

MASTER SYLLABUS

Course Discipline Code & No: UAT 226 Title: PowerPoint for Instructors Effective Term Fall 2009
 Division Code: VTH Department Code: UA Org #: 28200
 Don't publish: College Catalog Time Schedule Web Page

Reason for Submission. Check all that apply.
 New course approval Reactivation of inactive course
 Three-year syllabus review/Assessment report Inactivation (Submit this page only.)
 Course change

Change information: Note all changes that are being made. Form applies only to changes noted.
 Consultation with all departments affected by this course is required. Total Contact Hours (total contact hours were: _____)
 Course discipline code & number (was _____)* Distribution of contact hours (contact hours were: lecture: _____ lab _____ clinical _____ other _____)
 *Must submit inactivation form for previous course. Pre-requisite, co-requisite, or enrollment restrictions
 Course title (was _____) Change in Grading Method
 Course description Outcomes/Assessment
 Course objectives (minor changes) Objectives/Evaluation
 Credit hours (credits were: _____) Other _____

Rationale for course or course change. Attach course assessment report for existing courses that are being changed.

Approvals Department and divisional signatures indicate that all departments affected by the course have been consulted.

Department Review by Chairperson New resources needed All relevant departments consulted
 Print: Dan Welch Signature D. Welch Date: 12/11/09
 Faculty/Preparer
 Dept. Chair Recommendation Yes No
 Print: Dan Welch Signature D. Welch Date: 12/11/09
 Department Chair

Division Review by Dean
 Request for conditional approval
 Recommendation Yes No [Signature] Date: 12/12/09
 Dean's/Administrator's Signature

Curriculum Committee Review
 Recommendation Tabled Yes No [Signature] Date: 1/5/10
 Curriculum Committee Chair's Signature

Vice President for Instruction Approval
[Signature] Date: Jan. 14, 2010
 Vice President's Signature

Approval Yes No Conditional

Do not write in shaded area.
 Log File 11/16/09 Copy Banner C&A Database C&A Log File Basic skills Contact fee

Please return completed form to the Office of Curriculum & Assessment and email an electronic copy to sjohn@wccnet.edu for posting on the website.

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***Complete ALL sections which apply to the course, even if changes are not being made.**

Course: UAT 226	Course title: PowerPoint for Instructors
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Credit hours: <u>1.5</u> If variable credit, give range: _____ to _____ credits	Contact hours per semester: <table style="width:100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: center; border-bottom: 1px solid black;">Student</td> <td style="text-align: center; border-bottom: 1px solid black;">Instructor</td> </tr> <tr> <td>Lecture:</td> <td style="text-align: center;">22.5</td> <td style="text-align: center;"><u>22.5</u></td> </tr> <tr> <td>Lab:</td> <td style="text-align: center;">—</td> <td style="text-align: center;">—</td> </tr> <tr> <td>Clinical:</td> <td style="text-align: center;">—</td> <td style="text-align: center;">—</td> </tr> <tr> <td>Practicum:</td> <td style="text-align: center;">—</td> <td style="text-align: center;">—</td> </tr> <tr> <td>Other:</td> <td style="text-align: center;">—</td> <td style="text-align: center;">—</td> </tr> <tr> <td>Totals:</td> <td style="text-align: center;"><u>22.5</u></td> <td style="text-align: center;"><u>22.5</u></td> </tr> </table>		Student	Instructor	Lecture:	22.5	<u>22.5</u>	Lab:	—	—	Clinical:	—	—	Practicum:	—	—	Other:	—	—	Totals:	<u>22.5</u>	<u>22.5</u>	Are lectures, labs, or clinicals offered as separate sections? <input type="checkbox"/> Yes - lectures, labs, or clinicals are offered in separate sections <input type="checkbox"/> No - lectures, labs, or clinicals are offered in the same section	Grading options: <input type="checkbox"/> P/NP (limited to clinical & practical) <input type="checkbox"/> S/U (for courses numbered below 100) <input checked="" type="checkbox"/> Letter grades
	Student	Instructor																						
Lecture:	22.5	<u>22.5</u>																						
Lab:	—	—																						
Clinical:	—	—																						
Practicum:	—	—																						
Other:	—	—																						
Totals:	<u>22.5</u>	<u>22.5</u>																						

Prerequisites. Select one:

College-level Reading & Writing
 Reduced Reading/Writing Scores (Add information at Level I prerequisite)
 No Basic Skills Prerequisite (College-level Reading and Writing is **not** required.)

In addition to Basic Skills in Reading/Writing:

Level I (enforced in Banner)

Course	Grade	Test	Min. Score	Concurrent Enrollment <small>Can be taken together</small>	Corequisites <small>Must be enrolled in this class also during the same semester</small>
<input type="checkbox"/> and <input type="checkbox"/> or <u>UAT 222</u>	_____	_____	_____	<input type="checkbox"/>	_____
<input type="checkbox"/> and <input type="checkbox"/> or _____	_____	_____	_____	<input type="checkbox"/>	_____
<input type="checkbox"/> and <input type="checkbox"/> or _____	_____	_____	_____	<input type="checkbox"/>	_____
<input type="checkbox"/> and <input type="checkbox"/> or _____	_____	_____	_____	<input type="checkbox"/>	_____

Level II (enforced by instructor on first day of class)

Course	Grade	Test	Min. Score
<input type="checkbox"/> and <input type="checkbox"/> or _____	_____	_____	_____
<input type="checkbox"/> and <input type="checkbox"/> or _____	_____	_____	_____

Enrollment restrictions (In addition to prerequisites, if applicable.)

and or Consent required
 and or Admission to program required
 and or Other (please specify): _____
 Program: UA Instructor Training Program

Please send syllabus for transfer evaluation to:
 Conditionally approved courses are not sent for evaluation.
 Insert course number and title you wish the course to transfer as.

