

## Create Presentations – CSCI64 – Section 0920

Instructor: David Donica

Phone: 859-2854

E-mail: donica@siskiyous.edu

Website: <http://www.siskiyous.edu/class/csci64>

Time: 1:00 – 4:30 pm M-F

Date: 3/17/08 – 3/21/08

Location: Greenshields Hall 3/4

**Text:** Microsoft Office PowerPoint 2007, Illustrated Brief, (978-1-4239-0523-3)

### **Course Purpose/Objectives:**

Upon successful completion of this course, you will be able to create a PowerPoint Presentation from scratch that includes clip art, graphics, pictures, and sound. Each student will present a 10 minute PowerPoint presentation to the entire class during an oral presentation using a computer workstation and a projection unit. This will be an excellent chance to practice your new skills and receive positive feedback from the rest of the class. While emphasis will be on learning the in's and out's of the PowerPoint program, there will also be information shared on giving oral presentations in public. We will take a look at what is currently being practiced by students and professionals alike. Please take 5 minutes and fill out the Student Information Form on the class website. This will give me your contact information and a little bit of personal knowledge about you. - Thank You!

### **Prerequisite:**

This course has no prerequisites.

### **Text/Materials:**

**Text:** Beskeen, Microsoft Office PowerPoint 2007, Illustrated Brief, (978-1-4239-0523-3).

**Software:** Microsoft Internet Explorer 6.0 or higher, or Firefox 1.07 or higher, and Windows 2000 or higher must be installed on your computer. Note that the figures and steps in this edition were written using Windows XP, so Windows 2000 users might notice minor differences in the figures and the steps. This book assumes a complete installation of Microsoft Office PowerPoint 2003 and an Internet connection. Because your computer might be different from the ones used in the figures or the book, your screens might differ slightly at times.

**Handouts:** Additional handouts may be required. Instructor will provide information on obtaining this material. All effort will be made to have all handouts on the class website.

## Teaching Methods:

1. Lectures: Important material from the text and outside sources will be covered during each class. Students should plan to take careful notes as not all material can be found in the texts or readings. Online research is encouraged as is student-procured outside material relevant to topics being covered.
2. Assignments: Review Assignments, Presentations, and other projects will be assigned to reinforce material in the text. These assignments may require the application of various software packages.
3. Quizzes: There will be four online quizzes covering Units A-D from the text.
4. Exams: Each student will be required to create and present a 10 minute PowerPoint presentation to the class. There will be no final exam.
5. Internet: All material will be distributed on the Internet. Class notes, instructional material, and student assignments will be posted on 'the net' in a class website [www.siskiyous.edu/class/csci64](http://www.siskiyous.edu/class/csci64). Students are encouraged to go to the website [www.course.com](http://www.course.com) and [www.course.com/downloads/illustrated](http://www.course.com/downloads/illustrated) in order to obtain file downloads and view other items of interest throughout the semester.

## Grading:

This course is graded on a Credit/No Credit basis. To achieve credit for the course, you must receive 70% or greater out of the 100% possible. Grades may be curved after the total semester points have been tabulated. However, do not count on a curve to obtain your desired grade.

Credit: 70%-100%

No Credit: Below 70%

Total points will be computed as follows. The total points for quizzes, presentations, and assignments may vary.

Quizzes:	100
Presentation:	100
Total:	200 Points

## Course Policies:

**Missed Quizzes:** The student is responsible for obtaining material distributed on the class website. This can be done on a daily or weekly basis. Missed or late quizzes can not be made up under any circumstances but with good cause and adequate notice, an early quiz may be given.

**Assignments:** All assignments are due by the assigned date and no later than 12:00 midnight. Late submission of assignments will be assessed a penalty of 10% per day. No exceptions are made.

**Academic Dishonesty:** Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and or expulsion from the University. For more information refer to the "Academic Dishonesty" policy in the University Undergraduate Catalog.

**Need for Assistance:** If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as I have outlined it, or which will require academic

accommodations, please notify me as soon as possible.

**Posting of Grades:** Final grades will not be posted. If you wish to have your final grade sent to you, please bring a self-addressed, stamped envelope to the final exam.