

Union County College
PowerPoint
ADM217/CIS 117
Course Syllabus

BLENDED MODALITY

This course is a blended section. It includes on-campus meetings on Monday, 5:40 p.m.-7:35 p.m. in N38 and also meets online.

DESCRIPTION

Students learn how to create professional-looking presentations using Microsoft PowerPoint 2013. Some of the topics covered are creating and editing presentations, table slides, themes, templates, clip art, drawing tools, organization charts, enhancing presentations, timing slides, running an automatic slide show, themes, colors, captions, outlines, integrating Word, hyperlinks, and more. Material covered in this course will help the student prepare for the Microsoft Certified Application Specialist PowerPoint examination.

COURSE LEARNING OUTCOMES

By the end of the term, the student should be able to successfully:

- Plan and prepare a presentation, including execution of basic skills such as opening, editing, saving, printing, and closing a presentation
- Create, edit, and enhance presentations using pictures, shapes, WordArt, media, animation, and graphics.
- Format and customize slides through the use of templates, slide masters, format painter, bullets and numbering, and headers/footers
- Share and connect data
- Link and embed objects from other applications
- Share presentations for collaboration and review with others
- Give a presentation to the class using many of the features covered throughout the semester

REQUIRED MATERIALS

- *Microsoft Office PowerPoint 2013, Comprehensive*, Sebok, Course Technology/Cengage Learning, 2011.
ISBN: 978-0-538-75372-2.
- *SAM 2013 Assessment, Training, and Projects v1.0, Instant Access Code, 1st Edition*, 2014. ISBN10: 1-285-45836-2. If you already have the SAM 2013 Assessment, Training, and Projects, you do not need to purchase SAM again.
- Microsoft PowerPoint 2013 must be used to complete assignments.
- One USB flash drive or hard drive.

GRADING PROCEDURES

Assignments/Training	40%
Tests	30%
Final Presentation	10%
Final Exam	20%

GRADING SYSTEM/OVERALL AVERAGE

A	90 or above	C	70-76
B+	87-89	D+	67-69
B	80-86	F	below 60
C+	77-79		

CLASS POLICIES

1. It is the student's responsibility to read the chapter prior to the classroom presentation.
2. Tests cannot be made up. A grade of zero will be given for any missed test.
3. Assignments (hard copy and electronic copy) are due on the assigned date.
4. Late work will be accepted up to three calendar days after the due date. Eleven points will be deducted for each day the assignment is late.
5. If you do not finish the assigned work during class time, it is your responsibility to use the open lab.
6. If you miss more than two lectures, your grade may be penalized. For every class that is missed beyond the second absence, your final grade may be lowered by two points, i.e., if your final grade is 90 and you miss four classes, your final grade will be 86.
7. Use of electronic devices (cellular/digital phones, Smartphones, etc.) is strictly prohibited. Be sure to disengage sound before class begins. Text messaging and social networking is NOT permitted during class/lab.
8. Any acts of classroom disruption that go beyond the normal rights of students to question and discuss with instructors the educational process relative to subject content will not be tolerated, in accordance with the Academic Code of Conduct described in the Student Handbook. See the *UCC Student Handbook* for the policy on "Academic Integrity." I strongly support the policy regarding academic behavior and disruptive behavior.

COURSE REQUIREMENTS

To enforce course objectives, all students in this course will be expected to complete lab assignments, successfully complete examinations, and give a presentation at the end of the semester.

An essential element of this course includes information literacy. "Information Literacy" is the evaluation and assessment of integrated information. An understanding of its ramifications and implications through the critical use of information literacy will be discussed. Students will be able to locate, discern, and effectively use information to solve issues and/or problems.

COURSE POLICIES

Preparing for Examinations

Attend lecture and read the chapters. Complete all chapter assignments as instructed.

In Case You Are Late or Absent

It is your responsibility to get the course notes, handouts, and laboratory assignments should you miss class or be late. See instructor either after class or during office hours.

Appeals Policy

To appeal a grade, send an email through ANGEL within one week of the grade having been received. Overdue appeals will not be considered.

Incomplete Policy

Students will not be given an incomplete grade in the course without sound reason and documented evidence as described in the Student Handbook. In any case, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course.

Cheating Policy

Students are expected to uphold the school's standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work. Students shall be guilty of violating the honor code if they:

1. Represent the work of others as their own.
2. Use or obtain unauthorized assistance in any academic work.
3. Give unauthorized assistance to other students.
4. Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
5. Misrepresent the content of submitted work.

The penalty for violating the honor code is severe. Any student violating the honor code is subject to receive a failing grade for the course and may be subject to disciplinary action as described in the Student Handbook. If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the instructor to discuss the situation.

For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned homework and laboratory exercises. Students may not "work together" on graded assignments. Such collaboration constitutes cheating, unless it is a grouped assignment. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own. If you need help on an assignment, contact your instructor, not other classmates.

Laboratory Policy

Homework and laboratory assignments must be submitted at the beginning of class on the scheduled due date. Assignments handed in after class begins are considered late. Assignments must also be submitted through ANGEL.

No assignments will be accepted more than three calendar days after the due date. Plan to spend approximately six to eight hours each week on reading, homework, and laboratory assignments.

Make sure to add your name to the subtitle on the first slide/title slide. If an assignment has more than one exercise, staple them together. Do not staple assignments from different chapters together. Disorganized assignments (pages out of order, mislabeled, unreadable, etc.) will receive a grade of zero. If there are multiple sheets/exercises to be handed in, sequence them according to the order they were assigned. All assignments for each chapter must be submitted in a folder that is provided by your instructor.

Disabilities Policy

In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to “reasonable accommodations.” Please notify the instructor during the first week of class of any accommodations needed for the course.

