SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

Sault College

COURSE OUTLINE

COURSE TITLE: PRESENTATION GRAPHICS

CODE NO. : COM4000   **SEMESTER:** Two / Four

PROGRAM: OFFICE ADMINISTRATION & COMPUTERIZED BUSINESS SYSTEMS

AUTHOR: Lynn Dee Eason

DATE: JAN.2003   **PREVIOUS OUTLINE DATED:**   JUNE 2001

APPROVED:

_____   Jan. 2003
                 DEAN   **DATE**

TOTAL CREDITS: FOUR

PREREQUISITE(S): NONE

HOURS/WEEK: THREE

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 software but presentation skills will also be developed through the course.

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:
       • Create a visual presentation using graphics software
       • Design a presentation type and style
       • Use templates in creating a presentation
       • Create customized styles
       • Edit individual slides and their placement
       • Prepare speaker's notes and audience handouts
       • Use the outline format to prepare a slide presentation
       • Convert Word and Excel files into presentations
       • Move and copy slides between presentations
       • Using master slides to format text

2.   Customize a presentation with objects, lines, fill and colour.

       Potential Elements of the Performance:
       • Using Clip Art and WordArt
       • Working with Text Boxes, Autoshapes and scanned images
       • Changing fills, colours, patterns, textures and shading
       • Creating customized templates
       • Working with colour schemes and black and white settings

3.   Apply advanced techniques for text manipulation, drawing and slide show effects.

       Potential Elements of the Performance:
       • Working with tabs and indents
       • Controlling Line Spacing
       • Changing text box setting

- Working with Page Setup Options
- Customizing Handout and Notes Masters

6.   Create and edit charts, tables, flowcharts and organization charts.

Potential Elements of the Performance:
- Inserting and editing a chart
- Changing sample data
- Viewing and formatting a chart
- Adding shapes, text objects, and other chart types
- Animating chart elements

6.   Package presentations for distribution and presentation.

Potential Elements of the Performance:
- Using Meeting Minder
- Packaging presentations in other formats
- Preparing presentations for the Web

7.   Apply appropriate speaking techniques to business presentations.

Potential Elements of the Performance:
- Demonstrate public speaking skills by:
  - Speaking clearly and appropriately for the situation
  - Using language to inform and persuade
  - Using nonverbal communication effectively
  - Using visual aids fluidly

III.   TOPICS:

1.   Starting and Navigating in PowerPoint

2.   Improve on the basics
- Work with objects
- Adjust lines, fill, and colour
- Manipulate PowerPoint objects
- Importing and Exporting Data

3.   Finish the presentation
- Create charts
- Create tables
- Create flowcharts & organization charts
- Add animation and slide show effects
- Using Internet links
- Prepare files for delivery

4. Making effective oral presentations
   - Delivery Methods
   - Reducing Fear
   - Know your audience
   - Finding the Right Speed
   - Types of Speeches
   - Planning a Presentation
   - Speaking on the Telephone

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

PowerPoint 2000 - A Professional Approach by Sharon Fisher-Larson and Margaret Marple ISBN 0-02-805599-03

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:

Mid-Term Reporting

S   Satisfactory Progress
U   Unsatisfactory Progress
R   Repeat (objectives have not been met)
NR Grade not reported to Registrar's Office

Breakdown of Final Grade:

Assignments: 10%
Tests:
   Two (2) hands-on tests (60%)
   Two complete presentations (30%)   90%
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TOTAL   100%

The following semester grades will be assigned to students in postsecondary courses: **(Final Grade Reporting)**

Grade	Definition	Grade Point Equivalent
A+	90 – 100%	4.00
A	80 – 89%	3.75

B	70 – 79%	3.00
C	60 – 69%	2.00
R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see *Policies & Procedures Manual – Deferred Grades and Make-up*).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has been impossible for the faculty member to report grades.	

VI. SPECIAL NOTES:

1. 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, 717, or 491 so that support services can be arranged for you.

2. 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.

3. 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.

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

5. Students should refer to the definition of "academic dishonesty" in the "Statement of 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, as may be decided by the professor. Talking with other students during the test will result in an automatic deduction of 5 marks per occasion.

6. 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. The supplementary test is a comprehensive test drawing from all material covered during the semester.

7. A disk labeled with the student's, professor's, and the course name MUST be available with the assignment. At the professor's discretion, disks will be checked. Students are advised to maintain at LEAST one backup of all files. A lost or damaged diskette will not be an acceptable reason for a late or incomplete assignment.

8. It is expected that 100 percent of classroom work be completed and submitted on time. A late assignment with an attached Extension form will be accepted if submitted within 72 hours of the due date and time. Twenty-five percent will be deducted from late assignments automatically.

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

   Failure to follow this procedure will result in a zero grade for the assignment.

9. During testing, the program's on-line help may 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.).

10. 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 for one year.

11. Regular attendance is expected so the professor can observe work and provide guidance as necessary. Students are expected to participate in public speaking activities during class.

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.