ITSW 1310   Presentation Media Software
Course Syllabus: Fall 2017

"Northeast Texas Community College exists to provide responsible, exemplary learning opportunities."

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online

The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.

Catalog Course Description (include prerequisites): 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® 2016: Comprehensive, Shelly Cashman Series

Publisher: Course Technology, Cengage Learning

ISBN Number: 9781305870819

Recommended Reading(s):
None

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.

Exemplary Educational Objectives:
Type EEO's here for core curriculum courses. Other courses: N/A

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. Student presentation slide shows will also be shown during class time. Teams will be used for one of the assignments.

Evaluation/Grading Policy:
Most assignments are submitted individually and one assignment in teams. Grading rubrics will be created for the three hands-on tests that detail the grading criteria. Late work is accepted for up to one week past the due date, but with a 20% late penalty. In-class presentation slide shows cannot be submitted late.

Tests/Exams:
Two online exams - multiple choice, for first and second half of PowerPoint text

Assignments:
33 Chapter hands-on PowerPoint assignments
2 proctored PowerPoint exams
4 PowerPoint/other software presentation slide shows

Other Course Requirements:

USB flash drive for storing and transporting your work.

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 2016 software is needed to complete most homework assignments. Other needed software can be downloaded free from the Internet.

Student Responsibilities/Expectations:
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.

NTCC Academic Honesty Statement:
"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

Academic Ethics
The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Academic

dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

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 arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the NTCC Catalog or Student Handbook.

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.

Other Course Policies:
Late Work Policy: Late work will be accepted for some assignments, with a 20% penalty. This is clearly identified in Blackboard. Exams cannot be submitted late.

Examination Policy: No make-up exams will be allowed.

Appeals Policy: To appeal a grade, send an e-mail to your instructor's e-mail address within two days of receiving the grade. 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.