

MAYLAND COMMUNITY COLLEGE
Welcomes You To:

CTS 125 - 10
Presentation Graphics
3 Credit Hours, 4 Contact Hours

Summer 2007

Course Description:

This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, integrating hardware components, and enhancing presentations with text, graphics, audio, and video. Upon completion, students should be able to design and demonstrate an effective presentation.

Prerequisites: CIS 110 or CIS 111.

Corequisites: None.

Instructor Information:

Instructor:	Ryan A. Carter
Office Location:	P211
Telephone Number:	(828) 765-7351 x334
Email Address:	rcarter@mayland.edu OR racarter@cc.mayland.edu
Office Hours:	Office hours are posted outside P211. Additional office hours are available by appointment.

Course Information:

This class meets on Mondays, Tuesdays, Wednesdays, and Thursdays from 12:30pm until 2:20pm in room P218.

Required Text(s):

Graves, Pat R. *Microsoft Office PowerPoint 2003: A Professional Approach, Comprehensive*. Boston: McGraw Hill Companies, Inc., 2005.

SAM Software with Office from Course Technology. (There are multiple versions in the bookstore, and you can purchase the one with just Office [it is in a *blue* package] – you do not need the version with both Office and Concepts). Because of licensing reasons, you cannot use another person's SAM account from either this semester or a previous one. If, however, you have previously purchased one yourself, you can use it again for this class.

Please note: you do not have to install the SAM software at home, though you can if you prefer. Mayland has computer labs (Avery campus, Yancey campus, Library, classrooms, SOAR lab) available for your use (depending on classes and other scheduled activities). In fact, you can use the Mayland computers to complete any SAM exercises or homework assignments. **Please Note: Because all computers are different, I cannot be responsible for home installation and will not provide technical support for use of the SAM software at home.** If you are uneasy about putting SAM on your home computer, please don't. You can always work here at school. Testing, homework, and extra credit will be administered through the SAM 2003 software – so this software is *required*. We are using version 3.0 of SAM. If you have an older version, ask me for assistance.

We will also be using Microsoft PowerPoint 2003 to complete homework assignments. You do not have to have a computer or this particular software at home, but you must be willing to spend time with a computer that does (here at Mayland or elsewhere).

LRC Resources: None.

Required supplies: Two 3 1/2" diskettes OR one USB flash drive and one floppy disk devoted to this class. You must bring these storage devices to every class.

Course Objectives/Competencies:

1. Understand and utilize Microsoft PowerPoint 2003 to design and implement business presentations.
2. Use PowerPoint resources including backgrounds, transitions, and formatting to develop and enhance presentations.
3. Use multimedia resources including clip art, sound, and visual effects to enhance presentations.
4. Use a Slide Master to help with presentation consistency.
5. Use PowerPoint "wizards" to assemble various presentations, handouts, notes, charts, and other documents geared for various audiences.
6. Investigate non-PowerPoint presentation software technologies that are used to create and deliver presentations.
7. Use hardware technologies to deliver business presentations.
8. Understand the components of quality presentations – including public speaking.

Grading Criteria/Tests/Projects:

Exams: There will be three exams given this semester. Unless otherwise specified, exams are to be completed during class and are considered late once class ends. Exams will usually be held in-class, but may also take the form of take-home tests at the instructor's discretion. Please note that missed / late make-up exams may differ in content than those given in class and are only given in very unique and special circumstances. All exam grades will be used in the computation of your final grade.

Projects: Projects (hands-on work, computer related) will be given during the semester. Projects will be averaged in as two homework grades, and will include class presentations.

Daily Work / Homework: Homework will consist of quizzes, class work, book work, and other activities given throughout the semester. Your lowest homework grade will be dropped.

<u>Grading Criteria:</u>	<u>Grading Scale:</u>
Exams..... 60%	A = 93 – 100
Homework..... 35%	B = 85 – 92
Attendance..... 05%	C = 78 – 84
	D = 70 – 77
	F = 00 – 69

Attendance Policy/Tardiness/Make-Up Work:

All assignments are due on the day and time specified in class. Assignments are considered late if turned in any time after the assignment as been collected from the class. This means that you should always do your work before coming to the class in which it is due.

You can take one Exam late during the semester. If for emergency or health reasons you are unable to take an exam as it is scheduled, it is your responsibility to notify the instructor PRIOR to the test to make arrangements for a make-up. An appointment has to be scheduled for the make-up exam, and make-up exams are given during posted office hours. Three (3) points will be deducted from the exam grade for each school day that the assignment is late. The missed exam must be made up within one calendar week, or it will receive no credit. THERE WILL BE NO REMINDERS OF OR EXCEPTIONS TO THIS POLICY FOR ANY REASON. Please note that make-up tests may differ in content than those given in class. No make-up work will be accepted during the last 5 class days of the semester. Exam grades will not be dropped.

