



ITSW 1310 Presentation Media -Online

Course Syllabus: Fall 2026

“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”

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Weekday	Office Hours
Monday	Online
Tuesday	Online
Wednesday	Online
Thursday	Online
Friday	None

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Course Description:

Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development.

Prerequisite(s): BCIS1305 – Business Computer Applications

Student Learning Outcomes:

1. Use PowerPoint to create presentations, including personal and business topics using text, visual and/or sound elements, and animation/video.
2. Use PowerPoint to create special types of presentations including community events, school events, games, trade shows and other special activities.
3. Use other presentation/publication software programs to create/advertise presentations.
4. Use other outside sources, including Internet searches, YouTube, Smart Phone, etc. to add interest to a presentation slide show

Evaluation/Grading Policy:

The breakdown of the course requirements is as follows:

%	Requirement
6.25%	Midterm and Final Exams
50%	Chapter PPT Assignments
28.125%	PPT/Presentation Slide Shows
15.625%	Final PPT Presentation Slide Show

Semester grades will be earned as follows

Percentage	Letter Grade
90% and above	A
80 %–89%	B
70 %–79%	C
60%–69 %	D
59.9% and below	F

Tests/Exams:

Two online exams - multiple choice, for first and second half of PowerPoint text. (100 pts each)

Assignments:

16 Chapter hands-on PowerPoint assignments (100 points each)

3 PowerPoint/other software presentation slide shows (300 points each) 1 Final PowerPoint/other software presentation slide show (500 points)

Required Instructional Materials:

Shelly Cashman Series Microsoft 365 PowerPoint – Comprehensive by Sebok

Publisher: Cengage

ISBN Number: 9780357881699

Blackboard will be used for file submission, but you will need to keep a copy of all work in case of error or file corruption.

Microsoft Office 365 software is needed to complete most homework assignments. Other needed software can be downloaded free from the Internet.

Optional Instructional Materials:

None

You will not be able to pass this course without the textbook. The book is needed for nearly all the assignments and is required at the beginning of the course. Not having the textbook (eBook or printed version) is not a valid excuse for late work. Note that this course does not come with an eBook.

Many of my students find it difficult to use an eBook in this class, as it really requires a second device to look at the book while they are creating files on another computer.

Minimum Technology Requirements:

Below are some technical requirements for using Blackboard that will help your experience in this course.

You will see the NTCC Tech Support email address and phone number below. Please contact them if you run into any technical problems during the semester. Please let your instructor know you are having difficulties as well.

If you need further NTCC technical support services, please contact Austin Baker or Mary Lou Pemberton at:

abaker@ntcc.edu or 903-434-8279

mpemberton@ntcc.edu or 903-434-8270

Blackboard will work on both a Mac and a PC. (Chrome Books are known to have issues with Blackboard.) It is best to access Blackboard through Fire-Fox or Chrome as your web browser. If you have trouble with any of the activities working properly, you might change your web browser as your first solution. The Default Browser in Windows 10 is Edge. This browser does not do well with Blackboard! If you will go to Windows Accessories you will find Internet Explorer still on your computer but is not your default browser. If you have any difficulties navigating with Edge, close it and go to Internet Explorer.

To use TEAMS, you must have access to a computer with high-speed internet, a microphone, a Webcam, and appropriate systems rights to download any necessary software. Please note, the college does not provide this equipment.

You can download Blackboard Student for your smart phone from the Play store or the App store.

More information is available for Technology Requirements and Support under the Student Resources – Technical Support Tab in Blackboard.

Required Computer Literacy Skills:

As an online student you will have a much different "classroom" experience than a traditional student. In order to ensure that you are fully prepared for your online part of the course, following is a list of expectations and requirements: Students in a hybrid and/or on-line program should be comfortable with and possess the following skill sets:

1. Self-discipline
2. Problem solving skills
3. Critical thinking skills
4. Enjoy communication in the written word

As part of your online experience, you can expect to utilize a variety of technology mediums as part of your curriculum:

1. Communicate via email including sending attachments
2. Navigate the World Wide Web using a Web browser such as Internet Explorer
3. Use office applications such as Microsoft Office (or similar) to create documents
4. Be willing to learn how to communicate using a discussion board and upload assignments to a classroom Web site
5. Be comfortable uploading and downloading saved files
6. Have easy access to the Internet
7. Navigate Blackboard, including using the email component within Blackboard. Instructions and tutorials for this are provided in your course.

For more information or technical assistance on using the Learning Management System, please refer to the Home Page, Orientation Module, in the important technical requirements, information and support folder in Blackboard.

Course Structure and Overview:

This is a 16-week online course. Students are required to access graded activities on the Blackboard Learning Management System. It is particularly important for students to keep up with course materials and assignments.

