This course syllabus is intended as a set of guidelines for PowerPoint 2013. Both North Lake College and your instructor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

Instructor Information:

Instructor's Name: Andrea Hanson
Email Address: ahanson@dcccd.edu
Office Phone Number: 972-273-3450 (leave a message for me), Email is better!
Office Location: None
Office Hours: Email anytime

Course Information

Course title: Microsoft PowerPoint 2013
Course number: POFT 1328
Section number: 73426
Credit hours: 3
Class dates: 1/26/2015 thru 5/14/2015
Class meeting time: Internet

Course description: This course provides continued study of current computer terminology and technology, and advanced skill development in computer hardware, software applications, and procedures. Specifically, this course is designed to teach students to create outlines, lecture handouts, and slide show presentations using Microsoft PowerPoint 2013.

Course prerequisites: Keyboarding skills required.

Required or Recommended Textbooks and Materials


2. Online Access: As this is a class with an online component, there are required online study materials and activities that are available on eCampus for the entire semester and accessible almost 24/7. Therefore, access to a computer with Internet access and updated software (available free from Adobe.com) are required. If a student does not have a home computer or Internet, such options as the Student Resource Center located in the North Lake Library or at a local public library are available. Students may also search for other locations with such services.
3. **Storage:** You may use your computer's hard drive, a USB flash/thumb drive or other similar storage device **OR** you may set up access to a cloud service such as **SkyDrive**, **Dropbox**, or **Google Drive**.

**Course Objectives**

This course offers the opportunity to learn to create various types of slide shows and presentations using Microsoft PowerPoint 2013. Adding and modifying text, drawing and modifying objects, color schemes, graphs, masters, templates, and animations are some of the features that will be explored in this class. Use of dialog boxes, the presentation interface, and PowerPoint's views and commands will be introduced.

Successful completion of this course can help prepare students to take the MOS (**Microsoft Office Specialist**) test.

