DOANE
UNIVERSITY

SYLLABUS

Course Title	Introduction to Presentation Software
Course Number	CSA 104-ONL
Number of Credits	1 semester credit
Course Dates	3/11/19 - 5/10/19
Instructor	Shawn Micheel
Email Address	shawn.micheel@doane.edu
Office Hours/Availability	Respond to email within 24-48 hours.
Phone Number	
IMPORTANT TO NOTE::	This is a one (1) credit class that begins at the START date of the term and runs for the following three (3) weeks ONLY with very specific due dates for coursework . If you feel you can not complete the coursework on the scheduled dates in the 3 week allotted time-frame, you will need to drop and take at a later date, as the course closes and grade is submitted for term.
Textbook Information: (e.g. title, edition, publisher, ISBN)	N/A
Additional Course Materials	You will need to be able to upload / save a video file to the Internet and provide a link to the video file
	Competency in basic computer knowledge. To include being able to operate a computer, mouse and email

	efficiently, as well as understand and follow along with the following basic computer skills: ● Keyboard typing & detailed work with your mouse or trackpad. ● Ability to login & navigate the Doane Blackboard LMS ● Checking, reading, and communicating through your Doane email ● Attaching Powerpoint files to emails / Blackboard LMS. ● Sending assignments through email / Blackboard LMS. ● Pulling up websites, images, & any online material as needed for the downloading of files. ● Opening downloaded files in Microsoft Powerpoint
Course Description	This course develops the skills needed to develop presentations using computer presentation software. Upon completion of the course, students will have the skills needed to: develop a presentation, format a presentation, package the presentation, add and modify slide text, and animate using custom templates and custom animation. **Prerequisite: basic computer knowledge including Microsoft Word™**
Program Outcomes	Foundational Area of Knowledge: Fundamentals This class completes the minimum requirement for one of two computer science courses.
Course Learning Outcomes/Objectives	At the completion of this course students will be able to: 1. Develop a presentation utilizing MS PowerPoint 2. Add and modify slide text, images, media using timings and transitions 3. Format a presentation using templates and custom animations 4. Package a presentation ensuring all media plays

Technology Requirements	https://www.doane.edu/faq/minimum-computer-requirements

Course Schedule

Week or Module	Topic	Content	Assessments Matched to Learning Outcomes	Due Date & Time
Week 1 (10/15 - 10/21)	Open, create, and save a PowerPoint presentation Insert slide text and adjust the layout in presentation Add images to presentation	Self-Intro. & Your Major Assignment 1.1 Your Evolution of Technology Assignment 1.2 Your tech vs. major Week 1 Assessment		1.1 Due Wed. by 10:00pm 1.2 Due Fri. by 10:00pm Due Sun. by 10:00pm
Week 2 (10/22 -10/28)	Adjust images, text, and media using layouts and transitions Add animation to slide media Insert a bulleted or numbered list into presentation	About You Assignment 2.1 Vacation Adventure Assignment 2.2 Your Inspiration Week 2 Assessment		2.1 Due Wed. by 10:00pm 2.2 Due Fri. by 10:00pm Due Sun. by 10:00pm

Week 3 (10/29 - 11/5)	Create presentation using templates Save and retain original formatting while packaging a PowerPoint presentation	Current Event Assignment 3.1 Future after graduation Week 3 Assessment		3.1 Due Thur. by 10:00pm Due Sun. by 10:00pm

Grading Assessments

Type of Assessment	Points	Total possible points
Your tech vs. major	60	60
Your Inspiration	40	40
Future after graduation	60	60
		160

<u>Online Courses ONLY</u>

Online Course

This is an online course and therefore there will not be any face-to-face class sessions. All assignments and course interactions will utilize internet technologies.

Communicating with the Instructor

This course uses a "three before me" policy in regards to student to faculty communications. When questions arise during the course of this class, please remember to check these three sources for an answer before asking me to reply to your individual questions:
1. Course syllabus
2. Announcements in Blackboard
3. The "Question Center" discussion board

This policy will help you in potentially identifying answers before I can get back to you and it also helps your instructor from answering similar questions or concerns multiple times.

If you cannot find an answer to your question, please first post your question to the "Question Center" discussion board. Here your question can be answered to the benefit of all students by either your fellow students who know the answer to your question or the instructor. You are encouraged to answer questions from other students in the discussion forum when you know the answer to a question in order to help provide timely assistance.

If you have questions of a personal nature such as relating a personal emergency, questioning a grade on an assignment, or something else that needs to be communicated privately, contact me via email or phone. My preference is that you will try to email me first. Please allow 24 hours for me to respond to emails Monday-Friday and 48 hours on the weekend.

If you have a question about the technology being used in the course, please contact the Doane University Help Desk for assistance.

