

Course Syllabus

[Jump to Today](#)

 [Edit](#)

[Syll-CS62-B.pdf](#) 

Instructor: Barbara McNally

Email: bmcnally@santarosa.edu or Canvas Inbox

Office Hours: Thursdays 4:45-5:45 pm, 2926 Maggini; Online via email Tuesday 9:30-10:30

Email Response Time: I respond to my JC email and Canvas Inbox email within 48 hours.

Description:

This course emphasizes the creation of interactive PowerPoint presentations, animating text and objects, adding, formatting, and modifying pictures, charts and tables, and saving PowerPoint presentations in a variety of formats and delivery methods.

(Grade or P/NP)

Prerequisites:

Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Transfer Credit: CSU;

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

COURSE CONTENT

Student Learning Outcomes:

Students will be able to:

1. Compose a PowerPoint presentation using advanced features that includes textual information, visual elements, and data from other sources.
2. Manipulate existing PowerPoint presentations using advanced editing tools such as theme, layout, timing, and animation.
3. Demonstrate the ability to create an effective presentation based upon industry standards.

Objectives:

Upon completion of the course, students will be able to:

1. Apply advanced graphic techniques to presentations.
2. Insert and format PowerPoint charts.
3. Enhance a presentation with sound and images.
4. Enhance the delivery of a presentation with custom animation and transition effects.
5. Deliver a presentation using on-screen navigation tools.
6. Insert and format tables from PowerPoint, Word, and Excel.
7. Publish a presentation as a web page.

Topics and Scope

Overview of a PowerPoint presentation

I. Apply enhanced graphic techniques and insert audio and video

- A. User picture corrections
- B. Add borders to a picture
- C. Change the shape of a picture
- D. Add a picture to a WordArt object and merge shapes
- E. Enhance a presentation with audio and video
- F. Create a photo album

G. Edit a photo album and add captions

H. Crop a picture

II. Deliver a presentation

A. Apply and modify slide transitions

B. Utilize custom animation effects

C. Modify animation effects

D. Insert hyperlinks

E. Create custom slide shows

F. Present and view a slide presentation

III. Create presentations using tables and pie charts

A. Add a table to a presentation

B. Add or delete table rows, columns, or cells

C. Move and size a table

D. Modify a table

E. Insert a section header

F. Create and modify pie charts

G. Create and apply a chart template

H. Apply animation to a chart

IV. Develop presentations using advanced table features and publish presentations

A. Draw tables

B. Modify a table using draw borders

C. Create and modify a text box

D. Insert outline text from another program into a PowerPoint presentation

E. Save a presentation in other formats

F. Create a video

G. Copy a presentation to CD, DVD, network, or local drive

Assignments will include:

- Reading of approximately 20 pages per week in textbook (this may be longer in an ebook format)
- Project presentation exercises
- Final project
- 4 online quizzes
- Attendance and participation in online environment

Late Work Policy

Online learning requires strong self-discipline and I can help you with that by not accepting late work except in dire emergency. The course is very short (8 weeks) and students must be prepared to stay on task, performing the duties outlined in the Module and submitting work on or before deadline. **It is the student's job to check and verify dates and times that work is due. These due dates/times might vary.** This class endeavors to help students be prepared for managing expectations for multiple due dates as they would experience in a professional capacity. I may, at the end of each course, and at my discretion, offer the entire class an opportunity to make up missed work but this will not be introduced until the final week of the course and it is at the discretion of the instructor whether or not to offer that opportunity.

Textbooks and Learning Materials

I am very excited to offer you a new option in online learning! When i first taught this class in 2013, the required text was/is \$150 and boring as all get out. Instead, I can offer you an engaging and lively class for \$30 total

Two required elements

1. Required

Course Online Materials: \$15, one time payment, access to all course materials.

You will need my name: **Barb McNally**, and course section #: **4692**

<https://eduifyngtech.com/content-subscriptions/> (<https://eduifyngtech.com/content-subscriptions/>) (<https://eduifyngtech.com/content-subscriptions/>)

<https://eduifyngtech.com/content-subscriptions/> (<https://eduifyngtech.com/content-subscriptions/>)

On the eduifying site, click the link "For Students" to learn more about this program.

2. Required

Course Manual: *Microsoft PowerPoint 2016 Step by Step*, Joan Lambert

(in any ONE of the formats listed below, a , b, c or d) Not available in the JC bookstore, sorry!