You cannot miss presentation days unless prior arrangements have been made with the instructor. If you fail to make arrangements prior to missing a class devoted to students presentations, or if you fail to make a

presentation during those days (unless you have instructor approval), you will score a zero for the presentation project assignment.

No late Homework will be accepted FOR ANY REASON, but the lowest Homework grade that you receive will be dropped. If you cannot be present when homework is due, a 0 will be recorded. Remember, however, that the lowest homework grade that you earn will not count against you. If you know that you will be absent when Homework is due, you can submit it early. The best advice is to do your work as early as possible so that you can deal with any unforeseen problems.

Since this is a business-oriented class, you are expected to show up at your "job". Therefore, attendance is required, will be taken on a daily basis, and will be recorded throughout the semester. Each student starts out with a 100% score for his or her attendance grade. For each day that a student is absent, 3.125 points will be deducted from the attendance grade. A student is considered absent if he or she fails to come to class, arrives significantly late, or leaves significantly early. Tardies and early departures are counted as absences at the instructor's discretion.

If you must miss class, you are responsible for finding out assignments, getting notes, reading the material, etc. "I wasn't here" is no excuse for not being prepared for your assignments.

We will be using both the SAM software and Mayland's LEO website to augment and facilitate learning and communication in this class. You will need to quickly become familiar with these tools as we will be using them quite extensively. I will be posting announcements and emailing the class in LEO with important information as the need arises. You are REQUIRED to regularly check LEO for such communications. Failure to do so will not excuse you from abiding by the information communicated.

While I have attempted to be as thorough as possible with this syllabus, course procedure may vary from this outline to meet the needs of this particular group.

Incident Weather Procedures:

In the event that MCC is operating on a delayed schedule, this class will meet from 1:20pm until 2:40pm.

Academic Standards/Student Expectations/Ethics:

In addition to good academic performance, students should exhibit honesty and integrity. Students are expected to maintain the highest levels of honor and respect involving all things associated with this course. This includes:

- Ensuring that the work for which you get credit is your own work. Cheating, copying, and plagiarism in all forms will not be tolerated. This includes 'sharing' homework, using unauthorized materials during exams (including your neighbor), or failure to cite appropriate sources.
 - You are expected to do homework and projects on your own. While forming study groups is encouraged, you should not be completing homework together. Any submitted assignment should reflect your effort. Otherwise, all people involved in turning in the same shared answers (even if you did the homework as a 'group') will be subject to disciplinary action for cheating.
- Completing all assignments thoroughly and on time.
- Complying with MCC's Computer Resources Acceptable Use Policy.
- Complying with MCC's Student Conduct Policy.
- Allowing others the full opportunity to learn during class time. Therefore:
 - Turn off all cell phones and pagers or set them to silent alert.
 - There should be no texting, chatting, phoning, picture-taking, or other form of electronic communication taking place during class. If you must keep a phone on standby due to family emergency, it should not be left in sight or used in the classroom. The use of any electronic gadget, chat, or email is strictly banned during Exams.
 - Do not bring other people to class with you, including children, friends, or other family FOR ANY REASON. The computer lab classroom setting is not an appropriate place to have visitors.

- o Do not use computers for web-surfing, emailing, game playing, or any other non-class related activity during class. Since doing these non-class activities is a large temptation for classes taught in the computer lab, and since they are a large distraction for everyone in the room including other students and the instructor, I will be very watchful for activity which is not related to the lesson at hand. You are expected to monitor your own conduct. I suggest that instead of playing online, you take notes. If you pursue these activities you WILL be asked to leave class. If non-class Internet usage / game-playing continues or becomes an issue, further appropriate measures will be taken.

Withdrawal Dates:

End of Unconditional Withdrawal June 21, 2007
End of Conditional Withdrawal July 16, 2007

Course Outline:

- I. Basic PowerPoint Skills
- II. Developing a Presentation
- III. Customizing a Presentation
- IV. Advanced Techniques
- V. Charts and Tables
- VI. Delivering Presentations

If a student has not been in contact with the instructor and has not attended class for a consecutive two-week period, an administrative withdrawal will be submitted by the instructor.

Contact with the instructor as mentioned above includes direct contact such as a face-to-face meeting or a telephone call. An administrative withdrawal may be performed, but is not required, for the final third of the semester. If you are dropped out of a class due to an administrative withdrawal, you will not be allowed to rejoin that class during the semester.

Any student requesting special accommodations for this course due to a disability should apply for services through the SOAR Office or the Counseling Center, which will document the disability. A counselor will then help determine which accommodations, if any, the student needs for success in this course.