Phone: 402-826-8411

Email: helpdesk@doane.edu

Web: http://www.doane.edu

Computer Requirements

Minimum computer requirements for the successful use of Blackboard:

http://www.doane.edu/about-doane/offices/its/help-and-support#min_requirements

Minimum computer requirements for success in this course:

- Reliable computer and internet connection
- A web browser (Chrome or Mozilla Firefox)
- Adobe Acrobat Reader (free)
- Adobe Flash Player (free)
- Presentation software—Microsoft Powerpoint
- Webcam and mic

You are responsible for having a reliable computer and internet connection throughout the course.

Email and Internet

You must have an active Doane University e-mail account and access to the Internet. *All instructor correspondence will be sent to your Doane* University *e-mail account.* Please plan on checking your Doane Gmail account regularly for course related messages. ***THIS IS NOT OPTIONAL.***

This course uses Blackboard for the facilitation of communications between faculty and students, submission of assignments, and posting of grades. The Blackboard Course Site can be accessed at http://bb2.doane.edu

Submitting Assignments

All assignments, unless otherwise announced by the instructor, MUST be submitted via Blackboard. Each assignment will have a designated place to submit the assignment.

Campus Network or Blackboard Outage

When access to Blackboard is not available for an extended period of time (greater than one entire evening - 6pm till 11pm) you can reasonably expect that the due date for assignments will be changed to the next day (assignment still due by midnight).

Grade Scale

A+ = 97-100%   A = 94-96%   A- = 90-93%   B+ = 87-89%   B = 84-86%   B- = 80-83%
C+ = 77-79%   C = 74-76%   C- = 70-73%   D+ = 67-69%   D = 64-66%   D- = 60-63%
F= 59% or below

Participation Policy	This course uses Blackboard for the facilitation of communications between faculty and students, submission of assignments, and posting of grades. Regular engagement is expected for on-line courses. Participation in class discussions is an integral part of your grade.
Study Time	Expectation of the amount of time the course requires students to spend preparing and completing assignments. Typically, students could expect to spend approximately 4-6 hours a week preparing for and actively participating in this 3-week 1 credit hour course. This actual time for study varies depending on students' backgrounds.
Late Work	ALL assignments must be finished and turned in to complete the course. Unless the instructor is notified BEFORE the assignment is due, it is automatically docked one letter grade each day it is late.
Submitting Assignments	All assignments, unless otherwise announced by the instructor, MUST be submitted via Blackboard. Each assignment will have a designated place to submit the assignment.
Communication Policy including Assignment Feedback	Please allow 2-4 days for feedback on assignments. (depending on which week / material that is due) This timeframe is dependent upon the level of detail that I provide and the number of students in the course. I expect you to read my feedback and make changes if needed. If you do not know how to look at feedback using the My Grades tool in Blackboard, please notify me immediately.
Academic Integrity Policy	Doane University expects and requires all its students to act with honesty and integrity and respect the rights of others in carrying out all academic assignments. Academic dishonesty, the act of knowingly and willingly attempting or assisting others to gain academic success by dishonest

	means, is defined in four categories:
	1. Cheating - "Intentionally using or attempting to use unauthorized information or study aids in an academic exercise." 2. Fabrication - "Intentional and unauthorized falsification of invention or any information or citation in an academic exercise." 3. Facilitating Academic Dishonesty - "Intentionally or knowingly helping or attempting to help another to commit an act of dishonesty," and/or coercing others to do the same. 4. Plagiarism - "Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise," in both oral and written projects. *Gehring, D., Nuss, E.M., & Pavela, G. (1986). Issues and perspectives on academic integrity. Columbus, OH: National Association of Student Personnel Administrators* For more information on the sanctions for academic dishonesty, please visit the website: https://catalog.doane.edu/content.php?catoid=16&navoid=1333
Academic Support	Please contact academicsupport@doane.edu https://www.doane.edu/graduate-and-adult/academic-support
Disability Services	https://www.doane.edu/disability-services Doane University supports reasonable accommodations to allow participation by individuals with disabilities. Any request for accommodation must be initiated by the student as soon as possible. Each student receiving accommodations is responsible for his or her educational and personal needs while enrolled at Doane University. Please contact Coddy MacNeill at coddy.macneill@doane.edu or 402-467-9031 for assistance.
Military Services	https://www.doane.edu/graduate-and-adult/military
Anti-Harassment Policy	http://catalog.doane.edu/content.php?catoid=5&navoid=452
Grade Appeal Process	http://catalog.doane.edu/content.php?catoid=5&navoid=238

Credit Hour Definition	Doane University follows the federal guideline defining a credit hour as one hour (50 minutes) of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks (one semester), or the equivalent amount of work over a different time period (e.g., an 8-week term). This definition applies to courses regardless of delivery format, and thus includes in-person, online, and hybrid courses (combination of in-person and online). It also applies to internship, laboratory, performance, practicum, research, student teaching, and studio courses, among other contexts.
Syllabus Changes	Circumstances may occur which require adjustments to the syllabus. Changes will be made public at the earliest possible time.