Microsoft PowerPoint
CIS 119
Winter 2021

Course number: CIS119.I60.WN2021

Number of Credits: 2

Days Class Meets: Online Appointment Only

Meeting Times: Online Appointment Only

Location/Venue: Online Appointment Only

Instructor: Joel Fuller

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Online Office Hours: Online Appointment Only

Course Description

Students will learn how to create electronic presentations using Design Templates, Slide Layouts, the Outline Tab, Clip Art, from other programs such as Microsoft Word and how to enhance slideshows with visual elements in presentation formats. Student will also learn how to create presentations for the Web, self-running presentation, presentations containing interactive documents and how to collaborate with WorkGroups.

Prerequisite(s)

Knowledge of Windows and ability to type 30 words per minute minimum, ENG 085, and ENG 090.

Course Goals

The Microsoft PowerPoint topics covered include (and not be limited to) creating and editing a presentation with clip art; enhancing a presentation with pictures, shapes, and WordArt; reusing a presentation and adding media; working with information graphics; collaborating on and delivering a presentation; navigating presentations using hyperlinks and action buttons; creating a self-running presentation containing animation; customizing a template and handouts using masters; modifying a presentation using graphical

elements; developing a presentation with content from outside sources, and organizing slides and creating a photo album.

Course Objectives

Provide learning objectives that are observable, measurable and able to be demonstrated. Specify in operational terms the actions, knowledge, skills, or values students are expected to develop as a result of the instructional process.

The course goals and objectives incorporate specific General Education Outcomes (GEOs) established by the JC Board of Trustees, administration, and faculty. These goals are in concert with four-year colleges and universities and reflect input from the professional communities we serve. GEOs guarantee students achieve goals necessary for graduation credit, transferability, and professional skills needed in many certification programs. The GEOs and course objectives addressed in this class include the following:

To learn the fundamentals of Microsoft PowerPoint

- **To learn practical procedures to create documents suitable for coursework, professional purposes, and personal use**
- **To demonstrate expert level skills in Microsoft PowerPoint for a Microsoft Exam that specifically covers the work in this class which is undetermined at this time, with new Microsoft Exams being explored.**

Textbook (chose appropriate options below)

- Carey, P., Pinard, K. T., Shaffer, A., Shellman, M., & Vodnik, S. (2019). *New Perspectives Collection Microsoft® Office 365® & Office 2019* (1st ed.). Cengage Learning. https://www.cengage.com

- IAC ISBN 1 Term: 978-0-357-02620-5
  PAC ISBN: 978-0-357-04267-0
  IAC ISBN 2 Term: 978-0-357-04268-7
  PAC IAC ISBN: 978-0-357-04269-4
  K12 IAC ISBN: 978-0-357-04270-0

- **Text Book Zero.** This text is available in a digital format. Please see the links posted on our class Jet Net site. This text is available to rent or purchase in digital format through the JC Bookstore.

Follett Access

- Please review the cost of your required materials to determine the best option for you to purchase your materials.

- For more information on the Follett ACCESS Program, you can view the view the frequently asked questions.

If after reviewing the costs, you choose to opt out, you may do so here: www.jccmi.edu/optout. Please note your opt out selection is for your entire semester schedule. You cannot opt out and opt in to individual courses. And you must opt out by the due date for your first class.

Class Starts On:	Opt Out Date:
March 15th, 2021	undetermined

If you have questions about materials, please contact the Jackson College Follett bookstore at jackson@bkstr.com. For account billing questions, please contact the Jackson College Cashier at jccashier@jccmi.edu.

Grading Procedure

The work for this course includes weekly class exercises (chapter presentations), weekly SAM Projects, and weekly SAM quizzes. In the addition, there is a final course project. Please see schedule at the end of this syllabus for work which is expected to be submitted on a weekly basis. Remember, this is not a self-paced course; there are specific due dates.

Points will be deducted for failure to follow instructions, spelling and punctuation errors, incorrect answers, and incomplete work. It is expected that you verify your work before submitting it for grading. You will not be allowed to re-do your class exercise work. However, you may resubmit your weekly projects into SAM and re-do your weekly SAM quizzes for higher scores. If you have questions about the work, contact your instructor via email before the work is due. Your grade will be determined by the following criteria:

- 7 SAM Textbook Project Assignments (20 points each)

- 6 SAM Project Assignments (20 points each)

- 6 SAM quizzes (25 points each)

- 1 SAM Module Project (100 points)

Grading Scale

GPA	GRADE RANGE
4.0	94-100%
3.5	89-93%
3.0	84-88%
2.5	78-83%
2.0	72-77%
1.5	66-71%
1.0	60-65%

GPA	GRADE RANGE
0.5	55-59%
0.0	0-54%

Class Exercises

The class exercises for this course are the presentations you create by working through the modules. You should read the detailed information provided by the authors as well as complete each step. Class exercises are graded on effort, accuracy, and completeness. Follow the instructions in Cengage. Assignments. You should be able to resubmit the assignment a select number of times to increase your grade (may vary per assignment).

Weekly SAM Quizzes

At the end of each module, you will be assigned a SAM weekly module quiz. The weekly SAM quiz will be due with the class exercise for that chapter. You will be allowed to retake the quiz for a higher grade for a select number of times to increase your grade (may vary per assignment).

Weekly SAM Projects

The class exercises for this course are the presentations you create by working through the modules. You should read the detailed information provided by the authors as well as complete each step. Make sure you are saving the files according to the instructions in Cengage. Class exercises are graded on effort, accuracy, and completeness. Follow the instructions in Cengage. Assignments. You should be able to resubmit the assignment a select number of times to increase your grade (may vary per assignment).

Failure

Any circumstances under which a student could be dismissed from or failed in the course that is not covered in other college publications. In pass/fail courses, a listing of minimal competencies.

