

# Course Syllabus

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Syllabus\_62.11A.pdf

**Instructor: Barbara McNally**

**Email: [bmcnally@santarosa.edu](mailto:bmcnally@santarosa.edu) or Canvas Inbox**

**Office Hours:** Thursdays 3:45-4:45 pm, 2926 Maggini; Online via email Tuesday 9-10 am

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

## Description:

**This course emphasizes the creation of slide presentations by adding visual elements, applying textual formatting, and working with graphics and slide customization.**

**(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 with textual information and visual elements.**
2. **Manipulate existing PowerPoint presentations using editing tools.**
3. **Create an effective presentation based upon industry standards.**

## Objectives:

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

1. **Create a presentation.**
2. **Add textual information.**
3. **Add visual elements.**
4. **Modify and format slides and presentations.**

## 5. Add graphic elements.

# Topics and Scope

## Overview of a PowerPoint presentation

1. Opening an existing presentation
2. Editing a presentation
3. Viewing a slide show in different view modes
4. Adding speaker notes, headers, and footers
5. Previewing, printing slides, notes pages, and handouts

## Creating and modifying a presentation

1. Text for a presentation in various layouts
2. Editing text and fonts
3. Using cut, copy, and paste
4. Design themes
5. Slide backgrounds

## Formatting a presentation

1. Character spacing and line spacing
2. Find and replace
3. Graphic objects
4. Bullets and numbers
5. Slide master elements

## Enhancing a presentation with graphic elements

1. Clip Art
2. Shapes and lines
3. Adding text to shapes
4. WordArt
5. SmartArt graphics

## Assignments will include:

- Reading of approximately 20 pages per week in textbook.
- Completion of exercises and drills
- Weekly quizzes
- Completion of unit projects

## 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 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 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

## 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 #: **5348**

<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 eduifyng 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-by-Step/dp/B019PFBM16/ref=mt\\_kindle?\\_encoding=UTF8&me=](https://www.amazon.com/Microsoft-PowerPoint-2016-Step-by-Step/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-by-Step/dp/0735697795/ref=mt\\_paperback?\\_encoding=UTF8&me=](https://www.amazon.com/Microsoft-PowerPoint-2016-Step-by-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 month free. **Student pricing option of \$4.99/month**, [click here to learn more \(https://support.scribd.com/hc/en-us/sections/115001321563-Student-Discout-The-Essential-Student-Bundle\)](https://support.scribd.com/hc/en-us/sections/115001321563-Student-Discout-The-Essential-Student-Bundle).

**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)  
 [\(https://www.microsoftpressstore.com/store/microsoft-office-2016-step-by-step-9780735699236#downloads\)](https://www.microsoftpressstore.com/store/microsoft-office-2016-step-by-step-9780735699236#downloads)

### 3. Software Required

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)  [\(https://www.amazon.com/s/ref=nb\\_sb\\_noss\\_1?url=search-alias%3Daps&field-keywords=office+2016+student&rh=i%3Aaps%2Ck%3Aoffice+2016+student\)](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-QQ2-0009-OFFICE-365-PERSONAL/dp/B00KQQIXMU/ref=sr_1_8?ie=UTF8&qid=1471943155&sr=8-8&keywords=office+365)  [\(https://www.amazon.com/MICROSOFT-QQ2-0009-OFFICE-365-PERSONAL/dp/B00KQQIXMU/ref=sr\\_1\\_8?ie=UTF8&qid=1471943155&sr=8-8&keywords=office+365\)](https://www.amazon.com/MICROSOFT-QQ2-0009-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?](https://www.microsoftstore.com/store/msusa/en_US/cat/categoryID.69403900?icid=Education_ModB2_Software_041316)

[icid=Education\\_ModB2\\_Software\\_041316\)](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.**

### Weekly Expectations

**Participation:** This course requires participation with a bit of role-playing in a Zombie Apocalypse scenario. To add interaction to the course students can participate in their assignments and course interactions as a chosen character in this Apocalypse (doctor, nurse, homeowner, government official). Students will be able to earn additional points for successfully completing activities as their character.

**Weekly Discussion Boards: 20 pts.** – These are part attendance/participation tracking and part interaction and 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: 35-100 pts. each** – These assignments will offer you the opportunity to demonstrate what you are learning through a guided project which will require the use of the material from the reading and from additional lesson material each week.

