Course Materials/Supplies Needed
USB flash drive or other storage medium

Course Description: Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development. This course may be repeated if topics and learning outcomes vary. (3 Lec., 4 Lab.)

Course prerequisites: Keyboarding skills required.

STUDENT LEARNING OUTCOMES
Upon successful completion of ITSW 1410, Introduction to Word Processing, students will be able to:
- Creating PowerPoint presentations
- Formatting/editing PowerPoint presentations
- Create and format tables, charts and SmartArt graphics
- Applying custom animation and setting up shows
- Integrating, sharing, and protecting presentations

COURSE OBJECTIVES
This course offers the opportunity to learn to create various types of presentations using PowerPoint 2013. Students will create, plan, and revise presentation including executing basic skills such as opening, editing, running, saving, and closing a presentation. Create visual appeal with images, SmartArt, charts, animation effects, and sound and video effects. Give a workplace scenario requiring a presentation solution, assess the information requirements and then prepare
the materials that achieve the goal efficiently and effectively. Successful completion of this course and PowerPoint Level I can help prepare students to take the MOS (Microsoft Office Specialist) test.

Evaluation Procedures:

**Evaluation Methodology (Grading Criteria)**

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<thead>
<tr>
<th>Evaluation Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Lab Average</td>
<td>30%</td>
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<tr>
<td>- Check Your Knowledge Assignments</td>
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<td>- Simulation Trainings</td>
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<tr>
<td>Exam Average</td>
<td>40%</td>
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<tr>
<td>Quiz Average</td>
<td>30%</td>
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<tr>
<td><strong>Total Points</strong></td>
<td><strong>100%</strong></td>
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**Completing Assignments**
You will complete ALL assignments through Myitlab.com
- Labs
- Exams
- Quizzes

**Quizzes/Exams**
There will be quizzes/exams given covering the material in the text and lectures. Quizzes will cover concept chapters. Exams will cover application chapters (Word, Excel, Access, & PPT).

*You will have a chance to review your exam by taking the “Practice Exam.” The practice exam will not count as a grade towards your final grade. You will have multiple attempts to take the practice exam.*

**Labs**
The lab assignments are worth 30% of the final grade for this class. You will not be able to pass this course without doing your lab assignments and, thus, being prepared to do the practical exercise on each exam. You may use the lab in W141 to complete your assignments or you may work at home if you have the appropriate software (MS Office 2013 including Word 2013, Excel 2013, Access 2013, and PowerPoint 2013) and data files on your computer. You must have Office 2013 installed on your home or work computer to do the assignments. Any other version will not work! The lab hours are posted outside of the W141 entrance. Lab exercises submitted after the date on the course schedule will be reduced in value 10%. Lab exercises not submitted within 5 calendar days of the due date will receive a zero. All Lab assignments will be completed using myitlab.com.
Instructor Attendance Policy:
This is an online class and therefore it is your responsibility to make sure you complete all the assignments by the due dates listed.

Students must begin attendance in all classes of enrollment. No exceptions. Financial Aid will not be granted to students who have been certified as not attending, by the certification date. For this lecture course, your physical participation in class, on or before the certification date will allow you to receive credit for FA purposes. For certification dates, check with the division or FAO for further information. Students, who are not certified as beginning class, are responsible for any payments due as a result of non-certification, to include the dropping of courses.

Grading Scale:

90% and above earns an A
80% - 89% earns a B
70% - 79% earns a C
60% - 69% earns a D
0% - 59% earns an F

Late Work Policy:
All work needs to be completed by the due date. Assignments not submitted after 5 calendar days of the due date will receive a grade of 0. No assignments will be accepted later than the last class date.

College Sponsored Events:
Please check the college website and bulletin boards for announcements regarding events at MVC.

Certification Procedures: (For Online Courses)

1. Log into E-campus during the 1st week of class
2. Complete the “Introduction” Discussion Board Thread
3. Follow the steps in E-campus to get enrolled into MyITLab.com
4. Complete Week 1 Folder assignments.

Once these steps are completed you will be certified as having attended class for financial aid purposes.

Withdrawal Policy (with drop date):
If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Advising Office by Dec 02, 2016. Failure to do so will result in your receiving a performance grade, usually an "F." Students often drop courses when help is available that would enable them to continue. Please discuss your plans with your instructor if you feel the need to withdraw.
If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a "W" (Withdraw) in each class dropped.

**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/6drop](https://www1.dcccd.edu/6drop)

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**Cell phones, electronic devices and pagers:**
Students are expected to turn off all cell phones, electronic devices and pagers during class time.

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**Instructor Attendance Policy:**
Students are expected to attend all classes. Students have the responsibility to attend class and to consult with the instructor when an absence occurs. If for some reason you must leave class early, you should inform the instructor prior to the start of class of your reason for leaving early.

*Students must begin attendance in all classes of enrollment. No exceptions. Financial Aid will not be granted to students who have been certified as not attending, by the certification date. For this lecture course, your physical participation in class, on or before the certification date will allow you to receive credit for FA purposes. For certification dates, check with the division or FAO for further information. Students, who are not certified as beginning class, are responsible for any payments due as a result of non-certification, to include the dropping of courses.*

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**Repeating This Course:**
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. This class **may not** be repeated for the third or subsequent time without paying the additional tuition. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester. More information is available at: [https://www1.dcccd.edu/cat0506/ss/oep/third_attempt.cfm](https://www1.dcccd.edu/cat0506/ss/oep/third_attempt.cfm)

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Financial Aid:

Students must begin attendance in all classes of enrollment. No exceptions. Financial Aid will **not** be granted to students who have been certified as not attending by the certification date. For this lecture class, your physical participation in class, on or before the certification date, will allow you to receive credit for FA purposes. For certification dates, check with the division or FAO for further information. **Students, who are not certified as beginning class, are responsible for any payments due as a result of non-certification, to include the dropping of courses.** 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 after the drop date are also subject to this policy.**

If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds.

The Texas Success Initiative (TSI)
The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student's basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college level classes. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. Additional information is available at [https://www1.dcccd.edu/cat0506/admiss/tsi_requirements.cfm](https://www1.dcccd.edu/cat0506/admiss/tsi_requirements.cfm).

Academic Honesty:
Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog. More information is available at [https://www1.dcccd.edu/cat0406/ss/code.cfm](https://www1.dcccd.edu/cat0406/ss/code.cfm).

ADA Statement:
Mountain View College and the Office of Special Services are committed to upholding the laws and the spirit of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) signed in 1990.
**Religious Holidays:**
Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to take a make-up examination or complete an assignment within a reasonable time after the absence.

**Disclaimer Reserving Right to Change Syllabus:**
The instructor reserves the right to amend this syllabus as necessary.

**Inclement Weather Statement:**
In the event of severe weather conditions, please listen to local radio or television stations for information concerning official closing of Mountain View College facilities. You can also call the inclement weather hotline at 214-860-8888, or check for updates on this web site. Decisions for evening classes will be made by 4:00 pm.