed to do a concept taught correctly, etc.. Canvas is set up to penalize you for lateness. I have set it up to automatically take off 5% each day late so get it dropped ASAP!!

Final Project

On the Homepage of your class you will see a file in Module Final Project Description called "**BirthMonthStates.docx**" that will give you a description of the requirements for this assignment. Please send me the final project file

AFTER all textbook work is completed. On Monday, Feb 24, 2020, I will consider you finished and will calculate your final grade and send you an email with that final grade.

- All work **MUST** be completed by the ending date of the class. In other words, that evening unless you have an approved extension. You can turn in late work to me after the ending date but for each week you are late your grade will drop 1 letter grade. Ex] if your class ended Dec 14 and you turn in work to me on 15th you are late and will drop one letter grade. Each 7 days later that you turn in work will drop another letter grade. If you don't finish on time I will give you an "Incomplete". After 10 weeks I will change your incomplete to an "F".
- Check your UWSP email and the INPUT BOX in Canvas that is on the right way I have to communicate with you and I send class email and post new announcements every so often. I do send you a final email when all your work is completed with your final grade.

Part 3: Grading Policy

Graded Course Activities

Late Work Policy

See the Grading and Syllabus files sent to you with the Welcome email and I also have a copy of these files in Canvas.

Viewing Grades

Points you receive for graded activities will be posted to your Canvas Grade Book. Click on the Grades link to view your points.

I will update your online grades each time you drop assign. I will update it every period. If you see a problem with how I graded you please do not hesitate to contact me with your concern. Sometimes I do make a mistake so please notify me of anything you see that does not seem right to you.

Letter Grade Assignments

All grade items in the gradebook will be electronically added and divided by the number of total points possible to earn. Any missed assignments will be filled in with a zero and will count in the final grade. If no penalties are applied then the calculated grade will be your grade otherwise your grade will be lowered once the penalties are applied and that will not show up in the gradebook. I always email students their final grade and if penalties are applied I make the student aware of the penalties and why they were applied.

Final grades assigned for this course will be based on the percentage of total points earned and are assigned as follows:

Letter Grade	Percentage
A	95-100%
A-	90-94%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	60-66%
F	0-59%

Part 4: Course Preparation

Participation

Students are expected to do all of the work assigned to them in the Calendar (or on the assignment sheet)

Build Rapport

If you find that you have any trouble keeping up with assignments, have health issues, or other problems with other aspects of the course, make sure you let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that we can help you find a

solution.

Assignment Due Date Extensions

All assignments for this course will be submitted electronically through CANVAS. Your Calendar in Canvas will show you when your assignments are due. Special permission must be requested from instructor *before the due date* for any extensions.

THIS IS UP TO A GO AT YOUR OWN RISK! TAKE CLASS!! I have opened the class in Canvas early and sent you all the information for the class in a Welcoming email so you can order your text and be ready to drop the work for Module One to me by the calendar due date. You may start this class early, in fact I encourage you to. You could probably finish it because it is originally slated to start. If you join later in the class, find a frame you must catch up quickly!! You **MUST** order your text ASAP, download student files and start work as soon as you possibly can so you won't get a penalty for late work. If your work is dropped past the due date in the calendar it will penalize you 5% automatically. You have a short period of time to get the work in class completed- only 9 weeks so there is no time to dilly!! You will be expected to drop work to me on time. Some students think just because it is an online class they can go at their own pace which is dropping all their work the last day/week 😞 The textbook Cengage website tells you that you can use an ebook until your book arrives if you order the hardcopy of the text so there is no excuse to not begin work and meet the first due date. Please don't tell me you ordered the wrong book. Double check the ISBN number and make sure you have the correct text. If what you are seeing in the text does not line up with what the assignment is telling you, that should be an indication that you have the wrong text!! There are a LOT of PowerPoint texts out there and you **MUST** get the correct one. I get that excuse a lot and if you are careful and check the ISBN number 2-3 times that should not happen. I feel students don't learn well when they are rushing at the end to get their work in. It seems to be when I get some cheating as well.

It is your responsibility to be sure you hand in all the assigned work and nothing is missing.

Read the "GradingPolicy" file for more info on the grading scale, lateness, penalties throughout the semester and how it can affect your grade in this course.

Understand When You May Drop This Course

It is the student's responsibility to understand when they need to consider unenrolling from a course. Refer to the UWSP Academic Calendar for dates and deadlines for registration. After this period, a serious and compelling reason is required to drop from the course. Serious and compelling reasons includes: (1) documented and significant change in work hours, leaving student unable to attend class, or (2) documented and severe physical/mental illness/injury to the student or student's family.