**Specific Course Learning Outcomes**

<table>
<thead>
<tr>
<th>LEARNING ACTIVITIES</th>
<th>LEARNING OUTCOMES</th>
<th>EVALUATION</th>
<th>SCANS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tutorial 1</td>
<td>Use wizards to facilitate presentation development</td>
<td>Tutorial 1 End of Chapter Exercises, Production Tests, Independent Project</td>
<td>C11, C12, C13, C14, C16, C18, C19, F1, F2, F5, F7, F8, F9, F10, F16</td>
</tr>
<tr>
<td>All Tutorials</td>
<td>Maneuver through presentations</td>
<td>End of Chapter Exercises, Production Tests, Independent Project</td>
<td>C11, C12, C13, C14, C16, C18, C19, F1, F2, F5, F7, F8, F9, F10, F16</td>
</tr>
<tr>
<td>All Tutorials</td>
<td>Work in different views</td>
<td>End of Chapter Exercises, Production Tests, Independent Project</td>
<td>C11, C12, C13, C14, C16, C18, C19, F1, F2, F5, F7, F8, F9, F10, F16</td>
</tr>
<tr>
<td>All Tutorials</td>
<td>Create, edit, and print slides, handouts, speaker’s notes, and outlines</td>
<td>End of Chapter Exercises, Production Tests, Independent Project</td>
<td>C11, C12, C13, C14, C16, C18, C19, F1, F2, F5, F7, F8, F9, F10, F16</td>
</tr>
<tr>
<td>All Tutorials</td>
<td>Apply templates, backgrounds, and color schemes to presentations</td>
<td>End of Chapter Exercises, Production Tests, Independent Project</td>
<td>C11, C12, C13, C14, C16, C18, C19, F1, F2, F5, F7, F8, F9, F10, F16</td>
</tr>
<tr>
<td>Tutorials 2-6</td>
<td>Draw and edit visual objects in slides</td>
<td>Tutorial 2-6 End of Chapter Exercises, Production Tests, Independent Project</td>
<td>C11, C12, C13, C14, C16, C18, C19, F1, F2, F5, F7, F8, F9, F10, F16</td>
</tr>
<tr>
<td>Tutorials 2 and 3</td>
<td>Insert clip art, tables, WordArt, SmartArt, sounds and charts into slides</td>
<td>Tutorial 2 and 3 End of Chapter Exercises, Production Tests, Independent Project</td>
<td>C11, C12, C13, C14, C16, C18, C19, F1, F2, F5, F7, F8, F9, F10, F16</td>
</tr>
<tr>
<td>Tutorials 3 and 5</td>
<td>Produce, animate, automate, and edit slide shows</td>
<td>Tutorial 3 and 5 End of Chapter Exercises, Production Tests, Independent Project</td>
<td>C11, C12, C13, C14, C16, C18, C19, F1, F2, F5, F7, F8, F9, F10, F16</td>
</tr>
<tr>
<td>Tutorial 3</td>
<td>Create flowcharts and organization charts</td>
<td>Tutorial 3 End of Chapter Exercises, Independent Project</td>
<td>C11, C12, C13, C14, C16, C18, C19, F1, F2, F5, F7, F8, F9, F10, F16</td>
</tr>
<tr>
<td>Tutorials 4 and 6</td>
<td>Distribute and present presentations in other formats</td>
<td>Tutorial 4 and 6 End of Chapter Exercises, Production Tests, Independent Project</td>
<td>C11, C12, C13, C14, C16, C18, C19, F1, F2, F5, F7, F8, F9, F10, F16</td>
</tr>
<tr>
<td>Tutorial 4</td>
<td>Learn to exchange data from and with other types of software programs</td>
<td>Tutorial 4 End of Chapter Exercises, Production Tests, Independent Project</td>
<td>C11, C12, C13, C14, C16, C18, C19, F1, F2, F5, F7, F8, F9, F10, F16</td>
</tr>
<tr>
<td>Tutorial 4</td>
<td>Prepare presentations for the Web</td>
<td>Tutorial 4 End of Chapter Exercises, Production Tests, Independent Project</td>
<td>C11, C12, C13, C14, C16, C18, C19, F1, F2, F5, F7, F8, F9, F10, F16</td>
</tr>
</tbody>
</table>

**Learning Outcomes Map to Performance Objectives**

<table>
<thead>
<tr>
<th>Learning Activity</th>
<th>Learning Outcomes</th>
<th>Assessment</th>
<th>SCANS</th>
</tr>
</thead>
</table>
Read all textbook chapter assignments and complete assigned exercises.  
On a production test, students will create a PowerPoint slideshow with text and bulleted items at a proficiency level of 70% as graded with the departmental rubric.  
Production test result grades.  
SCANS: C1, 11, 12, 13, 14, 15, 16, 18, 19; F1, 1, 7, 8, 9, 10, 12, 13  
Workplace Skills: 1, 5, 6, 8, 13, 23, 24, 25, 26, 27, 29, 30, 31, 33

Read all textbook chapter assignments and complete assigned exercises.  
On a production test, students will insert graphical elements into a slideshow at a proficiency level of 70% as graded with the departmental rubric.  
Production test result grades.  
SCANS: C1, 11, 12, 13, 14, 15, 16, 18, 19; F1, 1, 7, 8, 9, 10, 12, 13  
Workplace Skills: 1, 5, 6, 8, 13, 23, 24, 25, 26, 27, 29, 30, 31, 33

Read all textbook chapter assignments and complete assigned exercises.  
On a production test, students will demonstrate the ability to animate a slideshow at a proficiency level of 70% as determined by using the departmental rubric.  
Production test result grades.  
SCANS: C1, 11, 12, 13, 14, 15, 16, 18, 19; F1, 1, 7, 8, 9, 10, 12, 13  
Workplace Skills: 1, 5, 6, 8, 13, 23, 24, 25, 26, 27, 29, 30, 31, 33

PERFORMANCE OBJECTIVES
SCANS Competencies
The Secretary's Commission of Achieving Necessary Skills (SCANS), established in 1990, defined a common core of skills that constitute job readiness. The Office Technology Department at North Lake College is committed to prepare you with the knowledge and skills you need to succeed in today's dynamic work environment.