280-800 pts. possible

**Quizzes: 25-50 pts.** – Every other week, quiz 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 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

**PLEASE IGNORE the Assignments Summary shown below. Thanks.**

### 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 IGNORE the Assignments Summary shown below. Thank you!**

## Course Summary:

Date	Details	
Sun Sep 25, 2016	 <a href="https://canvas.santarosa.edu/courses/32941/assignments/248961">Assignment - Week 5</a> ( <a href="https://canvas.santarosa.edu/courses/32941/assignments/248961">https://canvas.santarosa.edu/courses/32941/assignments/248961</a> )	due by 11:59
Sat Oct 15, 2016	 <a href="https://canvas.santarosa.edu/courses/32941/assignments/248947">Quiz - Week 8</a> ( <a href="https://canvas.santarosa.edu/courses/32941/assignments/248947">https://canvas.santarosa.edu/courses/32941/assignments/248947</a> )	due by 11:59
Sun Jan 22, 2017	 <a href="https://canvas.santarosa.edu/courses/32941/assignments/248953">Course Materials Purchase Requirements</a> ( <a href="https://canvas.santarosa.edu/courses/32941/assignments/248953">https://canvas.santarosa.edu/courses/32941/assignments/248953</a> )	due by 11:59
	 <a href="https://canvas.santarosa.edu/courses/32941/assignments/248951">Acknowledgement of Getting Started Modules Content, Course Requirements, and Syllabus Information</a> ( <a href="https://canvas.santarosa.edu/courses/32941/assignments/248951">https://canvas.santarosa.edu/courses/32941/assignments/248951</a> )	due by 11:59
Mon Jan 23, 2017	 <a href="https://canvas.santarosa.edu/courses/32941/assignments/248963">Practice Assignment - Week 1</a> ( <a href="https://canvas.santarosa.edu/courses/32941/assignments/248963">https://canvas.santarosa.edu/courses/32941/assignments/248963</a> )	due by 11:59
	 <a href="https://canvas.santarosa.edu/courses/32941/assignments/248946">Role-Playing Scenario Poll</a> ( <a href="https://canvas.santarosa.edu/courses/32941/assignments/248946">https://canvas.santarosa.edu/courses/32941/assignments/248946</a> )	due by 11:59
Tue Jan 24, 2017	 <a href="https://canvas.santarosa.edu/courses/32941/assignments/248956">Check-In Discussion - Spring 2017</a> ( <a href="https://canvas.santarosa.edu/courses/32941/assignments/248956">https://canvas.santarosa.edu/courses/32941/assignments/248956</a> )	due by 11:59