Any student with special needs that will affect performance in this class should feel free to make an appointment to talk with me during office hours (or by appointment) or contact the disabilities counselor in the Counseling office on the Cranford Campus at 908-709-7164.

**CIS 117 – PowerPoint
Spring 2014
Weekly Assignments**

January 27

Introduction, syllabus, textbook; SAM

February 3

Chapter 1: Creating and Editing a Presentation with Pictures

- SAM: C1 Training
- Project, PPT 2-55
- Apply Your Knowledge
- Lab 1
- SAM: Ch1 1A C117 2014SP
- SAM: Ch1 1B C117 2014SP

All Chapters

- Unless otherwise instructed, always add your name as the second line of the subtitle.
- Print textbook assignments: four to a page. Do not print in color.
- Do not add your name to SAM assignments; do not print SAM assignments.
- All textbook assignments must be submitted in ANGEL.
- SAM assignments due three days after chapter assignment due dates. Do NOT submit SAM assignments in ANGEL.

February 10

Chapter 1 textbook assignments due beginning of class today.

Chapter 2: Enhancing a Presentation with Pictures, Shapes, and WordArt

- SAM: C2 Training
- Project, PPT 74-125
- Apply Your Knowledge
- Extend Your Knowledge
- Lab 2
- SAM: Ch2 1A C117 2014SP
- SAM: Ch2 1B C117 2014SP

February 17

Presidents' Day – College Closed

Continue working on Chapter 2 assignments this week.

- February 24 Chapter 2 textbook assignments due beginning of class today.
Chapter 3: Reusing a Presentation and Adding Media and Animation
- SAM: C3 Training
 - Project, PPT 146-191
 - Extend Your Knowledge
 - Lab 1
 - Lab 2
 - SAM: Ch3 1A C117 2014SP
 - SAM: Ch3 1B C117 2014SP
- March 3 Chapter 3 textbook assignments due beginning of class today.
TEST #1: Chapters 1-3, Objective and SAM
Chapter 4: Creating and Formatting Information Graphics
- SAM: C4 Training
 - Project, PPT 210-256
 - Apply Your Knowledge
 - Extend Your Knowledge
 - Lab 2
 - SAM: Ch4 1A C117 2014SP
 - SAM: Ch4 1B C117 2014SP
- March 10 Chapter 4 textbook assignments due beginning of class today.
Final Presentation Information
Chapter 5: Collaborating on and Delivering a Presentation
- SAM: C5 Training
 - Project, PPT 274-322
 - Apply Your Knowledge
 - Extend Your Knowledge
 - Analyze, Correct, and Improve
 - Lab 1
 - Lab 2
 - SAM: Ch5 1A C117 2014SP
 - SAM: Ch5 1B C117 2014SP
- March 17 **Spring Break.** No classes March 17-23.
- March 24 Chapter 5 textbook assignments due beginning of class today.
Chapter 6: Navigating Presentations Using Hyperlinks and Action Buttons
- SAM: C6 Training
 - Project, PPT 338-391
 - Extend Your Knowledge
 - Lab 1
 - Lab 2
 - SAM: Ch6 1A C117 2014SP

March 31	<ul style="list-style-type: none"> • SAM: Ch6 1B C117 2014SP <p>Chapter 6 textbook assignments due beginning of class today.</p> <p>Chapter 7: Creating a Self-Running Presentation Containing Animation</p> <ul style="list-style-type: none"> • SAM: C7 Training • Project, PPT 410-453 (Do NOT print Chapter 7 presentations) • Apply Your Knowledge • Extend Your Knowledge • Lab 2 • SAM: Ch7 1A C117 2014SP • SAM: Ch7 1B C117 2014SP <p>TEST #2: Chapters 4-6. Complete this week.</p>
April 7	<p>Test #2 Due</p> <p>Chapter 7 textbook assignments due beginning of class today.</p> <p>Chapter 8: Customizing a Template and Handouts Using Masters</p> <ul style="list-style-type: none"> • SAM: C8 Training • Project, PPT 474-522 (Print as instructed in textbook) • Apply Your Knowledge • Extend Your Knowledge • Lab 2 • SAM: Ch8 1A C117 2014SP • SAM: Ch8 1B C117 2014SP
April 14	<p>Chapter 8 textbook assignments due beginning of class today.</p> <p>Chapter 9: Modifying a Presentation Using Graphical Elements</p> <ul style="list-style-type: none"> • SAM: C9 Training • Project, PPT 538-585 • Apply Your Knowledge • Lab 1 • Lab 2 • SAM: Ch9 1A C117 2014SP • SAM: Ch9 1B C117 2014SP
April 17 April 18-20	<p>Follow Friday schedule today; No Thursday classes today</p> <p>Easter Weekend; UCC closed. Plan accordingly.</p>
April 21	<p>Chapter 10: Developing a Presentation with Content from Outside Sources</p> <ul style="list-style-type: none"> • SAM: C10 Training • Project, PPT 602-645 • Apply Your Knowledge • Lab 1 • SAM: Ch10 1A C117 2014SP • SAM: Ch10 1B C117 2014SP

April 28	<p>Chapters 9 and 10 textbook assignments due beginning of class today.</p> <p>TEST #3: Chapters 7-9</p> <p>Chapter 11: Organizing Slides and Creating a Photo Album</p> <ul style="list-style-type: none"> • SAM: C11 Training • Project, PPT 666-711 • Apply Your Knowledge • Lab 1 • Lab 2 • SAM: Ch11 1A C117 2014SP • SAM: Ch11 1B C117 2014SP
May 6	Final Presentations. Must be present for ALL presentations.
May 8	Follow Monday schedule. All Chapter 11 assignments due beginning of class. Final Presentations, if necessary
May 12	Final exam – Chapters 1-11; Objective and SAM.