

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



Sault College

COURSE OUTLINE

COURSE TITLE: PRESENTATION GRAPHICS

CODE NO. : COM400 **MODULE:** TWO

PROGRAM: OFFICE ADMINISTRATION – EXECUTIVE
(ACCELERATED)

AUTHOR: LYNN DEE EASON

DATE: JUNE 2004 **PREVIOUS OUTLINE DATED:** MAY 2003

APPROVED:

	_____	_____
	DEAN	DATE

TOTAL CREDITS: 4

PREREQUISITE(S): NONE

HOURS/WEEK: 4 HOURS/7 WEEKS

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For additional information, please contact Pat Gibbons, Dean
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(705) 759-2554, Ext. 656

I. COURSE DESCRIPTION:

Effective communication through text, charts, graphs, and diagrams is key in the business world today. Graduates will be able to use presentation software to prepare effective visual aids to highlight information presented in meetings, seminars, or lectures. Emphasis is placed on the use of the software.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. Create effective business presentations using presentation graphics software.

Potential Elements of the Performance:

- Plan, create and print a visual presentation using graphics software
- View, preview and run a presentation
- Add transitions and sound effects to a presentation
- Run a slide show automatically, set and rehearse timings for a presentation, and prepare a presentation in Outline view
- Edit presentations; insert and delete slides; copy slides; rearrange slides and objects within slides; and format slides in a presentation
- Draw, select, move, copy, delete, and size objects
- Group, ungroup, flip, rotate, distribute, and align objects
- Format slides using all the techniques available in the graphics software
- Create, format, and print speaker notes

This module will constitute approximately 20 percent of the course grade.

2. Customize a presentation using Animation; WordArt; and link and embed objects such as Word and Excel documents.

Potential Elements of the Performance:

- Add animation effects to slides
- Insert, size, and scale clip art images in a presentation
- Create a watermark and a table in a slide

- Link slides in a presentation to a Web site, to Word documents, and import text from Word into a presentation
- Preview and publish a presentation to the Web and send a presentation via e-mail
- Enhance the visual appeal of PowerPoint presentations with text created in WordArt
- Edit, size, move, shape, and customize WordArt
- Draw and format objects in Word and Excel; as well as create an organizational chart in PowerPoint
- Link an Excel chart to a presentation and edit a linked object
- Embed and edit an Excel worksheet and a Word table in a presentation

This module will constitute approximately 30 percent of the course grade.

3. Apply advanced techniques for adding visual elements as well as importing and exporting data in a presentation.

Potential Elements of the Performance:

- Create and edit a chart, a table, and an organization chart on a slide
- Add and edit a clip art image by recolouring and ungrouping the picture
- Import and customize clip art
- Perform global formatting using the master slide
- Add a scanned image; add animated GIFs; and add sound and video effects to a slide presentation
- Export an outline to a Word document
- Customize a presentation
- Create a graphical slide build to an image on a slide
- Set timing, record, and play a macro

This module will constitute approximately 30 percent of the course grade.

6. Using the advanced features create output and deliver presentations.

Potential Elements of the Performance:

- Generate output for presentations in 35mm slides and graphic files
- Save a presentation for use on another computer with Pack and

Go

- Save a presentation for the Internet including specifying a target Web browser and format Web pages
- Generate meeting notes during a slide show and enter action items
- Broadcast a presentation online using NetShow
- Join a Netmeeting

This module will constitute approximately 20 percent of the course grade.

III. TOPICS:

1. Preparing a PowerPoint Presentation
2. Editing and Formatting a PowerPoint Presentation
3. Adding Animation to Presentations
4. Using WordArt and Creating Organizational Charts
5. Linking and Embedding Objects and Replacing Fonts
6. Adding Visual Elements to a PowerPoint Presentation
7. Modifying a Presentation and Importing and Exporting Data
8. Customizing a Presentation and Creating a Slide Show
9. Creating Output and Delivery Presentations

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

PowerPoint 2000 – Core and Expert Certification by Meredith Flynn and Nita Rutkosky 0-7638-0270-0

Two (2) file folders labeled with student name and course code.

Three (3) pre-formatted 3 ½" disks.

Mouse pad (optional but extremely desirable)

V. EVALUATION PROCESS/GRADING SYSTEM:

Final Grade:

Test #1	50%
Test #2	50%
TOTAL	100%

The following semester grades will be assigned to students in post-secondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 - 100%	4.00
A	80 - 89%	4.00
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50-59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field/clinical placement or non-graded subject areas.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

VI. SPECIAL NOTES:

Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Special Needs office. Visit Room E1204 or call Extension 493 so that support services can be arranged for you.

Retention of Course Outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other post secondary institutions.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course outline amendments:

The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

Students are expected to be present to write all tests during regularly scheduled classes.

In the event of a failed course grade, a supplementary test will be administered at the end of the semester to replace EITHER the lowest failed OR one missed test.

A disk labeled with the student's, professor's, and the course name MUST be available with the test.

It is expected that 100 percent of classroom work be completed as preparation for the tests.

All work must be labeled with the student's name and the project information on each page.

During testing, the program's on-line help will be available. Tests will not be “open book”. Students must ensure that they have the appropriate tools to do the test (i.e. diskettes, pencil, pen, etc.).

Test papers will be returned to the student after grading in order to permit verification of the results and to review the tests. However, the student will be required to return all test papers to the professor who will keep them on file until the end of the next module. Any questions regarding the grading of individual tests must be brought to the professor's attention within two weeks of the test paper being returned.

Producing accurate work is fundamental to this course. Marks will be deducted for inaccuracies.

Regular attendance is expected to ensure course information is communicated to all students. In-class observation of student work and guidance by the professor aids student success. Lectures will not be repeated in subsequent classes.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the professor.

VIII. DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.