Independent Study Online Course Syllabus

Course Number:  TEC 922A
Course Title:  Powerful Presentation With Power Point

X Online

**Instructor:**  Scott Smith & Ron Koop  
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**Email:**  scsmith@fresno.edu  
**Units:**  3  
**Grade Level:**  K-12

**Course Description**

*The intentions of a man are deep waters but a man of understanding draws them out* – Proverbs 20:5.

Having a good idea is not enough. The most exciting content can be dull if not delivered well. An idea can be compelling but soon forgotten if the presentation is one-dimensional. A proposal may be worthy but not adopted if it does not consider audience needs. A student oral report may show hard work but receive average marks if not delivered with pizzazz. This easy-to-follow course will open up the full array of features in PowerPoint and show you how to make presentations that stick!

**Course Dates**

Self-paced; students may enroll at any time and take up to one year to complete assignments.

You have up to one year from the date of registration, and no less than three weeks (one week per credit), to complete the course.

**Course Materials**

Primary Text (purchased by student), select only one of the following books to match the software version used.

- Learning Microsoft PowerPoint 2013, Pearson – 0133148610
- Learning Microsoft PowerPoint 2010, Pearson – 0.13.511209.5
- Learning Microsoft PowerPoint 2007, DDC – 133657027

Supplemental Monograph – Purpose, Movement, and Color by Scott Smith with follow along PowerPoint slides (Available online through Moodle Portal).
Three sample PowerPoint files for critique (available online through Moodle portal).

Software (purchased by student)
– *Microsoft PowerPoint* (version 2007 or higher; Macintosh or Windows).

**Moodle Site Login and password**
Students will be required to work in the Moodle portal. Login and passwords will be issued by the instructor soon after course registration.

**Technology Requirements:**
In order to successfully complete the course requirements, course participants will need Internet access, be able to send and receive email, know how to manage simple files in a word processing program, and have a basic understanding of the Internet.

Please remember that the instructor is not able to offer technical support. In the event that you need technical support, please contact your Internet Service Provider or your local technology support agency.

**Moodle:**
This course will be delivered totally online. Moodle is a learning management system that provides students access to online resources, documents, graded assignments, quizzes, discussion forums, etc. with an easy to learn and use interface. To learn more about Moodle go to: ([http://docs.moodle.org/en/Student_tutorials](http://docs.moodle.org/en/Student_tutorials)). There are some student tutorials on the Center for Online Learning website at Fresno Pacific University – [http://col.fresno.edu/student](http://col.fresno.edu/student).

**Moodle Site Login and passwords** – *(or other online course access information)*
Students will need to have internet access to log onto [http://ce-connect.fresno.edu](http://ce-connect.fresno.edu). The username and password numbers for Moodle access will be sent to you by the university using the email address you submitted at the time of registration. The instructor will then contact you with a welcome letter and login instructions. If you need help with the username and password recovery please contact the Center for Professional Development at (800)372-5505, or (559)453-2000 during regular office hours - Mon-Fri 8:00 am to 5:00 pm.

**Getting Help with Moodle:**
If you need help with Moodle, please contact the Center for Online Learning (COL), by telephone 1-559-453-3460. Help by phone is available Mon-Thurs 8:00 am to 8:00pm and on Fridays from 8:00 am to 5:00 pm, or by filling out a “Request Services” form at [http://col.fresno.edu/contact/request-services](http://col.fresno.edu/contact/request-services). Please identify that you are with the Continuing Education/Independent Studies department.
Discussion Forums
Participation is an important expectation of this course and all online courses. Online discussions promote reflection and analysis while allowing students to appreciate and evaluate positions that others express. While students may not be engaging with the same students throughout this course they will be expected to offer comments, questions, and replies to the discussion question whenever possible. The faculty role in the discussion forum is that of an observer and facilitator.

Course Requirements
1. Complete self-paced exercises (30 for “A”, 20 for “B”) from required textbook (purchased separately) and upload the “On Your Own” exercises as one zipped folder. **Note:** Select the textbook and assignment outline that matches your version of PowerPoint.

2. After completing the exercises through the 2nd section of the textbook, email a midway self-progress report to the instructor (scsmith@fresno.edu). Keep it brief. The self-reflection should briefly address the following three questions … “At this point in the course …”
   1. What PowerPoint features have you learned for the first time?
   2. What reaction do you have to the textbook?