Academic Honesty Policy

Academic Honesty is defined as ethical behavior that includes student production of their own work and not representing others' work as their own, by cheating or by helping others to do so.

Plagiarism

Plagiarism is defined as the failure to give credit for the use of material from outside sources. Plagiarism includes but is not limited to:

- Submitting other's work as your own

- Using data, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation

- Reusing significant, identical or nearly identical portions of one's own prior work without acknowledging that one is doing so or without citing this original work (self-plagiarism)

Cheating

Cheating is defined as obtaining answers/material from an outside source without authorization. Cheating includes, but is not limited to:

- Plagiarizing in any form

- Using notes/books/electronic material without authorization

- Copying

- Submitting others' work as your own or submitting your work for others

- Altering graded work

- Falsifying data

- Exhibiting other behaviors generally considered unethical

- Allowing your work to be submitted by others

Accessibility

Jackson College understands that cultivating a broadly diverse community is crucial to our educational mission and to our foundational commitment to leadership and service. Jackson College is fully committed to ensuring our courses are accessible to everyone including those with disabilities. We are currently working to increase accessibility and usability of our course materials in order to meet or exceed the requirements of Section 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991 and Web Content Accessibility Guidelines (WCAG) 2.0. For more information about Jackson College's efforts to ensure accessibility please visit the Jackson College accessibility web page.

If you have an accessibility need in any of our classes please e-mail the Center for Student Success at JCCSS@jccmi.edu or visit the Center for Student Success web page.

At the Center for Student Success (CSS), we are committed to providing all students the opportunity to achieve academic success by providing a variety of support services free of charge to Jackson College students. This includes, but is not limited to, peer and faculty tutoring, mental health referral, temporary assistance with transportation, various workshops/seminars, and the TRIO program.

In addition, the CSS staff is committed to adapting the College's general services to meet the individual needs of otherwise qualified students with disabilities, for the purpose of providing equal access to all programs and facilities.

Course Management

Ways that students can manage their enrollment in a course for special circumstances. Includes withdrawal, and audit and incomplete grading procedures.

Makeup Policy

Ways that students can manage their enrollment in a course for special circumstances. Includes withdrawal, and audit and incomplete grading procedures.

Help

Available learning services or opportunities for students seeking help with their course work. May include information about tutors, learning centers, reserved library materials, counseling services.

Accommodations

It is important to contact a Center for Student Success professional prior to the start of the semester in order to receive accommodations in a timely manner. While we will make every effort to coordinate accommodations in a timely manner, failure to self-identify prior to the start of the semester may delay notification to instructors and timeliness of acquiring accommodations. Accommodations do not automatically carry over to the next semester. Please e-mail JCCSS@jccmi.edu or visit the [Accommodations for Students with Disabilities](#) web page

Student Responsibilities

Requirements beyond scheduled classes or laboratories, e.g., clinicals, extra credit assignments, TBA sessions, field placement, special project instructions, contract learning conditions, study hours required outside class, unscheduled class meetings, attendance at concerts or other required events.

Attendance- Participation Policy

For online sections

Just as in a traditional classroom course, regular class participation and keeping up on the reading and assignments is strongly correlated with survival in college. It is my recommendation that you plan to do your assignments and take your exams BEFORE the last day they are due. If problems occur, there is time to fix them before the deadline.

In compliance with Federal Title IV funding requirements, as well as college initiatives, I will be monitoring student participation on a regular basis and officially reporting student activity throughout the term to assure compliance with college policy and federal regulations. It is imperative that you log in to the course and actively participate *within the first couple of days of the term* to validate your enrollment in the course. After that, not actively participating in class may result in you being withdrawn from the course. Being withdrawn from a course can have an impact on financial aid, billing, athletic eligibility, and housing status. As a college student you are responsible for how your participation impacts your academic progress; the accountability lies with you.

Caveat

The course may have some revisions may be necessary during the course. School closing policies, instructor illness and other procedural improbabilities are described for students.

Calendar

A complete list of dates or class periods for the course. Within the calendar on specific days are: Assignments, readings, homework, exercised, performances, quizzes, topics, subject matter, skills, chapter titles, discussion topics, tests, comprehensive exams, due dates for major papers or performances.

The calendar timelines and assignments are an approximation and could be changed.

WEEK #	DATE	TOPIC	HOMEWORK
1	March 21, 2021	PowerPoint Module 1	Due March 17th – Introduction PowerPoint to the Forum Due March 21st – 1. SAM Textbook Project 1.1 2. SAM Textbook Project 1.2 3. SAM Module 1 Project 4. SAM Module 1 Quiz
2	March 28, 2021	PowerPoint Module 2	Due March 28th – 1. SAM Textbook Project 2 2. SAM Module 2 Project 3. SAM Module 2 Quiz
3	April 4, 2021	PowerPoint Module 3	Due April 4th – 1. SAM Textbook Project 3 2. SAM Module 3 Project 3. SAM Module 3 Quiz
4	April 11, 2021	PowerPoint Module 4	Due April 11th – 1. SAM Textbook Project 4 2. SAM Module 4 Project 3. SAM Module 4 Quiz
5	April 18, 2021	PowerPoint Module 5	Due April 18th – 1. SAM Textbook Project 5 2. SAM Module 5 Project 3. SAM Module 5 Quiz
6	April 25, 2021	PowerPoint Module 6	Due April 25th – 1. SAM Textbook Project 6 2. SAM Module 6 Project 3. SAM Module 6 Quiz
7	May 1, 2021	Final Project	Due May 1st – 1. SAM Final Project

Important Dates:

The Academic Calendar can be found on JC's website at: https://www.jccmi.edu/academics/academic-calendar/