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Allocates Time, Allocates Money, Allocates Materials and Facility Resources, Allocates Human Resources</td>
<td></td>
</tr>
<tr>
<td>Participates as a Member of a Team, Teaches Others, Serves Clients/Customer, Exercises Leadership, Negotiates to Arrive at a Decision, Works with Cultural Diversity</td>
<td></td>
</tr>
<tr>
<td>Acquires and Evaluates Information, Organizes and Maintains Information, Interprets and Communicates Information, Uses Computers to Process Information</td>
<td></td>
</tr>
<tr>
<td>Understands Systems, Monitors and Corrects Performance, Improves and Designs Systems</td>
<td></td>
</tr>
<tr>
<td>Selects Technology, Applies Technology to Task, Maintains and Troubleshoots Technology</td>
<td></td>
</tr>
</tbody>
</table>

SCANS FOUNDATION SKILLS

| Basic Skills            | F1,F2,F3. F4,F5,F6.                                |
| Reading, Writing, Arithmetic, Mathematics, Listening, Speaking |
| Creating, Thinking, Decision Making, Problem Solving, Seeing Things in the Mind's Eye, Knowing How to Learn, Reasoning |
| Responsibility, Self-Esteem, Social, Self-Management, Integrity/Honesty |

WORKPLACE SKILLS

1. Work ethics.
2. Implement responsibilities of job position including exhibition of dependability, demonstrating high confidentiality, and meeting of organizationally defined expectations.
3. Operate within scope of authority adhering to company rules, regulations, and policies as established including interpretation of employer/employee handbook and procedures.
5. Practice time management and follow work schedule.
6. Assume responsibility for own decisions and actions.
7. Exhibit pride and positive attitude.
8. Display initiative and enthusiasm in undertaking new tasks.
9. Show assertiveness appropriate to the situation.
10. Seek work challenges.
11. Understand and apply ethical principles to decision-making.
12. Understand the importance of providing good customer service (internal and external).
13. Exhibit ability to handle stress.
14. Participate in meetings in a positive and constructive manner.
15. Maintain state-of-the-art skills through participation in in-service or other training.
17. Interpersonal relationships.
18. Respect individual diversity.
19. Respond to praise or criticism.
20. Provide constructive criticism or praise.
21. Channel and control emotional reactions.
22. Resolve conflicts.
23. Display a positive attitude.
25. Employ appropriate skills for gathering and retaining information.
26. Interpret written, graphic, and oral instructions.
27. Identify problems.
28. Clarify individual and company purposes and goals.
29. Identify available solutions and their impact including evaluation of credibility of information, and location of information.
30. Evaluate options.
31. Set priorities.
32. Select/implement options/decisions including prediction of results of proposed action.
33. Organize personal workloads.
34. Participate in brainstorming sessions to generate new ideas and solve problems.


Means of Assessment
Your understanding of the course material and your grade will be determined as follows:

Tutorial End of Chapter Assignments
You will complete and turn in these assigned exercises at the end of each chapter. You MAY use your book and ask for assistance when completing these activities. These activities will be given a numeric grade.

Production Tests – Test documents created using the computer
You may use your text or notes while testing. You may NOT ask for help. If you do ask for help, points will be deducted from your grade, depending on the amount of help given.

Production Test 3 is the common assessment activity for this course. This test is graded on a scale of 0-100 points. Five (5) points will be deducted for every typographical, punctuation, formatting, or production mistake. DOUBLE CHECK YOUR WORK!

Independent Project
You may use your textbook, and you may ask your instructor for general input, but you will not get specific assistance on this project. This assignment is a project demonstrating your slide show production skills, and the result will be a document that is unique for each student.