3. Submit a one-page paper discussing the strategies outlined in the supplemental monograph *Purpose Movement Color*.

4. Submit a one-page critique of the three sample presentations.

5. Complete unique presentations of your own that are applicable to your professional circumstances (1 for “B”, 2 for “A”).

6. Email two ideas to the instructor (scsmith@fresno.edu). The ideas should relate to how you plan to use PowerPoint in your own professional setting.

7. Submit a one-page personal reflection, which includes a discussion on the technology standards that were learned through the course and how you plan to apply your new learning to your own professional setting.

National Content / Common Core Standards
This course addresses the national Teacher Technology Standards based on the International Society for Technology in Education’s NETS PT3 project. The content addresses standard 1 (Technology Operations and Concepts) and 5 (Productivity and Professional Practice).
Learning Objectives / Outcomes

- Students will learn the mechanics of the PowerPoint software program (version 2000 or higher using either Macintosh or Windows platform).
  
  *NETS standard 2 – Design and Develop Digital-Age Learning Experiences and Assessments.*
- Students will learn research based rules and proven techniques for composing a powerful presentation.
  
  *NETS standard 3 – Model Digital-Age Word and Learning.*

Evidence of Learning

- Students will correctly apply the most common features of the Microsoft PowerPoint presentation program toward practice problems and practice scenarios.
- Students will analyze three given presentations, critiquing them on their application of research-based layout and design techniques.
- Students will produce useful, unique presentations connected to their own professional environment.
- Students will connect the use and application of lessons explored in this course to National Technology Standards as it relates to their own professional setting.

Grading Policies and Rubrics

**Credit/No Credit:** In a credit/no credit option, the work is evaluated based on quality and quantity. To earn credit, the student must fulfill the following requirements at a standard equivalent to a “B”:

1. At least 20 “on your own” exercises from required textbook must be completed and uploaded through the Moodle portal in one zipped folder.
  
  **NOTE:**
  “B” or “Credit” … student must complete at least **20 exercises**.
  “A” … student must complete at least **30 exercises**.
2. Email a mid-progress self-reflection to instructor (scsmith@fresno.edu). The reflection must address the three questions outlined in the assignment section. Reflection must be at least one paragraph in length.
3. One page paper discussing the strategies outlined in Purpose Movement Color book reach a high level of grammatical accuracy. It must express a clear understanding of the strategies discussed in the material. It must also include personal reflection on new insights or how these strategies will apply to professional setting (full syllabus includes rubric).
4. At least one sample file must be critiqued and submitted in as a separate document. Critique must include discussion on the slideshow’s strengths and weaknesses. Discuss how this slideshow could be changed to improve it. Paper must reach a high level of
grammatical accuracy (full syllabus includes rubric).

5. As least one well-designed presentation must be submitted. Both presentations must include at least 5 slides that transitions and include at least one form of multimedia e.g.; graphic, image, sound file, movie file (full syllabus includes rubric).

6. Post at least 2 ideas to the Idea Board (Moodle Forum for TEC922A) or email two ideas (TEC922) to the instructor (scsmith@fresno.edu). The ideas should relate to how you plan to use PowerPoint in your own professional setting.

7. Reflection paper must be at least 1 page in length showing a high level of grammatical accuracy. It must include a discussion on the technology standards learned through this course and how your new learning will be applied to your own professional setting (full syllabus includes rubric).

**Letter Grades:** In the option to assign letter grades, students may only earn an “A” or “B”. All six assignments that are outlined in the Assignment Document (included in course CD) must be completed. A grade of “B” is equal to the assignment load of the “Credit.” To earn a grade of “A”, students must complete ALL six assignments that include 30 exercises in the self-paced textbook rather than 20 AND submit TWO well-designed personal presentations rather than just one.

All assignments must be completed in order to receive a grade. In addition, all assignments are expected to reflect the quality that teacher-training institutions require of professional educators. If completed assignments do not meet this standard, students will be notified with further instructions from the instructor.

**Grading Options**
Course participants have the option of requesting a letter grade or a credit/no credit when submitting the online grade form. Students will submit grade form when coursework has been completed. (Instructions will be provided for online grading by the instructor.)

**Instructor/Student Contact**
All Questions or Concerns regarding the Distance Learning Course (TEC922) or the Online Course (TEC922A) should be directed to Scott Smith.

scsmith@fresno.edu | 559.786.3738

**References/ Resources**
Beyond the coursework, participants may find the following references useful to extend learning.

