COURSE OUTLINE

CIS 182	PC Applications: Presentations
Course Number	**Course Title**

Business & Technology	15 Weeks
Division	**Length of Semester**

3	2/2
Credits	**Hours: lecture/laboratory**

Catalog description:

Presentation graphics software is used to create and customize presentations working with objects, lines, fills and colors. Students will work with text manipulation, drawing techniques, animation and slide show effects and will create tables, flowcharts and organize charts.

Prerequisites: OST111 or OST219   **Corequisites:**   None

Required texts/other materials:

Text:	PowerPoint 2007 Windows XP Edition
Author:	Rutkosky
Publisher:	Paradigml
Edition:	2008

(Flash Drive with at least 128MB should be used to save files. Floppy disks are not recommended.)

Last revised: January, 2008

Course Coordinator: Kristen Callahan

Course goals:

The student will be able to:

- •Format and Edit a Presentation using the Outline/Slides Pane and the Slide Sorter View.
- •Create a Presentation using the AutoContent Wizard and the Design Template.
- •Format a Presentation using different Fonts, Colors, Placeholders, Bullets and Numbering.
- Apply an Animation Scheme to Slides.
- Enhance a Presentation with Graphic Elements.
- Demonstrate understanding of PowerPoint by creating and orally presenting a presentation.
- Create Tables, Charts, and Diagrams using PowerPoint.
- Customize a Presentation for Web Viewing.

Course-specific General Education Goals and Objectives.

The student will be able to:

Gen Ed Mission:

- Integrate their learning into a lifelong process of understanding themselves, others, and the world of business.
- Demonstrate competency in critical thinking in creating and enhancing their presentations.

Communication:

- Communicate effectively in speaking, writing, and using the computer to transmit information.
- Comprehend and evaluate what they read, hear and see.

Critical Thinking and Information Literacy:

- Use critical thinking and problem solving skills in analyzing information gathered through the Internet, class discussions, and textbooks.
- Demonstrate an understanding of the principles of international protocol through their presentations.

Ethical Dimension:

- Determine what is ethical and proper in retrieving graphics from the Web to use in presentations.
- Recognize, analyze and assess ethical issues and situations.

Computer Literacy:
- Demonstrate understanding of the overall objectives by creating a presentation and orally delivering it using the techniques and skills learned.
- Apply the basic concepts of computer skills learned to any software.

Units of study in detail
The student will be able to…

Unit 1   The Fundamentals of Getting Started in Office 2007
- Identify Computer Hardware and Software.
- Choose commands from drop-down lists and dialog boxes.
- Apply keyboard shortcuts and shortcut menus.
- Use and navigate through Windows XP.

Unit II   Preparing a Presentation

- Create a presentation with an installed template.
- Open, save, run, print, close, and delete a presentation.
- Insert slides, insert text in slides, and choose slide layouts.
- Apply a design theme to slides in a presentation.
- Add transitions and sounds to a presentation.

Unit III   Modifying a Presentation and Using the Help Feature

- Insert and delete text in slides.
- Cut, copy, and paste text in slides.
- Size and rearrange placeholders.
- Insert, delete, move, and copy slides.
- Preview a Presentation.

Unit IV   Formatting Slides

- Apply font and paragraph formatting to text in slides.
- Modify theme colors and fonts.
- Change slide background.
- Create custom themes including custom theme colors and theme fonts.

Unit V   Inserting Elements in Slides

- Insert, format, select, and align a text box.
- Insert, format, and copy shapes.
- Group and ungroup objects.
- Insert, crop, size, move, and format a picture.
- Insert, size, scale, rotate, and position a clip art image.
- Create and format WordArt text.
- Insert objects such as a header, footer, date, slide number, and symbol.

Unit VI   Creating Tables, Charts, and SmartArt Graphics

- Create and format a table.
- Modify the design and layout of a table
- Create SmartArt diagrams.
- Create and format charts.
- Modify the design and layout of charts
- Create, edit, and format a photo album.

Unit VII   Using Slide Masters and Action Buttons

- Format slides in Slide Master view.
- Apply themes and backgrounds in Slide Master view.
- Insert a new slide master
- Save a presentation as a template.
- Insert action buttons.

- Create hyperlinks.

Unit VIII   Apply Custom Animation and Setting Up Shows
- Apply built-in animations.
- Create and apply custom animations.
- Animate shapes, images, SmartArt, and chart elements.
- Draw motion paths.
- Set up a slide show
- Create, run, edit, and print a custom show.
- Insert and customize sounds and movie clips.

