SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

Sault College

COURSE OUTLINE

COURSE TITLE: PRESENTATION GRAPHICS

CODE NO. : COM400   **MODULE:** FIVE

PROGRAM: OFFICE ADMINISTRATION – EXECUTIVE (ACCELERATED)

AUTHOR: LYNN DEE EASON

DATE: APRIL 2009   **PREVIOUS OUTLINE DATED:** APRIL 2008

APPROVED: "Penny Perrier   April 29/09

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                              CHAIR   **DATE**

TOTAL CREDITS: 4

PREREQUISITE(S): NONE

HOURS/WEEK: 5 HOURS/7 WEEKS

I.   COURSE DESCRIPTION:

Effective communication through text, charts, graphs, and diagrams is essential 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.   Plan and develop a presentation from beginning to end.

        Potential Elements of the Performance:
        - Determine the purpose of a presentation
        - Determine the outcome of a presentation
        - Write purpose and outcome statements
        - Analyze audience needs and expectations
        - Select appropriate media
        - Organize a presentation
        - Develop an introduction, body, and conclusion
        - Choose an appropriate delivery method

2.   Create an effective presentation using PowerPoint 2007 software.

        Potential Elements of the Performance:
        - Open an existing presentation
        - Work with different views
        - Navigate a presentation
        - Use templates
        - Modify a presentation by editing, deleting, and adding slides
        - Chose layouts
        - Promote, demote, and move outline text
        - Move slides in the Slide Sorter view
        - Create speaker notes
        - Work with themes
        - Insert and modify clipart
        - Modify the Slide Master, Text Placeholders, and Text
        - Apply a second theme
        - Add or modify Tab Stops

- Insert Footers and Slide Numbers
- Create Tables and change styles, effects, and layout
- Create diagrams
- Create and manipulate shapes and text boxes

3. Apply advanced techniques for adding visual elements.

    Potential Elements of the Performance:
    - Insert slides from another presentation
    - Create a custom theme
    - Modify fonts and bullets
    - Insert sounds and movies into a presentation
    - Create a chart (graph)
    - Build and modify an organization chart
    - Apply special effects
    - Add slide transitions
    - Animate bulleted lists
    - Mark slides during a slide show
    - Hide slides
    - Prepare a presentation to be run on another computer
    - Deliver a presentation with two monitors (podium mode)
    - Use PowerPoint slides as picture objects
    - Create and modify SmartArt diagrams
    - Apply complex animation and sound effects
    - Animate a background object
    - Create and format a numbered list
    - Add illustrations and callouts
    - Apply special effects to a text box
    - Paste slides into another slides as pictures
    - Play a CD audio track on a slide
    - Record a narration
    - Set up a self-running presentation
    - Create and edit a custom show
    - Create overheads, photo albums, posters, and banners with PowerPoint
    - Work with comments
    - Save as a show file or a portable document file

6. Integrate PowerPoint with other programs and collaborate with Workgroups.

    Potential Elements of the Performance:
    - Apply a design theme from another presentation

- Use integration techniques: importing, embedding, and linking
- Import and export from a Word outline
- Import graphics
- Copy an object from another presentation
- Embed and modify a Word table
- Link and modify an Excel chart
- Create and edit hyperlinks
- Insert a shape with text
- Add action buttons
- View a slide show with embedded or linked objects
- Print a presentation in grayscale, outline, or handout form
- Publish a presentation on the web
- Share and collaborate with others

III. REQUIRED RESOURCES/TEXTS/MATERIALS:

- <u>PowerPoint 2007 Comprehensive</u> by Beverly B. Zimmerman and S. Scott Zimmerman 1-4239-0593-8

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

- USB memory stick (recommended)

IV. EVALUATION PROCESS/GRADING SYSTEM:

Final Grade:

Test #1	**50%**
Test #2	**50%**

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

Grade	Definition	Grade Point Equivalent
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:

Disability Services:
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 Disability Services office. Visit Room E1101 or call Extension 2703 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.

Communication:
The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism:
Students should refer to the definition of "academic dishonesty" in *Student Code of Conduct*. 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 demonstrate respect for others in the class. Classroom disturbances will be dealt with through an escalating procedure as follows:

- Verbal warning
- E-mail notification
- Meeting with the Dean

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 those students who have attended 75 percent of classes and have completed all required course work. The mark achieved on the supplemental will replace the lowest failed test for the final grade calculation. An appropriately labeled cd containing completed daily work MUST be available prior to writing the test if requested by the professor.

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. Students are responsible for maintaining back-ups of all completed files.

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.). Students are allowed to bring a 3x5" index card to each test.

During tests, students are expected to keep their eyes on their own work. Academic dishonesty will result in a grade of zero (0) on the test for all involved parties.

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 and participation 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.

Keyboarding proficiency is encouraged. Students who are unable to keyboard with a touch type techniques are encouraged to use (or purchase) the *All the Right Type* typing tutor software located on the E-wing network and in the Learning Centre.

It is the student's responsibility to be familiar with the course outline and department manual. Students are expected to check college e-mail twice daily as a minimum.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.