Evaluation Procedures

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Percent of Total Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tutorial Assignments</td>
<td>39%</td>
</tr>
<tr>
<td>Production Tests</td>
<td>50%</td>
</tr>
<tr>
<td>Independent Project</td>
<td>11%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
</tr>
</tbody>
</table>

Tutorial Assignment and Production Test Grading:
Each document is 100 total points. 5 points will be deducted for each typographical or formatting error. DOUBLE CHECK YOUR WORK!

Independent Project Grading:
The project is 100 total points. 5 points will be deducted for each typographical or formatting error. **DOUBLE CHECK YOUR WORK!**

The document will further be graded as shown below:

<table>
<thead>
<tr>
<th>Process</th>
<th>Below Avg.</th>
<th>Satisfactory</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Has clear vision of final product</td>
<td>1-3</td>
<td>4-6</td>
<td>7-9</td>
</tr>
<tr>
<td>2. Properly organized to complete project</td>
<td>1-3</td>
<td>4-6</td>
<td>7-9</td>
</tr>
<tr>
<td>3. Managed time wisely</td>
<td>1-3</td>
<td>4-6</td>
<td>7-9</td>
</tr>
<tr>
<td>4. Acquired needed knowledge base</td>
<td>1-3</td>
<td>4-6</td>
<td>7-9</td>
</tr>
<tr>
<td>5. Communicated efforts with instructor</td>
<td>1-3</td>
<td>4-6</td>
<td>7-9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Product (Project)</th>
<th>Below Avg.</th>
<th>Satisfactory</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Format</td>
<td>1, 2, 3</td>
<td>4-6</td>
<td>7-9</td>
</tr>
<tr>
<td>2. Mechanics of construction</td>
<td>1-3</td>
<td>4-6</td>
<td>7-9</td>
</tr>
<tr>
<td>3. Organization and structure</td>
<td>1-3</td>
<td>4-6</td>
<td>7-9</td>
</tr>
<tr>
<td>4. Creativity</td>
<td>1-3</td>
<td>4-6</td>
<td>7-13</td>
</tr>
<tr>
<td>5. Demonstrates knowledge</td>
<td>1-3</td>
<td>4-6</td>
<td>7-15</td>
</tr>
</tbody>
</table>

**Total Score: __________________________**

**Exams and Assignments**
There are 24 tutorial assignments, 3 production tests, and 1 independent project.

**Grading Scale**

<table>
<thead>
<tr>
<th>90 – 100</th>
<th>= A</th>
</tr>
</thead>
<tbody>
<tr>
<td>80 – 89</td>
<td>= B</td>
</tr>
<tr>
<td>70 – 79</td>
<td>= C</td>
</tr>
<tr>
<td>60 – 69</td>
<td>= D</td>
</tr>
<tr>
<td>Below 60</td>
<td>= F</td>
</tr>
</tbody>
</table>

**Bonus Points**
You can receive bonus points for creating threads or replying to threads in the discussion board. The discussion board is a tool for sharing thoughts and ideas about class materials. The use of the discussion board is highly encouraged. If you create a new thread you will receive 5 bonus points (added to one of your assignments where you do not receive full credit). If you respond to a thread you will receive 2 bonus points. You can receive up to a total of 10 bonus points.

**Course Policies**
1. **“Attendance”**
   I am required to keep an attendance record. **You are responsible for sending me an email once a week with an update on your course progress.** I will use this email as a way to track “attendance”.

2. **Schedule**
   This class begins on 1/26/2015 and ends on 5/14/2015. The last day to withdraw from class is 4/20/2015. See “Course Schedule” section below for due dates for coursework. Coursework is due at the end of the week in which it shows on the schedule to be turned in. Weeks run from Sunday – Saturday. So Case Problems 1 and 3, (p. 63-64 and 65-67) from Tutorial 1 show they are due Week 2. This means they are due by midnight on the Saturday at the end of week 2: 1/31/2015. The only exception to this is the last week of the course. The course ends on Thursday, May 14, 2015, so all work for “Week 16” must be turned in by Thursday, May 14, 2015. You may always turn your work in early, but **late work will receive a grade of zero (0).**
DCCCD EMERGENCY OPERATING PROCEDURES
http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv

ACADEMIC DISHONESTY
The Student Code of Conduct prohibits academic dishonesty and prescribes penalties for violations. According to this code, which is printed in the college catalog, "academic dishonesty", includes (but is not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion.