**Books**
- *Beyond Bullet Points* by Cliff Atkinson; 2008, Microsoft Press – 2007931457
- *Advanced Microsoft Office PowerPoint: Insights and Advice from Experts* by Wayne Kao and Jeff Huang; 2008, QUE – 0.7897.3724.8

To register for courses go to http://ce.fresno.edu/cpd and log in
• *Presentation Zen* by Garr Reynolds; 2008, New Riders a division of Pearson Education – 0.321.52565.5

**Online Portals**

- [http://www.beyondbullets.com](http://www.beyondbullets.com)
- [http://www.presentationzen.com](http://www.presentationzen.com)
- [http://www.slideshare.com](http://www.slideshare.com)

**Critical thinking**

- *Computational/methodological skills to understand and expand disciplines, including an understanding of technological systems*

**Final Course Grade and Transcripts**

When all work for the course has been completed, students will need to logon to the Center for Professional Development website ([http://ce.fresno.edu/cpd](http://ce.fresno.edu/cpd)) to “Submit Grade Form”. Once the instructor fills out the grade form online, students may log back in to request their Grade Report as well as order transcripts online. Please allow at least two weeks for the final grade to be posted. For more information see the Independent Studies Policies and Procedures that were sent to you when you received your course materials, or in your online course. They are available, also at [http://ce.fresno.edu/cpd](http://ce.fresno.edu/cpd) - under General Information > CPD Policies.

**Plagiarism and Academic Honesty**

All people participating in the educational process at Fresno Pacific University are expected to pursue honesty and integrity in all aspects of their academic work. Academic dishonesty, including plagiarism, will be handled according to the procedures set forth in the Fresno Pacific University Catalogue. URL [http://www.fresno.edu](http://www.fresno.edu).

**CONTINUING EDUCATION PROGRAM STUDENT LEARNING OUTCOMES:**

| CE 1. | Demonstrate proficient written communication by articulating a clear focus, synthesizing arguments, and utilizing standard formats in order to inform and persuade others, and present information applicable to targeted use. |
| CE 2. | Demonstrate comprehension of content-specific knowledge and the ability to apply it in theoretical, personal, professional, or societal contexts. |
| CE 3. | Reflect on their personal and professional growth and provide evidence of how such reflection is utilized to manage personal and professional improvement. |
| CE 4. | Apply critical thinking competencies by generating probing questions, recognizing underlying assumptions, interpreting and evaluating relevant information, and applying their understandings to the professional setting. |
CE 5. Reflect on values that inspire high standards of professional and ethical behavior as they pursue excellence in applying new learning to their chosen field.

CE 6. Identify information needed in order to fully understand a topic or task, organize that information, identify the best sources of information for a given enquiry, locate and critically evaluate sources, and accurately and effectively share that information.

FRESNO PACIFIC UNIVERSITY STUDENT LEARNING OUTCOMES

| Student Learning Outcomes Oral Communication: Students will exhibit clear, engaging, and confident oral communication – in both individual and group settings – and will critically evaluate content and delivery components. |
| Written Communication: Students will demonstrate proficient written communication by articulating a clear focus, synthesizing arguments, and utilizing standard formats in order to inform and persuade others. |
| Content Knowledge: Students will demonstrate comprehension of content-specific knowledge and the ability to apply it in theoretical, personal, professional, or societal contexts. |
| Reflection: Students will reflect on their personal and professional growth and provide evidence of how such reflection is utilized to manage personal and vocational improvement. |
| Critical Thinking: Students will apply critical thinking competencies by generating probing questions, recognizing underlying assumptions, interpreting and evaluating relevant information, and applying their understandings to new situations. |
| Moral Reasoning: Students will identify and apply moral reasoning and ethical decision-making skills, and articulate the norms and principles underlying a Christian world-view. |
| Service: Students will demonstrate service and reconciliation as a way of leadership. |
| Cultural and Global Perspective: Students will identify personal, cultural, and global perspectives and will employ these perspectives to evaluate complex systems. |
| Quantitative Reasoning: Students will accurately compute calculations and symbolic operations and explain their use in a field of study. |
| Information Literacy: Students will identify information needed in order to fully understand a topic or task, explain how that information is organized, identify the best sources of information for a given enquiry, locate and critically evaluate sources, and accurately and effectively share that information. |