IX   Integrating, Reviewing, Protecting, and Saving Presentations
- Import a Word outline into a presentation.
- Export a presentation to Word.
- Link and embed objects.
- Download design templates.
- Save presentations in different formats.
- Save a presentation as a Web page.
- Package a presentation for a CD.

Evaluation of student learning:

Concept Quizzes & Application Quizzes	25%
Application Unit Tests	30%
Laboratory/Homework/ Participation	25%
Final Exam (PP Presentation)	20%

Grades will be assigned in accordance with the following:

Letter grade	Nominal %	Definition	QPA quality points
A	93-100	Superior Achievement	4.0
A-	90-92		3.7
B+	87-89		3.4
B	83-86	Above average achievement	3.0
B-	80-82		2.7
C+	77-79		2.4
C	70-76	Average achievement	2.0
D	60-69	Minimally passing	1.0
F	0-59	Academic failure	0.0
W		Withdrawal – student initiated	NA
WI		Withdrawal – instructor initiated	NA
WA		Withdrawal – administration initiated	NA
N		No grade reported by instructor	NA
I		Incomplete – no credit earned **I** *Indicated that the instructor is affording the student extra time to earn a grade in the course. The amount of extra time is determined by the instructor, up to a maximum of 16 calendar weeks after grades are submitted. An **I** which has not been resolved within 16 calendar weeks is changed to an **F** or **NC** grade, as appropriate to the course.*	NA

Academic Integrity Statement:

A student who knowingly represents work of others as his/her own, uses or obtains unauthorized assistance in the execution of any academic work, or gives fraudulent assistance to another student is guilty of cheating. The penalty for violating the honor code is severe. (S*ee Student Handbook.*) Any student violating the honor code is subject to receive a failing grade for the course and will be reported to the Office of Student Affairs. If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the instructor to discuss the situation.

It is permissible to assist classmates in general discussions of computing techniques; general advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned homework and laboratory exercises. Students may not "work together" on graded assignments. Such collaboration constitutes cheating, unless it is a group assignment. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own.

Class Attendance and Make-up Work Policy

The following criteria will be strictly adhered to with regard to classroom attendance and assignments.

Absences:
1. Class attendance is mandatory for all students. However, it is recognized that occasionally an absence will be necessary. Any student exceeding six (6) hours (not meetings) of absences will automatically be downgraded one grade level at the discretion of the instructor.
2. Two (2) consecutive absences from class without contacting the instructor may be considered cause for withdrawal from the course by the instructor. If the reason is a medical excuse, the student is required to bring in a doctor's note.
3. If a student decides to discontinue attending the course, it is the student's responsibility to follow through and officially withdraw from the course before the withdrawal deadline date. Failure to do this may result in the student receiving an "F" for the course.

Make-up Work:

1. All assignments are to be turned in on the date specified. Late assignments will be downgraded unless reason for lateness is fully justified.
2. When absence from class is necessary, you are still responsible for making up all assignments. These assignments must be submitted with one week of your return. No assignments will be accepted after this date.
3. Students MUST be present for all scheduled tests. If you are absent on a test day without justifiable reason, you will not be permitted to make up a test. If your absence is excused, you are responsible for making up the test before the next class period. You must arrange for making up the test outside of class.
4. Each student's attendance is reported to the Registrar's Office every four weeks. The Registrar's Office is required by law to make attendance reports on students who are funded by Veteran's Benefits, Social Security payments, and other federal/state and private scholarship programs.

Note: Any exception to the above-stated policy can be made at the discretion of the instructor on an individual basis.

Classroom Conduct Statement

It is the student's responsibility to attend all classes. As stated in the catalog, Mercer has no class cut policy. If a student misses a class meeting for any reason, he/she is responsible for all content that is covered, for announcements made, and for acquiring any materials that may have been distributed in

class. It is expected that students be on time for all classes. Students who walk into class after it has begun are expected to choose seats close to where they entered the room so that they do not disrupt the class meeting. It is also expected that cell phones will **not** be used during classes. Should a cell phone ring or be used during a test, the grade for that test will be zero.

Students are expected to follow ordinary rules of courtesy during the class sessions. Engaging in private, side conversations during class time is distracting to other students and to the instructor. Leaving class early without having informed the instructor prior to class is not appropriate. Unless there is an emergency, leaving class and returning while the class is in session is not acceptable behavior. Disruptive behavior of any type, including sharpening pencils during class while someone is speaking, is not appropriate.

The college welcomes all students into an environment that creates a sense of community of pride and respect; we are here to work cooperatively and to learn together.