A. Amazon E-book (https://www.amazon.com/Microsoft-PowerPoint-2016-Step-ebook/dp/B019PFBM16/ref=mt_kindle? encoding=UTF8&me=) **\$15**, read in Kindle app on any device

B. or Amazon hard copy **paperback** (https://www.amazon.com/Microsoft-PowerPoint-2016-Step/dp/0735697795/ref=mt_paperback? encoding=UTF8&me=) **\$25**

or subscribe below (free for length of the 62.11A course)

C. Scribd.com (Links to an external site.) (<https://www.scribd.com/collections/17919311/PowerPoint-Course-Manual>) **membership:** The e-textbook, *Microsoft PowerPoint 2016 Step by Step*, Joan Lambert, can be accessed here. The subscription **cost is \$8.99 per month, with the first 2 months free.**

D. More expensive option: Buy the book on Microsoft: [here \(Links to an external site.\)](https://www.microsoftpressstore.com/store/microsoft-office-2016-step-by-step-9780735699236#downloads) (<https://www.microsoftpressstore.com/store/microsoft-office-2016-step-by-step-9780735699236#downloads>)

Copy of Office 2016 (Links to an external site.) (https://www.amazon.com/s/ref=nb_sb_noss_1?url=search-alias%3Daps&field-keywords=office+2016+student&rh=i%3Aaps%2Ck%3Aoffice+2016+student) **or a subscription to Office 365 (Links to an external site.)** (https://www.amazon.com/MICROSOFT-QQ2-00092-OFFICE-365-PERSONAL/dp/B00KQQIXMU/ref=sr_1_8?ie=UTF8&qid=1471943155&sr=8-8&keywords=office+365)

. You may read about the differences between these [here](#) but you will need either 2013 or 2016/365. It is preferred that you have 2016/365 as that is what I will be teaching in the course. You can purchase these products very inexpensively [here \(Links to an external site.\)](#) (https://www.microsoftstore.com/store/msusa/en_US/cat/categoryID.69403900?icid=Education_ModB2_Software_041316). You will notice that some of the options include monthly subscriptions for 365 that are as low as \$6.99 per month. **Don't forget: You need an Internet Connection to Use Office 365 as it is cloud-based! Make sure you when you check out that you have indicated that you are a student and given the college's name to get an additional 10% off your purchase.**

Assignments and Evaluative Exercises:

This course will encourage you to practice using your imagination as you gain these presentation skills! You are now the new owner of a brewery! The expectation is that all students will participate in this brewery role-playing game and act within assignments and course interactions as their character. Students will be able to earn additional points for successfully completing activities as their character.

Bi-Weekly Discussion Boards: 20 pts. – These are part attendance/participation tracking and part interactive applied skills exercises. You will be asked to consider a question or multiple questions and apply what you know of the subject matter thus far to answer. You will also be expected to respond to your peers.

160 pts. possible

Weekly Skills Assignments: 20-50 pts. each – These assignments will offer you the opportunity to demonstrate what you are learning through a guided project which will require you to make use of the material from the reading and from additional lesson material each week.

280-800 pts. possible

Quizzes: 25-50 pts. – These quizzes will occur about every other week and will contain a mix of questions from the lesson content and reading material and demonstrated application of skills.

200-400 pts. possible

Unit Projects: 100-150 pts. – These will be given on 2-3 separate occasions during the course and will consist of an extended project similar to the weekly skills assessment assignments. Students will be expected to demonstrate a mastery of skill sets drawn from various chapters and lessons.

300-450 pts. possible

Students with Disabilities:

Students with disabilities needing academic accommodations should register with and provide documentation to the Student Disability Resources Department (SDRD). Please bring verification to class from the SDRD indicating your need and approval for academic accommodations. This should be done within the first week of class.














Please speak with me if you have any questions.

























You can visit the Santa Rosa Disabilities Resources Department at the following link:

[SRJC DRD \(https://drd.santarosa.edu/students\)](https://drd.santarosa.edu/students)

PLEASE COMPLETELY IGNORE THE COURSE SUMMARY SHOWN BELOW. thank you!

Course Summary:

