
SYLLABUS

DEPARTMENT: Computer Science

COURSE TITLE: Selected Topics in CS: MS PowerPoint

COURSE NUMBER: CS 2423

INSTRUCTOR: Kim Tollett
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Office hours: as posted

TEXTBOOK: Name: Microsoft PowerPoint 2003
Edition: 1st
Author: Scott Zimmerman/Beverly Zimmerman
Copyright: 2006

COURSE DESCRIPTION:

This course is designed to allow the student to gain knowledge of the latest technological advancements in PowerPoint presentations. Students will learn the features of planning and putting together powerful presentations for the everyday workforce. This course can be used to satisfy a business proficiency at some four-year institutions.

COURSE OBJECTIVES:

1. To teach the fundamentals of Microsoft PowerPoint 2000.
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 course work, professional purposes, and personal use.
4. To develop an exercise-oriented approach that allows learning by example.
5. To encourage independent study, and help those who are working alone.
6. To demonstrate the proposed Expert level skill set for the Microsoft Office User Specialist Exam.

EVALUATION:

1. Two exams worth 100 points and a comprehensive final worth 200 points will be given during the semester.
2. Homework and lab assignments will be worth 20 points each.
3. All students are expected to be present on exam day. Failure to attend without making prior arrangements will forfeit the opportunity to take a make-up exam. The instructor makes decisions on make-up exams and will be allowed only with a justifiable reason.
4. Grading Scale:

90-100	A	Homework and in-class assignments – 50%
80-89	B	Exams – 50%
70-79	C	
60-69	D	
Below 60	F	

ATTENDANCE:

1. Students are allowed 3 clock hours of absence which translates to the following:
Summer Courses – 1 day
Fall & Spring – Courses meeting twice a week – 2 days
Courses meeting once a week – 1 day
2. Absences exceeding that above schedule will be documented and will affect the student's grade.
3. The student is responsible for any assignments made or material covered when absent. The student must catch up outside the classroom setting, as time does not permit reteaching of a topic due to absence.

CLASS POLICIES:

1. The class is conducted using both lectures and class participation.
2. Regular attendance and participation are strongly encouraged for students to attain maximum potential.
3. An atmosphere conducive to learning will be maintained. Students are expected to exhibit maturity, responsibility and integrity.
4. No children or cell phones allowed in the classroom.

POLICY STATEMENT

Carl Albert State College complies with Section 504 of the Rehabilitation Act of 1973 and American with Disabilities Act of 1990. Students with disabilities who need special accommodation should make their request in the following ways:

- Talk with your instructor after class or during their office hours about your disability or special need(s) related to work in class.
- Complete the Request for Special Accommodations Form with the Student Support Services Coordinator/ADA Coordinator.

Put assignment name and page number on all homework that you hand in. Exams will be application; exams will be presented to class. Must work through the chapter and hand chapter work in. Homework is due the following class period at the beginning of class. Homework will not be accepted after due date unless verified by instructor. Will need a jump stick for student files.

ASSIGNMENTS

January 16 th	Martin Luther King Day	
January 23 rd	Discuss Syllabus, class procedures, final exam. Will be giving presentations almost every class period. Creativity is the key to good presentations. If student is not present, grade will be lower.	
January 30 th	Tutorial 1 Review Assignment	pg. 33-34
February 6 th	Case 1	pg. 34-35
February 13 th	Presentations from previous class period Tutorial 2 Review Assignment	pg. 79-81
February 20 th	Case 1 Case 2 Case 2 will count as your first test grade. Will give this presentation next week in class. Use your creativity.	pg. 81-82 pg. 83
February 27th	Exam 1 Presentations	
March 6 th	Tutorial 3 Case 2	pg. 141-43
March 13 th	Spring Break	
March 20 th	Tutorial 4 Case 1	pg. 180-81
March 27 th	Presentations from previous class period Case 2 This presentation (Case 2) will count as your second test grade – will be presented next week in class.	pg. 181
April 3 rd	Exam 2 Presentations	
April 10 th	Tutorial 5 Case 1	pg. 225
April 17 th	Case 2	pg. 226-27
April 24 th	Tutorial 6	
May 1 st	Work on final presentation – student will present their finals next week in class. Must be prepared at the beginning of the class period to give your final.	

May 8th

Final Exam Presentation – You WILL NOT have time during this final class period to work on your final!!! If final is not ready, grade will be lowered. Exam will consist of a seven-slide presentation of your choosing. Be thinking of ideas for your presentation throughout the semester. Must have a title page with six additional slides. Your grade will consist of the following:

25% - Presentation - How well you present it.

25% - Content - Does it make sense?

25% - Spelling, Punctuation, Capitalization.

**25% - Layout – Transitions, Graphics, Sounds, Special Effects.
Table, chart, hyperlink, must present speaker notes to the instructor.**