ADMN-1322: Presentation Applications (Online | Fall 2019)

Instructor Information

<table>
<thead>
<tr>
<th>Instructor Name</th>
<th>Dr. Lucia Vanderpool</th>
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<tr>
<td>Instructor Rank</td>
<td>Instructor</td>
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<td>Instructor Email</td>
<td><a href="mailto:lwvanderpool@southwest.tn.edu">lwvanderpool@southwest.tn.edu</a></td>
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<tr>
<td>Instructor Office</td>
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<tr>
<td>Office Hours</td>
<td>Monday: 10:00 a.m.-2:00 p.m.</td>
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<td>Wednesday: 10:00 a.m.-2:00 p.m.</td>
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<td>Friday: 2:00-4:00 p.m. (virtual office hours)</td>
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<tr>
<td>Instructor Phone</td>
<td>901-333-4665</td>
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<td>901-333-4150</td>
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Course Information

Course Description

This course is designed to provide the student with computer skills in the Windows environment. Hands-on instruction covers Microsoft PowerPoint 2016. This course develops skills in using PowerPoint needed for the expert user. In creating presentations using PowerPoint, students will learn to add visual elements, bring data in from other sources, modify and customize a presentation, and prepare presentations for distribution. Integrating PowerPoint with other programs and the world wide web will also be taught. This course meets MOUS certification requirements.
**Student Learning Objectives**

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

- Create simple slide shows
- Enhance a presentation, adding graphs, tables, transitions, and animation using Microsoft PowerPoint 2016
- Manage and deliver presentations
- Prepare presentations for remote delivery
- Print slides, outlines, handouts, and speaker notes
- Save a presentation as a web page

**Prerequisites**

None

**Corequisites**

None

**Instructional / Learning Methods**

This is a combination of:

- Hands-on activities
- Online assessments
- Quizzes
- Reading textbook
- End-of-Chapter assessments
- Unit Exams

Textbooks, Supplementary Materials, Hardware, and Software Requirements

**Textbooks, Supplementary Materials, Hardware, and Software Requirements**

**Hardware/Software Requirements**

Access to PowerPoint 2016 outside of class (please note: PowerPoint 2016 is available on all computers in the computer labs, Academic Support centers, and the libraries at all campuses.)
Southwest is a Microsoft approved e-Academy and is offering Microsoft Office 365 University, which is the Microsoft Office 2016 suite, to current students. More information about this can be found on your my.southwest account.

**Required Text**


**Supplementary Materials**

- SNAP 2016 User Access Code

- NOTE: The Snap 2016 User Access Code must be purchased to be able to complete the required course assignments and tests. It is necessary to purchase only one Access Code for each Southwest student; the same code can be used for all Administrative Professional Technology courses using SNAP—as long as the student is enrolled at Southwest. Microsoft Office 2016 is required for SNAP.

**Hardware Requirements**

If this course requires the use of a computer, these are general recommendations for accessing any of the services that Southwest offers on the Web (e.g. My.Southwest, etc.).

- minimum Pentium IV or higher processor (recommended)
- SVGA monitor, minimum resolution 800x600 (1024x768 strongly recommended)
- CD-ROM or DVD drive
- floppy drive, zip drive, or CD-RW drive
- Mouse or compatible pointing device
- at least 512 MB of RAM (recommended)
- (optional) printer

**Software Requirements**

The software listed below is recommended for any student accessing Southwest services through the Internet. Your course may have specific software requirements.

- Windows 10 or 7
- Mac OS X (up to 10.12) (OS 10.14 recommended)
- Firefox (latest)
Many instructors may require assignments to be submitted using Microsoft Excel or Microsoft Word. To learn how to obtain discounted software from Microsoft, visit http://southwest.tn.onthehub.com.

Assessment and Grading

Method of Evaluation
50% = Weekly Assignments from textbook and SNAP

50% = Exams (3)

Grading Scale:

90 - 100 = A
80 - 89  = B
70 - 79  = C
60 - 69  = D
0 - 59   = F

For students earning the AAS Degree in Administrative Professional Technology and/or the Computer Software Specialist Technical Certificate, minimum standards for successful completion of ADMN 1322 Presentation Applications (PowerPoint) will be a grade of "C."

Testing Procedure / Policy

All students will be required to take tests in the online environment. Access to a reliable broadband Internet connection is required to take the online tests.
All tests must be taken within the scheduled time to receive full credit. Any missed tests may be required to be made up on the Macon Cove Campus at the discretion of the instructor, and the score will be reduced ten [10] points.

It is the student's responsibility to contact the instructor for a make-up test.

**Major Assignments**

**Skills Check Assessments**

The student is expected to read the textbook, apply what has been read in chapter exercises and assessments, and submit all assessments on time.

Note: The instructor reserves the right to make changes to the assignment schedule and due dates as necessary.

Each student should plan on spending a minimum of six [6] hours per week on this course.

Note: It is the student's responsibility to have access to a reliable computer and Internet connection. If a home computer is not available, computers are available in campus open labs, libraries, and academic support centers. "My computer crashed" or "the server was down" is not a legitimate reason for not submitting graded materials on time.

