Course: POFT-1328-45450
Course Dates: June 6 – August 8
Class Location: Online

<table>
<thead>
<tr>
<th>Instructor:</th>
<th>Stephen Thomas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>972-860-7221</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:stephenthomas@dcccd.edu">stephenthomas@dcccd.edu</a></td>
</tr>
<tr>
<td>Office &amp; Office Hours:</td>
<td>Online</td>
</tr>
</tbody>
</table>

Career Technologies Division: T-Building: Room 143 | 972-860-7143

Course Drop Date: July 22, 2019

Disclaimer: The instructor reserves the right to amend this syllabus as necessary.


Course Information

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Microsoft PowerPoint 2016</th>
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</thead>
<tbody>
<tr>
<td>Course Description</td>
<td><strong>Course Description:</strong> Skill development in planning and conducting business presentations including communications and media skills. <strong>This course is designed to develop presentation skills from an introductory level to an advanced level in Microsoft Office PowerPoint 2016.</strong> Upon completion of the course material, students will have been exposed to all components of the Microsoft Office Specialists PowerPoint Exam. (2 Lec., 3 Lab.)</td>
</tr>
<tr>
<td>Credit Hours</td>
<td>3 Credit Hours</td>
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<tr>
<td>Meeting Time</td>
<td>Online</td>
</tr>
<tr>
<td>Course Prerequisites</td>
<td>Recommended: Beginning Keyboarding</td>
</tr>
</tbody>
</table>

Course Objectives:
Students will have mastered the material in the module when they can:
A. Create and format PowerPoint presentations
B. Modify a presentation
C. Add an image or SmartArt to a presentation
D. Insert tables and charts to a presentation
E. Apply transitions and animations
F. Manage multiple presentations
G. Working with advanced tools and masters
H. Customizing templates
I. Delivering a presentation
End-of-Course Outcomes:
1. To offer an in-depth presentation of Microsoft PowerPoint 2016
2. To expose students to practical examples of the computer as a useful tool
3. To acquaint students with the proper procedures to create presentations suitable for coursework, professional purposes, and personal use
4. To help students discover the underlying functionality of PowerPoint 2016 so they can become more productive
5. To develop an exercise-oriented approach that allows learning by doing

SCANS Competencies (Secretary's Commission on Achieving Necessary Skills)
Working with Information – Organize/maintain information, Process information with computers.
Managing Resources – Manage Time.
Using Technology – Apply technology to specific tasks.
Demonstrating Basic Skills – Reading, Listening
Demonstrating Thinking Skills – Creative thinking, Thinking logically.
Exhibiting Personal Qualities – Sociability; Integrity

Course Competencies:
Critical Thinking Skills – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
Communication Skills – to include effective development, interpretation and expression of ideas through written, oral and visual communication.
Personal Responsibility – to include the ability to connect choices, actions and consequences to ethical decision-making.
Social Responsibility – to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Course Outline
This course is divided into 11 modules as follows:

Introductory
Module 1: Creating and Editing a Presentation with Pictures
Module 2: Enhancing a Presentation with Pictures, Shapes and WordArt
Module 3: Reusing a Presentation and Adding Media and Animations

Intermediate
Module 4: Creating and Formatting Information Graphics
Module 5: Collaborating on and Delivering a Presentation
Module 6: Navigating Presentations Using Hyperlinks and Action Buttons
Module 7: Creating a Self-Running Presentation Containing Animation

Advanced
Module 8: Customizing a Template and Handouts Using Masters
Module 9: Modifying a Presentation Using Graphical Elements
Module 10: Developing a Presentation with Content from Outside Sources
Module 11: Organization Slides and Creating a Photo Album

Certification Exam Preparation
Microsoft Office Specialist PowerPoint Exam
Required or Recommended Materials


Best deal is to purchase Cengage Unlimited pass for $119.99 (semester) or $179.99 (full year) which gets student total access to all courses that use Cengage publishing (this applies to all POFI and POFT courses at Eastfield). If you are taking more than 1 class, or definitely more than 1 semester, this is a great price. It includes full online access, and a rental book can be mailed to you for $7.99. In addition, 12-month free access for up to six ebooks after semester or yearly subscription ends.