1) The Vice-President of Academic & Student Affairs may initiate disciplinary proceedings against a student accused of academic dishonesty.

2) Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion.

3) Cheating on a test includes:
   a) Copying from another student’s test paper;
   b) Using, during a test, materials not authorized by the person giving the test;
   c) Collaborating with another student during a test without permission to do so;
   d) Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an un-administered test.
   e) Substituting for another student, or permitting another student to substitute for you to take a test; and
   f) Bribery another person to obtain an unadministered test or information about an unadministered test.

4) “Plagiarism” means the appropriation of another’s work (ideas and/or words) and the unacknowledged incorporation of that work in one’s written work offered for credit. Quotes not identified as quotes constitute a form of plagiarism even if the borrowed ideas are documented.

5) “Collusion” means an unauthorized collaboration with another person in preparing written work offered for credit.

Academic dishonesty may result in the following sanctions, including, but not limited to:
1. A grade of zero or a lowered grade on the assignment or course.
2. A reprimand.
3. Suspension from the college.

NOTIFICATION OF ABSENCE DUE TO RELIGIOUS HOLY DAY(S)
Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the Student Obligations section of the college catalog for more explanation. You are required to complete any assignments or take any examinations missed as a result of the absence within the time frame specified by your instructor.

REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT (A430)
North Lake College provides academic accommodations to students with disabilities, as defined under ADA law. It is the student’s choice and responsibility to initiate any request for accommodations. If you are a student with a disability who requires such ADA accommodations, please contact North Lake College’s Disability Services Office in person (A430) or by phone at 972-273-3165.
http://www.northlakecollege.edu/resources/disability.html

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are
acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

**ADMINISTRATIVE WITHDRAWAL**
Students with valid extenuating circumstances may be eligible for an administrative withdrawal by the Dean of the Division in which the course or courses are taught. An administrative withdrawal will not be awarded to students who simply fail to withdraw prior to the last day to receive a “W.” The request for an administrative withdrawal must be made in writing to the Dean of the Division with any supporting documentation attached. This must occur before the last official day of the semester.

**DROP POLICY**
If you are unable to complete this course, you must officially withdraw by: **Thursday, April 20, 2015**. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. All Dallas County Community Colleges charge a higher tuition rate to students registering the third time for a course. This rule applies to the majority of credit and Continuing Education / Workforce Training courses. Developmental Studies and some other courses are not charged a higher tuition rate. Third attempts include courses taken at any DCCCD college since the fall 2002 semester. For further information, go online to: [http://www.DCCCD.edu/thirdcourseattempt](http://www.DCCCD.edu/thirdcourseattempt).

**STOP BEFORE YOU DROP**
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W.” Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: [https://www1.dcccd.edu/coursedrops](https://www1.dcccd.edu/coursedrops).

**FINANCIAL AID STATEMENT**
Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate are also subject to this policy.

To apply for financial aid in the DCCCD, students must complete FAFSA (Free Application for Federal Student Aid) on the web at: [http://www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**COUNSELING SERVICES (A311)**
Counseling services for personal issues are provided to all students currently enrolled at North Lake College at NO CHARGE. These services are provided by licensed professionals who are bound by confidentiality (within ethical parameters). With the assistance of a counselor, students are able to identify, understand, resolve issues and develop appropriate skills. To make an appointment call 972-273-3333 or visit A311. For additional information, go to: [http://northlakecollege.edu/services-and-resources/health-and-wellness/counseling-services/Pages/default.aspx](http://northlakecollege.edu/services-and-resources/health-and-wellness/counseling-services/Pages/default.aspx).