Communications:

Emails, TEAMS and phone messages will be responded to within 24 hours. If you do not receive a response within 24 hours, then the email or phone message was not received. Posts in the Discussion Forum "Questions, Comments, and/or Concerns?" will be monitored by the instructor. Responses by the instructor will be within 72 hours of post. Students are expected to abide by Netiquette rules when communicating online. See this link for details: Netiquette Rules.

The college's official means of communication is via your campus email address. I will use your campus email address and Blackboard to communicate with you outside of class. Make sure you keep your campus email cleaned out and below the limit so you can receive important messages.

Institutional/Course Policy:

No late work will be accepted without prior approval by the instructor. Students are always expected to be respectful toward classmates and professors! Review Student Conduct in the Student Handbook. It is the student's responsibility to check Blackboard for important information/announcements regarding the course. Students should be working on course material via Blackboard every week. Do not wait until the last minute to complete and submit assignments in case of technology issues.

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements:

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be

necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

Statement Regarding the Use of Artificial Intelligence (AI) Technology:

Employees and students shall be permitted to explore artificial intelligence (AI) and implement its use in and out of the classroom in accordance with policy and administrative regulations. The use of AI shall only be as a support tool to enhance student outcomes or as necessary to engage in research and shall never take the place of faculty, staff, and student decision-making. Any use of AI must comply with law, policy, and administrative regulations relating to student and employee privacy and data security. A student shall only use AI tools with faculty permission and shall be expected to produce original work and properly credit sources, including AI tools used in creating the work.

Example:

APA (7th edition)

OpenAI. (2026). ChatGPT (March 25 version) [Large language model]. <https://chat.openai.com/>

MLA (9th edition)

OpenAI. ChatGPT. 25 Mar. 2026, <https://chat.openai.com/>.

Employees or students who use AI tools to deceptively harm, bully, or harass others shall be disciplined in accordance with policy. [See DH, DIA series, FFD series, FFE, FLB, and the FM series] AI Use by Employees and Students. Northeast Texas Community College 225500 TECHNOLOGY RESOURCES CRB ARTIFICIAL INTELLIGENCE (LOCAL) DATE ISSUED: 12/8/2025 1 of 1 UPDATE 50 CRB(LOCAL)-AJC Adopted: 12/16/2025

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodation for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodation as required to afford equal educational opportunity. It is the student's responsibility to request accommodation. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student

education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Tentative Course Schedule:

Session	Assignment	Assignment or Assessment Name in Blackboard	Date Due
Week One Monday, Aug. 24 – Sunday, Aug. 30	Syllabus Quiz	Syllabus and Honesty Quiz	8/30
	Student Intro.	Student Introduction	8/30
Week Two Monday, Aug. 31 – Sunday, Sept.6	Chapter 1	Chapter 1 – Text	9/6
		Apply Your Knowledge	9/6
Week Three Monday, Sept. 7 – Sunday, Sept. 13	Chapter 2	Chapter 2 - Text	9/13
		Extend Your Knowledge	9/13
Week Four Monday, Sept. 14 – Sunday, Sept. 20	Chapter 3	Chapter 3 – Text	9/20
		Extend Your Knowledge	9/20
Week Five Monday, Sept. 21 – Sunday, Sept. 27	Major Assignment 1	Best Practices PPT	9/27
Week Six Monday, Sept. 28 – Sunday, Oct. 4	Chapter 4	Chapter 4 – Text	10/4
		Apply Your Knowledge	10/4
Week Seven Monday, Oct. 5 – Sunday, Oct. 11	Major Assignment 2	School Event PPT	10/11
	Midterm Exam	Exam – Covers Chapters 1-4	10/11
Week Eight Monday, Oct. 12 – Sunday, Oct. 18	Chapter 5	Chapter 5 - Text	10/18
		Apply Your Knowledge	10/18
Week Nine Monday, Oct. 19 – Sunday, Oct. 25	Chapter 6	Chapter 6 - Text	10/25
		Apply Your Knowledge	10/25
Week Ten Monday, Oct. 26 – Sunday, Nov. 1	Chapter 7	Chapter 7 - Text	11/1
		Apply Your Knowledge	11/1
Week Eleven Monday, Nov. 2 – Sunday, Nov. 8	Major Assignment 3	Begin working on PowerPoint Game	
Week Twelve Monday, Nov. 9 – Sunday, Nov. 15	Major Assignment 3	PowerPoint Game PPT	11/15
Week Thirteen		Chapter 8 - Text	11/22

Monday, Nov. 16 – Sunday, Nov. 22	Chapter 8	Apply Your Knowledge	11/22
Week Fourteen Monday, Nov. 23 – Sunday, Nov. 29	Final Assignment	Begin working Final Assignment	
Week Fifteen Monday, Nov. 30 – Sunday, Dec. 6	Final Major Assignment	PowerPoint Sources	12/6
Week Sixteen Monday, Dec. 7 – Wednesday, Dec. 10	Final Exam	Exam – Covers Chapters 5-8	12/10