<input type="checkbox"/> E.M.U. as _____	<input type="checkbox"/> _____ as _____
<input type="checkbox"/> U of M as _____	<input type="checkbox"/> _____ as _____
<input type="checkbox"/> _____ as _____	<input type="checkbox"/> _____ as _____

MASTER SYLLABUS

Course UAT 226	Course title PowerPoint for Instructors
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Course description State the purpose and content of the course. Please limit to <u>500</u> characters.	Microsoft PowerPoint is a flexible tool for creating and delivering class presentation and handouts. This course will cover methods in developing instructional presentations and related student materials. Basic topics will include adding text, selecting appropriate fonts and colors, inserting graphics, using master slides and displaying a slideshow. Advanced topics will include adding tables and charts, inserting hyperlinks, adding animations, customizing slide shows and using the drawing tools. This is a hands-on computer class. Limited to United Association program participants.
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Course outcomes List skills and knowledge students will have after taking the course. Assessment method Indicate how student achievement in each outcome will be assessed to determine student achievement for purposes of course improvement.	Outcomes (applicable in all sections)	Assessment Methods for determining course effectiveness
	Create basic slide shows	Survey of UA training coordinators/supervisors.
	Present lectures on slideshows	Survey of UA training coordinators/supervisors.
	Use more advanced features of PowerPoint	Survey of UA training coordinators/supervisors.

Course Objectives Indicate the objectives that support the course outcomes given above. Course Evaluations Indicate how instructors will determine the degree to which each objective is met for each student.	Objectives (applicable in all sections)	Evaluation Methods for determining level of student performance of objectives
	Outcome 1:	
	<ul style="list-style-type: none"> • Create a basic slide show with text and graphics • Use a master slide to set formatting standards for a slideshow 	Class exercise Class exercise
	Outcome 2:	
	<ul style="list-style-type: none"> • Present a lecture using the slide show visuals • Create a student handout to accompany the slideshow 	Student presentation Class exercise
	Outcome 3:	
	<ul style="list-style-type: none"> • Insert tables and charts in to a slide show • Customize the animations and timings in a slide show 	Class exercise Class exercise

List all new resources needed for course, including library materials. No new resources are needed.

Student Materials:

List examples of types Texts Supplemental reading Supplies Uniforms Equipment Tools Software	The UA Training Department provides all required texts and materials.	Estimated costs \$ 0
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Equipment/Facilities: Check all that apply. (All classrooms have overhead projectors and permanent screens.)

Check level <u>only</u> if the specified equipment is needed for <u>all</u> sections of a course.	<input type="checkbox"/> Off-Campus Sites
<input type="checkbox"/> Level I classroom Permanent screen & overhead projector	<input type="checkbox"/> Testing Center
<input type="checkbox"/> Level II classroom Level I equipment plus TV/VCR	<input type="checkbox"/> Computer workstations/lab
<input checked="" type="checkbox"/> Level III classroom Level II equipment plus data projector, computer, faculty workstation	<input type="checkbox"/> ITV
	<input type="checkbox"/> TV/VCR
	<input type="checkbox"/> Data projector/computer
	<input type="checkbox"/> Other _____

Assessment plan:

Learning outcomes to be assessed (list from Page 3)	Assessment tool	When assessment will take place (semester & year)	Course section(s)/other population	Number students to be assessed
Create basic slide shows	Survey of UA training coordinators/supervisors.	Spring 2011 for students enrolled in Summer 2010, and every three years thereafter.	All	All
Present lectures on slideshows	Survey of UA training coordinators/supervisors.	Spring 2011 for students enrolled in Summer 2010, and every three years thereafter.	All	All
Use more advanced features of PowerPoint	Survey of UA training coordinators/supervisors.	Spring 2011 for students enrolled in Summer 2010, and every three years thereafter.	All	All

Scoring and analysis of assessment:

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally developed rubric, external evaluation, other). Attach the rubric/scoring guide.

Students' training activities will be scored and evaluated on a survey questionnaire covering the three learning outcomes.

2. Indicate the standard of success to be used for this assessment.

Based on the number of students who teach the learned materials in the subsequent year, 75% of them will score an average of satisfactory or above on the survey questionnaires to be completed by UA training coordinators/supervisors.

3. Indicate who will score and analyze the data (data must be blind-scored).

The UA Program Administrator will coordinate with UA training coordinators and the training department about the implementation of the assessment plan and the collection of data from UAT faculty and will discuss the results with UAT faculty.

4. Explain the process for using assessment data to improve the course.

The assessment will be shared with the appropriate UA training coordinators, training department and UAT faculty. The UA Program Administrator will solicit suggestions for improving the results and will work with UA training coordinators, the training department and UAT faculty to make needed changes to improve course content and student performance.