SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

SAULT COLLEGE

COURSE OUTLINE

COURSE TITLE:	PRESENTATION GRAPHICS		
CODE NO. :	OAD300	**MODULE:**	FIVE
PROGRAM:	OFFICE ADMINISTRATION – EXECUTIVE (ACCELERATED)		
AUTHOR:	LYNN DEE EASON		
DATE:	APRIL 2015	**PREVIOUS OUTLINE DATED:**	APRIL 2014
APPROVED:		"Colin Kirkwood"	Apr 1/15
		_____ **DEAN**	_____ **DATE**
TOTAL CREDITS:	3		
PREREQUISITE(S):	NONE		
HOURS/WEEK:	6 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. While emphasis is placed on the use of the software, students will also develop their oral presentation skills.

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
- Work with visuals effectively
- Choose an appropriate delivery method
- Prepare for questions from the audience
- Deliver a prepared presentation effectively to an audience
- Set up for a presentation

2.   Create an effective presentation using PowerPoint 2010 software.

Potential Elements of the Performance:
- Create a new presentation
- Use themes
- Open an existing presentation
- Edit texts
- Rearrange/delete slides
- Create a presentation based on an existing presentation
- Animate text
- Add transitions
- Insert footers, slide numbers, and the date
- Use speaker's notes
- Check spelling in a presentation

- Preview and print a presentation
- Work with graphics
- Format objects
- Draw and format shapes
- Insert and format text boxes
- Flip and rotate objects
- Modify the slide master
- Modify text placeholders and the font style
- Create and modify SmartArt diagrams
- Convert a bulleted list into a SmartArt diagram
- Animate objects – including a second animation
- Insert headers and footers on Handouts and Notes pages
- Broadcasting a presentation
- Insert slides from another presentation
- Add video and sound clips
- Create tables and charts
- Change themes fonts and colours
- Create custom themes
- Apply different themes to individual slides
- Reset slides
- Modify the slide background and bullet styles
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3. Apply advanced techniques.

Potential Elements of the Performance:
- Import/export Word outline into PowerPoint
- Copy an object from another presentation
- Remove photo background
- Embed and modify Word Tables
- Like and modify Excel charts
- Create and edit hyperlinks
- Customize Handout Masters
- Mark slides during a slide show
- Share and collaborate with others
- Save a presentation for distribution
- Work with layers
- Apply complex animation
- Create and format numbered lists
- Use advanced picture formatting tools
- Work with text direction and callouts
- Set up a self-running presentation with customized timings
- Create and edit a custom slideshow
- Create a photo album presentation
- Create a custom layout master

- Add and customize a motion path animation
- Use the animation painter
- Add a trigger animation
- Animate wrapped text in a text box
- Customize the Quick Access Toolbar and Ribbon
- Create and save a custom shape
- Mark a presentation as final and encrypt it
- Create banners
- Save slides as picture files
- Create a single-page poster

III.   REQUIRED RESOURCES/TEXTS/MATERIALS:

- PowerPoint 2010 Comprehensive by Zimmerman; Zimmerman; Pinard 0-538-75372-2

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

- USB memory stick (recommended)

IV.   EVALUATION PROCESS/GRADING SYSTEM:

Final Grade:

Test #1	**45%**
Test #2	**45%**
Oral Presentation	**10%**

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:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

It is the student's responsibility to be familiar with the course outline and *Office Administration – Executive Student Manual*. These documents outline classroom policies that must be followed.

By considering the college environment as their workplace for the duration of the program, students will have a standard of performance to meet and will practise the day-to-day skills required to be successful in the work world.

These skills include:
- arriving and leaving class on time
- calling in/e-mailing when not in attendance
- checking college e-mail twice daily as a minimum
- following classroom rules and procedures
- demonstrating appropriate manners and etiquette
- listening attentively when the class is being addressed
- demonstrating respect for others at all times
- focusing on the work at hand
- organizing paperwork and keeping track of deadlines
- producing accurate, mailable documents
- being responsible for your own work

Failure to follow program policies will be dealt with through an escalating procedure as follows:

- One verbal warning from professor
- One e-mail notification from professor
- Removal from the classroom and meeting with professor
- Meeting with the dean which may result in suspension or expulsion from the course/program

The Student Code of Conduct (found on the portal) provides guidelines and disciplinary procedures for the college community. Academic dishonesty as defined in the Student Code of Conduct will result in a zero grade for all involved parties.

Keyboarding proficiency is an integral component of the Office Administration – Executive program. Students who are unable to keyboard with touch type techniques should practise their skills on a daily basis.

All the Right Type typing tutor software is located in the E-wing computer labs and in the Learning Centre. Visit http://www.ingenuityworks.com/ for more information on purchasing All the Right Type for home use.

Lectures will not be repeated in subsequent classes. A study partner/group is invaluable for notes in the event of an unavoidable absence but must not be depended upon for frequent absences.

It is expected that 100 percent of classroom work be completed as preparation for the tests. The college network (S:/My Documents) should be used as the primary workspace. Students are responsible for maintaining back-ups of all completed files using either a memory stick (USB) or CD.

All requested assignments must be submitted in a labeled folder complete with a plastic USB/CD pocket. All work must be labeled with the student's name and the project information on each page.

A late assignment will be accepted if submitted within **72 hours** of the due date and time. Twenty-five percent will be deducted from late/incomplete assignments automatically. Failure to follow this procedure will result in a zero grade for the assignment.

Students are expected to check college e-mail twice daily as a minimum to ensure timely communication of course information.

Producing accurate work is fundamental to this course. Marks will be deducted for inaccuracies. (See attached grading scheme.)

Students are expected to be present to write all tests during regularly scheduled classes. Students must ensure that they have the appropriate tools on hand to do the test. Sharing of resources (textbooks, reference manual, and dictionary) during tests is not allowed.

Test papers may be returned to the student after grading to permit review of the tests. However, the student must return all test papers to the professor who will keep them on file for two weeks after the semester finish date.

Any questions regarding the grading of individual tests must be brought to the professor's attention within two weeks of the date test papers are returned in class.

For those students who have

- attended 75 percent of classes
- completed all required course work
- failed the course or missed one test

a supplementary test will be administered at the end of the module. The mark achieved on the supplemental will replace the lowest test for the final grade calculation.

In exceptional circumstances, the department will review the application of this policy on an individual basis. Supporting documentation may be required.

VII. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.