| Date | Details | |
|------------------|---|----------------|
| Sun Oct 9, 2016 |  Discussion - Week 7 (https://canvas.santarosa.edu/courses/20082/assignments/111183) | due by 11:59pm |
| Sat Oct 15, 2016 |  Quiz - Week 8 (https://canvas.santarosa.edu/courses/20082/assignments/111172) | due by 11:59am |
| Sat Oct 29, 2016 |  Role-Playing Scenario Poll (https://canvas.santarosa.edu/courses/20082/assignments/111174) | due by 11:59pm |
| Sun Oct 30, 2016 |  Practice Assignment: Challenge! #1 (https://canvas.santarosa.edu/courses/20082/assignments/111192) | due by 11:59am |
| Sun Nov 6, 2016 |  Quiz - Week 2 (https://canvas.santarosa.edu/courses/20082/assignments/111179) | due by 11:59pm |
| Sun Nov 27, 2016 |  Practice Assignment: Slide Master Modification Challenge! (https://canvas.santarosa.edu/courses/20082/assignments/111204) | due by 11:59pm |
| |  Practice Assignment: Modifying Chart Challenge! (https://canvas.santarosa.edu/courses/20082/assignments/111202) | due by 11:59pm |
| |  Practice Assignment: Modifying Themes Challenge! (https://canvas.santarosa.edu/courses/20082/assignments/111203) | due by 11:59pm |
| Wed Nov 30, 2016 |  Unit 1 PowerPoint Project (https://canvas.santarosa.edu/courses/20082/assignments/111205) | due by 11:59pm |
| Sun Dec 4, 2016 |  Module Practice Assignment - Week #6 (https://canvas.santarosa.edu/courses/20082/assignments/111188) | due by 11:59pm |
| Sun Dec 11, 2016 |  Quiz - Week 7 (https://canvas.santarosa.edu/courses/20082/assignments/111175) | due by 11:59am |
| Mon Dec 12, 2016 |  Module Practice Assignment - Week 7 (https://canvas.santarosa.edu/courses/20082/assignments/111189) | due by 11:59pm |
| Fri Dec 23, 2016 |  Unit 2 Final PowerPoint Project (https://canvas.santarosa.edu/courses/20082/assignments/111206) | due by 11:59pm |

| Date | Details | |
|------------------|---|----------------|
| Mon Apr 3, 2017 |  Practice Assignment: Challenge! #1 (https://canvas.santarosa.edu/courses/20082/assignments/111191) | due by 11:59am |
| |  Practice Assignment: Challenge! #2 (https://canvas.santarosa.edu/courses/20082/assignments/111197) | due by 11:59am |
| |  Acknowledgement of Getting Started Module, Course Basics and Requirements, and Syllabus Information (https://canvas.santarosa.edu/courses/20082/assignments/111176) | due by 11:59pm |
| |  Check-In Discussion - Spring 2017 (https://canvas.santarosa.edu/courses/20082/assignments/111182) | due by 11:59pm |
| |  Discussion - Week 1 - Spring 2017 (https://canvas.santarosa.edu/courses/20082/assignments/111181) | due by 11:59pm |
| Mon Apr 10, 2017 |  Module Practice Assignment: Brewery Pitch (https://canvas.santarosa.edu/courses/20082/assignments/111184) | due by 11:59pm |
| Mon Apr 17, 2017 |  Practice Assignment: Challenge! #5 (https://canvas.santarosa.edu/courses/20082/assignments/111198) | due by 11:59am |
| |  Quiz - Week 4 (CS62.11B) (https://canvas.santarosa.edu/courses/20082/assignments/111173) | due by 11:59am |
| |  Discussion Board - Using SmartArt to Advertise (https://canvas.santarosa.edu/courses/20082/assignments/111180) | due by 11:59pm |
| |  Practice Assignment: Challenge! #6 (https://canvas.santarosa.edu/courses/20082/assignments/111199) | due by 11:59pm |
| Tue Apr 18, 2017 |  Module Practice Assignment - Marketing Your Product (https://canvas.santarosa.edu/courses/20082/assignments/111185) | due by 11:59pm |
| Mon Apr 24, 2017 |  Module Practice Assignment - Week 4 (https://canvas.santarosa.edu/courses/20082/assignments/111186) | due by 11:59pm |
| |  Practice Assignment: Challenge! #7 - optional (https://canvas.santarosa.edu/courses/20082/assignments/111200) | due by 11:59pm |
| |  Practice Assignment: Challenge! #8 - optional (https://canvas.santarosa.edu/courses/20082/assignments/111201) | due by 11:59pm |
| |  Module Practice Assignment - Week 6 (https://canvas.santarosa.edu/courses/20082/assignments/111187) | |
| |  Module Practice Assignment - Week 8 (https://canvas.santarosa.edu/courses/20082/assignments/111190) | |
| |  PowerPoint Experience Survey (https://canvas.santarosa.edu/courses/20082/assignments/111177) | |
| |  Practice Assignment: Challenge! #12 (https://canvas.santarosa.edu/courses/20082/assignments/111193) | |
| |  Practice Assignment: Challenge! #13 (https://canvas.santarosa.edu/courses/20082/assignments/111194) | |
| |  Practice Assignment: Challenge! #14 (https://canvas.santarosa.edu/courses/20082/assignments/111195) | |
| |  Practice Assignment: Challenge! #15 (https://canvas.santarosa.edu/courses/20082/assignments/111196) | |
| |  Quiz - Week 6 (https://canvas.santarosa.edu/courses/20082/assignments/111178) | |
| |  Unit 2 - Final Project (https://canvas.santarosa.edu/courses/20082/assignments/111207) | |
| |  Unit 2 PowerPoint Project (https://canvas.santarosa.edu/courses/20082/assignments/111208) | |