**THE ACADEMIC SKILLS CENTER (ASC)**
The ASC is designed to provide the following assistance to students:
- An **ESOL lab** with computer access.
- Free tutoring for students enrolled in **Foreign Language** courses.
- The **iRead Lab** offers individual and small group tutoring, as well as workshops, to help current students improve their reading, study, and test taking skills.
- The **Writing Center** to help students clarify writing tasks, understand instructors’ requirements, develop and organize papers, explore revision options, detect grammar and punctuation errors, properly use and document sources, and improve their writing skills.
- The **Online Writing Lab (OWL)** allows students to submit papers to our writing tutors electronically and get feedback within 24-72 hours. The OWL can be accessed through eCampus.
  - After logging on to eCampus, click on the Community Tab at the top.
  - Type “Owl” in the search field and click “Go.”
Next, click on the double drop-down arrows next to “NLC-OWL2,” and then click on “Enroll.”

Once enrolled, students can receive services from the OWL.

- The Blazer Internet Lounge with 12 computers, additional open seating, and WiFi Internet access.

For more information or to schedule a tutoring appointment, come by A-332 or call 972-273-3089.

**TESTING CENTER (A 425)**

Monday-Thursday: 8:30 a.m. – 8:00 p.m.
No tests will be issued after 7:00 p.m. Other cut-off times may be in effect for specific exams by the instructor’s direction. All exams collected at 8:00 p.m.

Friday-Saturday: 8:30 a.m.-3:30 p.m.
No tests will be issued after 2:30 p.m. Other cut-off times may be in effect for specific exams by the instructor’s direction. All exams collected at 3:30 p.m.

Sunday – CLOSED

If you instructor requires you to complete an exam in the Testing Center, be sure to have the following information when you request you test:
1. Instructor’s name
2. Subject, course number, and section number (exp: Speech 1311.7011)
3. Exam number (1st, 2nd, 3rd, etc.)
4. Exam deadline (Get this information from your instructor. The testing staff cannot look up this information on computers).

You should also bring the following supplies:
1. Pencil
2. Scantron answer sheet
3. A Test Request Form must be completed before entering the Testing Center.
5. Government or school issued photo identification is required & enforced.

You may not bring personal items into the Testing Center. This includes bags, cell phones, and pagers.

Please show courteous and cooperative behavior while using the services provided by the Testing Center.

DO NOT bring children to the Testing Center. You must make arrangements for the care of your children prior to your exam date. The police department will be notified of any unattended children.

DO NOT take any testing materials with you when you leave the Testing Center. This includes the test, answers, charts, scratch paper. These items will be attached to your test.

Questions? Please visit the Testing Center (A 425) or call 972-273-3160.

**IMPORTANT DATES**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, November 4, 2014</td>
<td>Schedule becomes “viewable” on web</td>
</tr>
<tr>
<td>Tuesday, November 18, 2014</td>
<td>Priority Registration Begins</td>
</tr>
<tr>
<td>Monday, November 24, 2014</td>
<td>Regular Registration Begins</td>
</tr>
<tr>
<td>Wednesday, January 14, 2015</td>
<td>Registration Ends</td>
</tr>
<tr>
<td>Tuesday, January 20, 2015</td>
<td>Semester Begins – <em>Our course officially starts 1/26/15</em></td>
</tr>
<tr>
<td>Monday, February 2, 2015</td>
<td>Certification / Lock Date – <em>Our course certification is 2/7/15</em></td>
</tr>
<tr>
<td>Thursday, February 19, 2015</td>
<td>District-wide Staff Development, NO CLASSES</td>
</tr>
<tr>
<td>Friday, February 20, 2015</td>
<td>District-wide Day-of-Service, NO CLASSES BEFORE 5:00pm</td>
</tr>
<tr>
<td>Monday, March 9, 2015</td>
<td>Spring Break Begins, NO CLASSES</td>
</tr>
<tr>
<td>Monday, March 16, 2015</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>Friday, April 3, 2015</td>
<td>Spring Holiday, NO CLASSES</td>
</tr>
<tr>
<td>Thursday, April 16, 2015</td>
<td>Last Day to Withdraw with “W” – <em>Our course withdraw date is 4/20/15</em></td>
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<tr>
<td>Monday, May 11, 2015</td>
<td>Finals Week begins</td>
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<tr>
<td>Thursday, May 14, 2015</td>
<td>Spring Semester Ends</td>
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Course Schedule

This class begins on 1/26/2015 and ends on 5/14/2015. The last day to withdraw from class is 4/20/2015. Please see your instructor before withdrawing.