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Participation / Attendance Policy
Logging into the course does not count as attendance. Attendance will be counted by completing assessments as specified on the course calendar.

Guidelines for Communications

Email Guidelines
Each student has been provided a Southwest email account. Please do not email your classmates unless the topic relates specifically to this course. Emails that contain advertisements, solicitations, personal interests, etc. are strictly forbidden. Below are a few guidelines that you should keep in mind when sending email:

- Always include a subject line.
- Typing in all CAPS is considered SHOUTING in Cyberspace. So please use upper and lower case characters when sending emails.
- Remember, without facial expressions some comments may be taken the wrong way. Be careful in wording your emails and use good Netiquette
- Use standard fonts.
- Do not send large attachments without permission.
- Respect the privacy of other class members.

Online instructors will respond to all emails within 48 hours.

Discussion Guidelines
Below are a few guidelines that should be adhered to when using the Discussion forum. Messages that contain advertisements, solicitations, personal interests, etc. are strictly forbidden.

- Review the discussion threads thoroughly before entering the discussion.
- Please try to maintain threads by using the "Reply" button rather starting a new topic.
- Do not make insulting or inflammatory statements to other members of the class. Be respectful of others' ideas.
- Be patient and read the comments of other group members thoroughly before entering your remarks.
- Be positive and constructive in group discussions.
- Respond in a thoughtful and timely manner.
Technical Support

MySouthwest: Submit a Student Technical Support Request. Please provide a full detailed explanation of the problem.

PAWS: For course related questions, contact your instructor. For technical issues with the PAWS website, contact the College Helpdesk at (901) 333-4357 or Digital Learning at (901) 333-4612.

Course Topics

Tentative Schedule

Office 2016 Overview

PowerPoint:

- Chapter 1: Preparing a PowerPoint Presentation
- Chapter 2: Modify a Presentation and Using Help and Tell Me
- Chapter 3: Formatting Slides Presentations
- Chapter 4: Inserting Elements in Slides
- Chapter 5: Creating Tables, Charts, and SmartArt Graphics
- Chapter 6: Using Slide Masters and Action Buttons
- Chapter 7: Applying Custom Animation and Setting Up Shows
- Chapter 8: Integrating, Sharing, and Protecting

Student Services

Embedded Librarian Service
This service may be found inside PAWS courses.

Two Southwest Librarians are assigned to work with you and your instructor throughout the course for the entire semester. The Librarians will suggest library resources and answer questions sent to "Ask A Librarian."

To contact a Librarian by email, go to the Classlist and select "Ask A Librarian."

**Student Services Links**

- [Academic Support Centers / Tutoring](#)
- [Advising](#)
- [Campuses, Centers, and Site](#)
- [Student Disability Services](#) Southwest Tennessee Community College is committed to serving all students, including students with disabilities, and adheres to the guidelines set forth in Title II of the Americans with Disabilities Act (ADA).
- Additional Links: [Student Information & Services](#)

**Academic Support**

The Academic Support Center (ASC) provides free services and resources to help Southwest students successfully reach their academic and career goals. These services include tutoring by peer and master tutors, computer labs, success workshops, academic coaching, early alerts from your instructors and areas for individual or group study at numerous locations. The ASC also provides Supplemental Instruction in some of our general education classes and the Center is also responsible for Academic Progress Reporting so that you will be award of your academic standing during the 5th-6th week of the semester. Online tutoring services are offered through Smarthinking 24 hours a day, 7 days a week. Simply login to your PAWS to access this online tutoring resource.

**Additional Information**

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**Drop/Withdrawal Dates**

See the current official college [academic catalog](#) for the withdrawal policies. Important semester drop and withdrawal dates can be found on the [Cashier’s Office Important Dates](#) page.

**Academic Misconduct**
Plagiarism, cheating, and other forms of academic dishonesty are prohibited. A student guilty of academic misconduct, either directly or indirectly, through participation or assistance, is immediately responsible to the instructor of the class. The instructor has the authority to assign an "F" grade or a zero for the exercise or examination, or to assign an "F" for the course. College sanctions for academic misconduct may include suspension or dismissal from the College. Please see the section in the current Catalog on Academic Misconduct.

**Classroom Behavior:** Any student engaged in disruptive conduct or conduct violating the general rules or regulations of the College may be ordered to temporarily leave the classroom. Extended or permanent exclusion from the classroom can be achieved only through appropriate procedures of the College.

**Open Labs**

**Macon Cove Campus**

- Bert Bornblum Library: Available during [library hours](#)
- Farris Building, Room 2131: Monday-Thursday 8 a.m.-5:30 p.m., Friday 8 a.m.-4:30 p.m.

**Union Avenue Campus**

- Jess Parrish Library - Available during [library hours](#)
- M Building, Room 105, 8 a.m.-6:30 p.m.

**Gill Center**

- Computer Lab, Room 101 (Please note this room is available when classes are not scheduled. Schedule fluctuates each semester.)
- Library - Available during [library hours](#)

**Maxine A. Smith Center**

- Open Lab, Room 101
- Library - Available during [library hours](#)

**Whitehaven Center**

- Open Lab, Building 6, Room 127
- Library - Available during [library hours](#)

**Syllabus Updates**
The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes.