ITSW 1310 Presentation Media - Online
Course Syllabus: Fall 2021

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

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	8:00 AM – 9:30 AM 11:00 AM – 12:30 PM	9:30 AM – 11:30 AM	8:00 AM – 9:30 AM 11:00 AM – 12:30 PM	9:30 AM – 11:30 AM	Upon Request	Daily

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: BCIS 1305 - Business Computer Applications

Required Textbook(s):

Microsoft® PowerPoint® Office 365® PowerPoint® 2019: Comprehensive, Shelly Cashman Series, Susan L. Sebok
Publisher: Course Technology, Cengage Learning
ISBN Number: 9780357026410

Recommended Reading(s):
None

You will not be able to pass this course without the textbook. The book is needed for nearly all of 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.

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.

SCANS Skills:
NA

Lectures & Discussions:
Classes consist of lab time to complete some of the hands-on assignments, and detailed how-to instructions for some of the hands-on assignments.

Evaluation/Grading Policy:
All assignments are created and submitted individually, although students may work side-by-side on two different computers when creating the homework assignments, but not the tests. Grading rubrics will be created for the four major assignments that detail the grading criteria.

Please pay careful attention to the due dates. Late work will NOT be accepted. All exams are open-book. This is not a class to fall behind in, please submit work on time.

Assignments submitted a second time after they have been graded are not accepted – in other words "no re-do's", even if the second submission is prior to the due date. It is up to the student to verify that the assignment is correctly submitted before it is graded. This is easy to do. Once the assignment is uploaded to Blackboard, go to the assignment and click the arrow to the right of each file name to open the file(s) that have been submitted. Do not rely on the image displayed in Blackboard, as it is frequently either non-existent or incorrect. This also applies to submitting the wrong file. When a wrong file is submitted, the student will earn a zero grade. Checking submitted files is a good habit to form right after file(s) have been uploaded. If the student discovers a wrong file before it is graded, let the professor know. The professor will remove the student's previous submission so that it can resubmitted. If a wrong file is discovered after 8 pm on the night it is due, send a Blackboard mail message with the correct files attached. Please take note that your professor grades most days of the week. Again, if an assignment is already graded, you CANNOT resubmit it.

This class is using Microsoft Office 365 &2019 application programs. Do not attempt to complete assignments using an earlier version of these programs, as you will have many difficulties. Also, **DO NOT USE A Google Chrome or MAC Computer** for these assignments.

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)

Total points for assignments and exam: 3200
Grade Distribution
3200 – 2880 – A
2879 – 2560 – B
2559 – 2240 – C
2239 – 1920 – D
1919 – 0 – F

Other Course Requirements:
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 365/2019 software is needed to complete most homework assignments. Other needed software can be downloaded free from the Internet.

Communication: Students should ask questions when unsure about something. Your instructor's cell phone number is 903-951-2180. The student may also text the instructor if that is the student's preferred way to communicate. NTCC email or Blackboard email may also be used. Phone calls with no voice mail that at least identifies the person calling will not be returned. Students should also identify themselves in each set of text messages. Please make text messages as specific as possible. Texting "I don't understand anything about this assignment" does not provide your professor with enough to help you. Instructor will respond to correspondence from students within 24-48 hours.

Do not submit the assignment and ask questions in the comments area. The instructor's policy is to grade what is submitted, and rarely allows assignment resubmissions. The time to ask is BEFORE an assignment is submitted.

This course adheres to the NTCC Academic Honesty and Ethics statements discussed below. In addition, if a student submits the work of anyone else they (and if possible) the other person will earn a zero grade on that assignment. If this happens a second time, the student will be dropped immediately from class with a failing grade and a note of academic dishonesty placed on their permanent NTCC file. The enabling student, if possible, will receive a two-letter grade drop in their final class grade.

Institutional/Course Policy:
Students are expected to participate in class on a regular basis. Lack of participation (no submitted assignments or discussion board posts for two weeks) may result in the student being dropped from class or having their grade average reduced. Attempt will be made to contact you before this happens but should an emergency arise, you need to contact your instructor by phone or email should you not be able to meet this requirement. Please see the schedule of classes for the last day to withdraw. Religious Holy Days: please refer to the current Northeast Texas Community College Student Handbook.

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 maybe 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.

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 accommodations 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 accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. 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 Timeline: See next page

Course Due Date Calendar
(*note* instructor reserves the right to make adjustments to this timeline at any point in the term)

Session	Assignment	Assignment or Assessment Name in Blackboard	Date Due
Session 1	Syllabus Quiz	Syllabus and Honesty Quiz	8/29
	Student Intro.	Student Introduction	8/29
	Chapter 1	Chapter 1 – Text	8/29
		Apply Your Knowledge	8/29
	Chapter 2	Chapter 2 - Text	9/5
		Extend Your Knowledge	9/5
	Chapter 3	Chapter 3 – Text	9/12
		Extend Your Knowledge	9/12
	Major Assignment 1	Best Practices PPT	9/19
Session 2	Chapter 4	Chapter 4 – Text	9/26
		Apply Your Knowledge	9/26
	Major Assignment 2	School Event PPT	10/3
	Midterm Exam	Exam – Covers Chapters 1-4	10/10
Session 3	Chapter 5	Chapter 5 - Text	10/17
		Apply Your Knowledge	10/17
	Chapter 6	Chapter 6 - Text	10/24
		Apply Your Knowledge	10/24
	Chapter 7	Chapter 7 - Text	10/31
		Apply Your Knowledge	10/31
	Major Assignment 3	PowerPoint Game PPT	11/7
Session 4	Chapter 8	Chapter 8 - Text	11/14
		Apply Your Knowledge	11/14
	Final Major Assignment	PowerPoint Sources	12/9
	Final Exam	Exam – Covers Chapters 5-8	12/9