

MIDSTATE COLLEGE
411 W NORTHMOOR RD
PEORIA, IL 61614
(309) 692-4092 or (800) 251-4299
Winter 2018

Course Number & Name: CIS 117 AE Presentation Applications
Credit hours: 4 Quarter Hours **Method of Delivery:** Online

Course Description: The course provides the student with a complete package of information from the planning and preparation of a presentation to creating web pages. This course will include creating and formatting presentations, editing techniques, slide and visual content creation, creating visual appeal, collaboration and delivery techniques, and integration with other Microsoft Office applications. Students will be prepared to attempt the Microsoft Office Specialist (MOS) PowerPoint certification exam upon successful completion of this course.

Prerequisite(s): CIS 114 Computer Usage and Software Applications or Proficiency Exam

Title: **New Perspectives Microsoft Office 365 & PowerPoint 2016: Comprehensive, 1st Ed.**
Author: **Pinard**
Publisher: **Cengage**
ISBN: **9781305881235**
Material(s): **Office 2016, Internet access**
 SAM 365 & 2016 Assessment, Training and Projects, 1st Ed.
ISBN: **9781305885165**
Institution key: **T2032275**

Requirements for Completing the Course: All Projects should be posted on time. Tests should be taken on time. To successfully complete this course, the student must receive a passing grade (70% or higher).

Learning Objectives: Upon completion of this course, the student will be able to:

1. Customize presentations applying design themes, transitions and animations
2. Create, modify, save, and print a presentation using basic techniques available in presentation software
3. Add media and special effects to presentation
4. Create SmartArt diagrams, charts, and add text boxes, shapes, photos
5. Use animations and slide timings
6. Integrate information from other programs into presentation
7. Create, run and navigate a custom slide show
8. Protect, review, secure and share presentations

Midstate Grading Scale:	90 - 100	A
	80 - 89	B
	70 - 79	C
	60 - 69	D
	0 - 59	F

Academic Integrity:

Academic integrity is a basic principle of the College's function. Midstate College students are expected to maintain a high level of academic honesty. Contrary actions may result in penalties such as failure of the assignment(s), a lesser grade on assignment(s), failure of the course and/or suspension from the College. The course instructor will review all submitted documents and supporting evidence in connection to the infraction. The course instructor will also review the student's personal file for other notifications of academic dishonesty before determining the level of action to be applied. The course instructor will complete the Academic Dishonesty Report form to document and describe the incident and actions taken, then kept on file. The student may appeal the decision to administration, whose decision will be final.

The following (**plagiarism, cheating, deception, sabotage, computer misuse and copyright infringement**) are included in the actions Midstate College considers behavior contrary to the academic integrity policy; however, the policy is not limited to these examples. Further discussion of consequences regarding academic dishonesty are addressed in the Student Handbook.

Plagiarism:

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of Turnitin which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

Student Success and Tutoring:

Contact Student Success: Room 110; (309) 692-4092, ext. 1100; studentsuccess@midstate.edu

The Office of Student Success offers help in the following areas:

- Tutoring: Tutoring is encouraged for students who are doing their best to complete assignments yet still are experiencing difficulty in this course. Tutoring may be provided by the instructor outside of scheduled class times or through the office of Student Success.
- Writing assignment assistance: This may include learning how to conduct research; using proofreading tools such as Turnitin; outlining a topic; and applying MLA/APA standards.
- Math, accounting, and computer skills (including file management).
- Test-taking techniques.
- Note-taking skills development.
- Study skills development.
- Time management.