Date	Details	
Mon Jan 30, 2017	 <a href="https://canvas.santarosa.edu/courses/32941/assignments/248964">Practice Assignment - Week 2</a> ( <a href="https://canvas.santarosa.edu/courses/32941/assignments/248964">https://canvas.santarosa.edu/courses/32941/assignments/248964</a> )	due by 11:59
	 <a href="https://canvas.santarosa.edu/courses/32941/assignments/248958">Discussion - Week 2</a> ( <a href="https://canvas.santarosa.edu/courses/32941/assignments/248958">https://canvas.santarosa.edu/courses/32941/assignments/248958</a> )	due by 11:59
	 <a href="https://canvas.santarosa.edu/courses/32941/assignments/248949">Quiz - Week 2</a> ( <a href="https://canvas.santarosa.edu/courses/32941/assignments/248949">https://canvas.santarosa.edu/courses/32941/assignments/248949</a> )	due by 11:59
Mon Feb 6, 2017	 <a href="https://canvas.santarosa.edu/courses/32941/assignments/248959">Discussion - Week 3</a> ( <a href="https://canvas.santarosa.edu/courses/32941/assignments/248959">https://canvas.santarosa.edu/courses/32941/assignments/248959</a> )	due by 12
	 <a href="https://canvas.santarosa.edu/courses/32941/assignments/248965">Practice Assignment - Week 3</a> ( <a href="https://canvas.santarosa.edu/courses/32941/assignments/248965">https://canvas.santarosa.edu/courses/32941/assignments/248965</a> )	due by 11:59
Mon Feb 13, 2017	 <a href="https://canvas.santarosa.edu/courses/32941/assignments/248966">Practice Assignment - Week 4</a> ( <a href="https://canvas.santarosa.edu/courses/32941/assignments/248966">https://canvas.santarosa.edu/courses/32941/assignments/248966</a> )	due by 11:59
	 <a href="https://canvas.santarosa.edu/courses/32941/assignments/248950">Quiz - Week 4</a> ( <a href="https://canvas.santarosa.edu/courses/32941/assignments/248950">https://canvas.santarosa.edu/courses/32941/assignments/248950</a> )	due by 11:59
Mon Feb 20, 2017	 <a href="https://canvas.santarosa.edu/courses/32941/assignments/248957">Discussion - Week 5</a> ( <a href="https://canvas.santarosa.edu/courses/32941/assignments/248957">https://canvas.santarosa.edu/courses/32941/assignments/248957</a> )	due by 11:59
	 <a href="https://canvas.santarosa.edu/courses/32941/assignments/248967">Practice Assignment - Week 5</a> ( <a href="https://canvas.santarosa.edu/courses/32941/assignments/248967">https://canvas.santarosa.edu/courses/32941/assignments/248967</a> )	due by 11:59
Sat Feb 25, 2017	 <a href="https://canvas.santarosa.edu/courses/32941/assignments/248969">Unit 1 PowerPoint Project</a> ( <a href="https://canvas.santarosa.edu/courses/32941/assignments/248969">https://canvas.santarosa.edu/courses/32941/assignments/248969</a> )	due by 11:59
Mon Feb 27, 2017	 <a href="https://canvas.santarosa.edu/courses/32941/assignments/248948">Quiz - Week 6</a> ( <a href="https://canvas.santarosa.edu/courses/32941/assignments/248948">https://canvas.santarosa.edu/courses/32941/assignments/248948</a> )	due by 11:59
	 <a href="https://canvas.santarosa.edu/courses/32941/assignments/248968">Practice Assignment - Week 6</a> ( <a href="https://canvas.santarosa.edu/courses/32941/assignments/248968">https://canvas.santarosa.edu/courses/32941/assignments/248968</a> )	due by 11:59
Tue Feb 28, 2017	 <a href="https://canvas.santarosa.edu/courses/32941/assignments/248952">Quiz - Week 6</a> ( <a href="https://canvas.santarosa.edu/courses/32941/assignments/248952">https://canvas.santarosa.edu/courses/32941/assignments/248952</a> )	due by 11:59
Mon Mar 6, 2017	 <a href="https://canvas.santarosa.edu/courses/32941/assignments/248960">Discussion - Week 7</a> ( <a href="https://canvas.santarosa.edu/courses/32941/assignments/248960">https://canvas.santarosa.edu/courses/32941/assignments/248960</a> )	due by 11:59
	 <a href="https://canvas.santarosa.edu/courses/32941/assignments/248972">Week 7 Practice Assignment</a> ( <a href="https://canvas.santarosa.edu/courses/32941/assignments/248972">https://canvas.santarosa.edu/courses/32941/assignments/248972</a> )	due by 11:59

Date	Details
Sun Mar 12, 2017	 <a href="https://canvas.santarosa.edu/courses/32941/assignments/248970">Unit 2 PowerPoint Project</a> ( <a href="https://canvas.santarosa.edu/courses/32941/assignments/248970">https://canvas.santarosa.edu/courses/32941/assignments/248970</a> ) due by 11:59
	 <a href="https://canvas.santarosa.edu/courses/32941/assignments/248971">Unit 3 PowerPoint Project</a> ( <a href="https://canvas.santarosa.edu/courses/32941/assignments/248971">https://canvas.santarosa.edu/courses/32941/assignments/248971</a> ) due by 11:59
	 <a href="https://canvas.santarosa.edu/courses/32941/assignments/248955">Week 7 - Unit 2 Project Discussion Board</a> ( <a href="https://canvas.santarosa.edu/courses/32941/assignments/248955">https://canvas.santarosa.edu/courses/32941/assignments/248955</a> ) due by 11:59
<hr/>	
	 <a href="https://canvas.santarosa.edu/courses/32941/assignments/248962">Character Bio Discussion</a> ( <a href="https://canvas.santarosa.edu/courses/32941/assignments/248962">https://canvas.santarosa.edu/courses/32941/assignments/248962</a> )
	 <a href="https://canvas.santarosa.edu/courses/32941/assignments/248954">PowerPoint Experience Survey</a> ( <a href="https://canvas.santarosa.edu/courses/32941/assignments/248954">https://canvas.santarosa.edu/courses/32941/assignments/248954</a> )