➤ NOTE: We will NOT be covering the chapters, “Managing Your Files” or “Presentation Concepts: Planning, Developing, and Giving a Presentation” at the beginning of the book. All chapters noted below are in the PowerPoint Unit (page PPT 1 is where we will start).

★ You are strongly urged to read Presentation Concepts: Planning, Developing, and Giving a Presentation, pages PRES 1 – PRES 48. You will not be tested on this material, but it is excellent information! ★

When you are told to complete and turn in assignments, save your file and turn it in through eCampus per your instructor’s directions.

➢ Weekly assignments are due by midnight on the Saturday of the week.

PLEASE NOTE: Officially this course starts 1/26/15, but I will use 1/20 as the start of “Week 1“ to keep consistent with other courses. Due to this, there is nothing due in “Week 1“, but you may want to get started anyway.

WEEK 1 – see note above
- Orientation - login to eCampus and read the “Start Here” section.
- Read and work through Tutorial 1, “Creating a Presentation,” p. PPT1-60.

WEEK 2
- Complete and turn in the Review Assignment, p. 61-62.
- In Tutorial 1, turn in Case Problems 1 and 3, p. 63-64 and 65-67.
- Complete and turn in PowerPoint Application 1.

WEEK 3

WEEK 4
- Turn in the Review Assignment, p. 125-127.

WEEK 5
- In Tutorial 2, turn in Case Problems 1 and 3, p. 127-128 and p. 131-132.
- Complete and turn in PowerPoint Application 2.

WEEK 6

WEEK 7
- Turn in the Review Assignment, p. 182-183.

WEEK 8
- In Tutorial 3, turn in Case Problems 1 and 2, p. 184 and p. 185-186.
WEEK 9

_____ Complete and turn in PowerPoint Application 3.

_____ Complete and turn in Production Test 1.


WEEK 10

_____ Turn in the Review Assignment, p. 233-234.

_____ Turn in Case Problems 1 and 2, p. 234-235 and p. 235-236.

_____ Complete and turn in PowerPoint Application 4.

WEEK 11

Read and work through Tutorial 5, “Integrating PowerPoint with Other Programs,” p. 241-292.

_____ Turn in Review Assignment, p. 293-294.

WEEK 12

_____ Turn in Case Problems 1 and 2, p. 294-295 and p. 296.

WEEK 13

_____ Complete and turn in PowerPoint Application 5.


WEEK 14

_____ Turn in the Review Assignment, p. 349-350.

_____ Turn in Case Problem 1, p. 350-351.

WEEK 15

_____ Turn in Case Problem 2, p. 351-352.

_____ Complete and turn in PowerPoint Application 6.

WEEK 16 - **This week ends on Thursday, May 14, 2015. All work must be turned in by midnight on 5/14/2015.

_____ Turn in Independent Project.

_____ Complete and turn in Production Test 3.
Grade Sheet – For Student Use to keep track of grades, if they choose

Student Name: ________________________________
Section: ______________________________________
Semester: ____________________________________

PowerPoint 2013
Progress Record

<table>
<thead>
<tr>
<th>Chapter Exercises</th>
<th>Chapter</th>
<th>Assignment</th>
<th>Grade</th>
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TUTORIAL EXERCISE AVERAGE (39%) _________

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PRODUCTION TEST AVERAGE (50%) _________

INDEPENDENT PROJECT (11%) _________

FINAL AVERAGE _________

FINAL GRADE _________