Instructor: Dane Stier
E-mail: dcstier@midstate.edu **Phone:** 815-993-5779
Office hours: via Skype by appointment

Participation requirement/policies and procedures:

- **Time management** is critical in business world, it is critical in our class as well. Please make sure that you meet all deadlines specified in the outline. All assignment (projects, trainings and exams) should be submitted on time.
- Assignments from weeks 1-6 will not be accepted after the midterm. No make-up work is accepted after week 10. All exams should be taken on time. Makeup exams will only be given in the case of EXTREME, well-documented situations.
- The online educational venue offers students the flexibility to access the course at any time. This course, however, has **very specific, time-restricted discussion forums, assignment and tests due dates**.
- Plan to devote as much time if not more to an eLearning course as you would to a traditional class (eLearning classes, in fact, take more time).
- In a completely online course for 4 credit hours, students should plan to spend **about 8 hours each week**: 4 hours (as in regular classroom) learning the material AND 4 hours doing the homework. Students should plan ahead, schedule time wisely and **never** wait until the “eleventh hour” to start and submit the assignments.
- **Good writing skills** (proper spelling, punctuation, usage of meaningful sentences and paragraphs) should be demonstrated in each assignment, discussion forums and email messages.
- **Academic dishonesty** (plagiarism, cheating, misrepresentation, facilitating) is never tolerated and will be referred to the Dean.

Assessment of learning/methods of evaluating student performance:

- Lab work assignments will be used to apply the concepts learned from lecture and/or Module in a hands-on way.
- SAM Online exams and Hands-on projects will be given to assess student comprehension of the material.

Grading specifications: These percentages are all approximate values

Assignments	45%
Course Project	25%
Exams	30%

Examination Information: SAM simulation software will be used for hands-on Midterm and Final exams; they will be online and will be timed.

Course Message, E-Mail and Forum Etiquette:

Please follow the guidelines below for course messages, emails and forums posting etiquette.

When communicating via email, students must make certain that each email includes course and descriptive subject line. Since we will practice excellent communication skills, I expect each message to have a salutation, a clear, concise, grammatically correct message, a complimentary close and signature/name. Emails that do not follow the rules of business communication will receive an empty reply. Students should answer all emails within 24 hours.

Keep message brief. Avoid sending a course-mail, e-mail or forum message with incorrect spelling and grammar. Spelling and grammar count. Avoid using abbreviations and acronyms. Students who are not familiar with common abbreviations may confuse the instructor and/or fellow classmates by using incorrect abbreviations.

Be polite. Avoid offensive language. Read the message before you send it in.

Use meaningful subject lines.

Avoid using sarcasm. Written text can easily be misinterpreted.

Avoid using all CAPS and/or exclamation marks. Using all capital letters in an electronic mail or forum message is the same as SHOUTING!

Using the Internet, do not assume materials are accurate and up-to-date.

Do not copy and paste from the Internet – it is plagiarism.

Students are responsible for knowing “what’s going on” throughout the term. Students must check announcements, assignments, weekly units, discussion forums, messages several times each week. Students must check the online grade book and email the instructor immediately if questions arise about grades.

Weekly Tentative Course Outline (please note: the instructor may change this schedule and will communicate changes to the students).

Week	Topics	Learning Objectives	Assignments
1	Presentation Concepts: Planning, Developing, and Giving a Presentation Course Project Introduction	2, 7	Presentation Concepts Presentation Concepts SAM Exam
2	Module 1: Creating a Presentation	1, 2, 7	Module 1 Textbook Projects 1.1 (SAM) Module 1 Textbook Projects 1.2 (SAM) Module 1 SAM Project
3	Module 2: Adding Media & Special Effects	1,3	Module 2 Textbook (SAM) Module 2 SAM Project (SAM)
4	Module 3: Applying Advanced Formatting to Objects	4	Module 3 Textbook (Moodlerooms) Module 3 SAM Project (SAM)
5	Module 4: Advanced Animations and Distributing Presentations	1, 5	Module 4 Textbook (Moodlerooms) Module 4 SAM Project (SAM)
6	Midterm Exam		SAM Midterm Exam Training SAM Midterm Exam
7	Module 5: Integrating PowerPoint with Other Programs	6	Module 5 Textbook (Moodlerooms) Module 5 SAM Project (SAM)
8	Module 6: Customizing Presentations and the PowerPoint	7, 8	Module 6 Textbook (Moodlerooms) Module 6 SAM Project (SAM)

	Environment		
9	Course Project	1-8	Submit the Outline
10	Course Project	1-8	Submit the Draft
11	Course Project Due	1-8	Submit Final Course Project
12	Final Exam		SAM Final exam Training SAM Final exam