Textbook ISBN

ISBN 9781337391290 (Cengage Unlimited)

Evaluation Procedures

Students have the opportunity to earn 1000 points in this class. Final grades will be based on Discussion Boards, Module Review Exams, Module Projects, MOS Skills Assessments, and Capstone Assessments. Most grades are available within 1-2 business days upon submission. Grades will be determined based on the following scale:

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Points</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>Discussion Board (6 @ 10 points each)</td>
<td>60 points</td>
<td>6%</td>
</tr>
<tr>
<td>Module Review Exams (11 @ 25 points each)</td>
<td>275 points</td>
<td>27.5%</td>
</tr>
<tr>
<td>Module Projects (11 @ 25 points each)</td>
<td>275 points</td>
<td>27.5%</td>
</tr>
<tr>
<td>MOS Skills Assessments (9 @ 10 points each)</td>
<td>90 points</td>
<td>9%</td>
</tr>
<tr>
<td>Capstone Assessments (3 @ 100 points each)</td>
<td>300 points</td>
<td>30%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1000 points</strong></td>
<td><strong>A = 900–1000</strong></td>
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</tbody>
</table>

Grading Scale

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

Exams and Assignments

**Weeks 1 and 2: June 6 – 16 (10 days)**

**Lesson**  
PowerPoint Modules 1 and 2

**Discussion Board**  
DB #1: Response by Wednesday, Replies by Sunday

**Skills Practice**  
PowerPoint Module 1 SAM Training  
PowerPoint Module 1 SAM Project 1  
PowerPoint Module 2 SAM Training  
PowerPoint Module 2 SAM Project 1

**Graded Tasks**  
PowerPoint Module 1 SAM Exam  
PowerPoint Module 1 SAM Project 2  
PowerPoint Module 2 SAM Exam  
PowerPoint Module 2 SAM Project 2

**Week 3: June 24 - 30**

**Lesson**  
PowerPoint Module 3

**Discussion Board**  
DB #2: Response by Wednesday, Replies by Sunday

**Skills Practice**  
PowerPoint Module 3 SAM Training  
PowerPoint Module 3 SAM Project 1
<table>
<thead>
<tr>
<th>Week 4: February 18 – March 3</th>
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</thead>
<tbody>
<tr>
<td><strong>Lesson</strong></td>
<td>PowerPoint Modules 4 and 5</td>
</tr>
<tr>
<td><strong>Discussion Board</strong></td>
<td>None</td>
</tr>
</tbody>
</table>
| **Skills Practice**           | PowerPoint Module 4 SAM Training  
PowerPoint Module 4 SAM Project 1  
PowerPoint Module 5 SAM Training  
PowerPoint Module 5 SAM Project 1 |
| **Graded Tasks**              | PowerPoint Module 4 SAM Exam  
PowerPoint Module 4 SAM Project 2  
PowerPoint Module 5 SAM Exam  
PowerPoint Module 5 SAM Project 2 |
| **Assessment**                | PowerPoint Capstone Assessment 1 |

<table>
<thead>
<tr>
<th>Week 5: July 1 - 7</th>
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<tbody>
<tr>
<td><strong>Lesson</strong></td>
<td>PowerPoint Modules 6 and 7</td>
</tr>
<tr>
<td><strong>Discussion Board</strong></td>
<td>DB #3: Response by Wednesday, Replies by Sunday</td>
</tr>
</tbody>
</table>
| **Skills Practice**           | PowerPoint Module 6 SAM Training  
PowerPoint Module 6 SAM Project 1  
PowerPoint Module 7 SAM Training  
PowerPoint Module 7 SAM Project 1 |
| **Graded Tasks**              | PowerPoint Module 6 SAM Exam  
PowerPoint Module 6 SAM Project 2  
PowerPoint Module 7 SAM Exam  
PowerPoint Module 7 SAM Project 2 |
| **Assessment**                | PowerPoint Capstone Assessment 2 |

<table>
<thead>
<tr>
<th>Week 6: July 8 - 14</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Lesson</strong></td>
<td>PowerPoint Modules 8 and 9</td>
</tr>
<tr>
<td><strong>Discussion Board</strong></td>
<td>None</td>
</tr>
</tbody>
</table>
| **Skills Practice**           | PowerPoint Module 8 SAM Training  
PowerPoint Module 8 SAM Project 1  
PowerPoint Module 9 SAM Training  
PowerPoint Module 9 SAM Project 1 |
| **Graded Tasks**              | PowerPoint Module 8 SAM Exam  
PowerPoint Module 8 SAM Project 2  
PowerPoint Module 9 SAM Exam  
PowerPoint Module 9 SAM Project 2 |
| **Assessment**                |  |