Incomplete Policy

Any student who has not completed all the required work for the class by the time I submit grades to the University will receive an "I" for their grade. Students can continue to drop work to me even after class is over but starting the day after the end of class the Letter Grade will be dropped once and each 7 day period after that. After 10 weeks I do contact the University and change all the "I" s to "F"

Student Special Accommodations

Inform Your Instructor of Any Accommodations Needed

If you have a documented disability and verification from the Disability and Assistive Technology Center and wish to discuss academic accommodations, please contact your instructor as soon as possible. It is the student's responsibility to provide documentation of disability to Disability Services and meet with a Disability Services counselor to request special accommodation *before* classes start.

The Disability and Assistive Technology Center is located in 609 Learning Resource Center and can be contacted by phone at (715) 346-3365 (Voice) (715) 346-3362 (TDD only) or via email at datctr@uwsp.edu

Statement of Policy

UW-Stevens Point will modify academic program requirements as necessary to ensure that they do not discriminate against qualified applicants or students with disabilities. The modifications should not affect the substance of educational programs or compromise academic standards; nor should they intrude upon academic freedom. Examinations or other procedures used for evaluating students' academic achievements may be adapted. The results of such evaluation must demonstrate the student's achievement in the academic activity, rather than describe his/her disability.

If modifications are required due to a disability, please inform the instructor and contact the Disability and Assistive Technology Center in 609 LRC, or (715) 346-3365.

Commit To Integrity

As a student in this course (and at this university) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and also integrity in your behavior in and out of the classroom.

UWSP Academic Honesty Policy & Procedures

Student Academic Disciplinary Procedures

UWSP 14.01 Statement of principles

The board of regents, administrators, faculty, academic staff and students of the university of Wisconsin system believe that academic honesty and integrity are fundamental to the mission of higher education and of the university of Wisconsin system. The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. Students who violate these standards must be confronted and must accept the consequences of their actions.

UWSP 14.03 Academic misconduct subject to disciplinary action.

(1) Academic misconduct is an act in which a student:

- (a) Seeks to claim credit for the work or efforts of another without authorization or citation;
- (b) Uses unauthorized materials or fabricated data in any academic exercise;
- (c) Forges or falsifies academic documents or records;
- (d) Intentionally impedes or damages the academic work of others;
- (e) Engages in conduct aimed at making false representation of a student's academic performance; or
- (f) Assists other students in any of these acts.

(2) Examples of academic misconduct include, but are not limited to: cheating on an examination; collaborating with others in work to be presented, contrary to the stated rules of the course; submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another; submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas; stealing examinations or course materials; submitting, if contrary to the rules of a course, work previously presented in another course; tampering with the laboratory experiment or computer program of another student; knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

****I have had problems in the past with students using other student's work. When students make the exact same unusual mistakes it becomes obvious. It usually happens towards the end of class when students are frantically trying to finish and they drop their roommate's work or a teammate's work. I must warn you that I can tell and will not take any excuse for it...like my computer crashed or my roommate and I did the assignments together! NO COLLABORATION in this class!! You should not be doing your work with someone else..you are to do your OWN work and if you need help please ask me for help. If I see that your files are exactly like someone else I will give NO CREDIT to either of you so be warned that you will get zero's on any work that is exactly like someone else's...same errors and such and then I will contact you and take action.**

Religious Beliefs

Relief from any academic requirement due to religious beliefs will be accommodated according to UWS 22.03, with notification within the first three weeks of class.

Help with Questions on Assignments

In Canvas you can go to Help at the bottom of the menu on the left side of your homepage and click on "Ask Your Instructor a Question" and it will email me your question.

You **Must** give me the following information so I can locate your problem and answer your questions as quickly as possible.

- Which filename, Module, assignment number
- Give me the exact page number and exact place (step number) on the page and any other possible identifying info.
- State your problem as clear as possible.

****Without this information, it takes me longer to help you!!

**I will try to get back to you within the day but you need to give me at least 1-2 days!! If you drop an assignment in the afternoon or evening I probably will not see it until the next morning. I do not stay online all day. I check in, in the mornings so may miss your assignment if you send it later in the day. If you don't hear from me after then email me again- I may have not gotten your email as I always email students back that have questions. You can call me 715-355-9355 if need be.

**This will make it SOO..... much easier and quicker for me to answer you. Please don't hesitate to ask questions- I encourage you to do so but if you follow the above steps that will make life a lot easier for me and for you so I can get back to you promptly with good help!!

How to Download Assignments to Instructor

- On the Class Homepage click on "Assignments" in the menu on the left
- Find the Assignment you want to submit assignment to and click on it
- Click on "Submit Assignment" button at the top right
- At the bottom click on "Browse" and find your file or files you want to submit
- Add any comments you want if needed
- Click on "Submit Assignment"
- I will see it comes from you so no need to add your name to the filename. I will know it is from you.