<table>
<thead>
<tr>
<th>Week 7: July 15 - 21</th>
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</thead>
<tbody>
<tr>
<td><strong>Lesson</strong></td>
<td>PowerPoint Modules 10 and 11</td>
</tr>
<tr>
<td><strong>Discussion Board</strong></td>
<td>DB #4: Response by Wednesday, Replies by Sunday</td>
</tr>
</tbody>
</table>
### Skills Practice
- PowerPoint Module 10 SAM Training
- PowerPoint Module 10 SAM Project 1
- PowerPoint Module 11 SAM Training
- PowerPoint Module 11 SAM Project 1

### Graded Tasks
- PowerPoint Module 10 SAM Exam
- PowerPoint Module 10 SAM Project 2
- PowerPoint Module 11 SAM Exam
- PowerPoint Module 11 SAM Project 2

### Assessment
- PowerPoint Capstone Assessment 3

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#### Week 8: July 22 - 28

<table>
<thead>
<tr>
<th><strong>Lesson</strong></th>
<th>PowerPoint 2016 Core Specialist (MOS) Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Discussion Board</strong></td>
<td>None</td>
</tr>
</tbody>
</table>
| **Skills Practice** | MOS Skills Training – Create and Manage Presentations  
MOS Skills Training – Insert and Format Text, Shapes, and Images  
MOS Skills Training – Insert Tables, Charts, SmartArt, and Media  
MOS Skills Training – Apply Transitions and Animations  
MOS Skills Training – Manage Multiple Presentations |
| **Graded Tasks** | MOS Skills Simulation – Create and Manage Presentations  
MOS Skills Simulation – Insert and Format Text, Shapes, and Images  
MOS Skills Simulation – Insert Tables, Charts, SmartArt, and Media  
MOS Skills Simulation – Apply Transitions and Animations  
MOS Skills Simulation – Manage Multiple Presentations |

#### Week 9: July 29 – August 4

<table>
<thead>
<tr>
<th><strong>Lesson</strong></th>
<th>PowerPoint 2016 Core Specialist (MOS) Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Discussion Board</strong></td>
<td>DB #5: Response by Wednesday, No replies necessary.</td>
</tr>
<tr>
<td><strong>Graded Tasks</strong></td>
<td>MOS Skills Simulation – PowerPoint Exam Simulations</td>
</tr>
</tbody>
</table>

#### Week 10: August 5 – August 8 (4 days)

| **Strategy Days** | The last 4 days are for redoing any assignments, makeup work, etc. |

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**Discussion Boards**
The student is required to complete various discussion boards. It is expected that each student create an initial post (100+ words) and respond to a minimum of 3 other student posts (50+ words) each week. Timeliness of initial post in addition to quality is considered when assigning weekly grade.

**Skills Practice**
The skills practice exercises are exercises to assist in applying the knowledge learned in the chapter in a hands-on format. These exercises are not turned in, but assist in preparing for the assignments and skills tests, as the skills build upon one another. Additional skills practice is available if needed, just ask. Laboratory time is the time to be conducting skills practice in addition to completing assignments and other work as needed.

**Graded Tasks**
Assignments will be posted no later than Monday morning each week and are due by Sunday at 11:59pm of that week, unless state otherwise.
**Capstone Assessments**
There are a total of 3 Capstone Assessments, which serve as a “hands on” skills based exam.

**Late Work**
Late work is not permitted, unless pre-arranged. All assignments, quizzes, tests, and discussion boards are online, so these are all due whether absence is excused or unexcused.

<table>
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<tr>
<th>Attendance Policy</th>
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</table>
| **Face to Face Classes:** To be successful, students must attend and participate in all courses in which they are enrolled courses, including lab hours. Students are permitted no more than two (2) absences 8-week class or four (4) absences per 16-week class in order to receive points for Class Participation. If extenuating circumstances are involved, please contact the professor before the infraction. All absences must be communicated to the professor prior to the class period for it to be considered as an excused absence.  
Hybrid classes, attendance is crucial during face to face sessions. One or two absences are permitted, depending on the number of face-to-face sessions.  
Online classes, attendance is tracked by completion of assignments, and log-in appearances in eCampus. |

The instructor reserves the right to amend this syllabus at any time as necessary to meet the educational objectives of the course.