



**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
- 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:

- PowerPoint 2007 Comprehensive 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	<b>50%</b>
Test #2	<b>50%</b>

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:

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 provide classroom policies that must be followed.

Students are expected to check college e-mail twice daily as a minimum.

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

Students are expected to demonstrate respect for others in the class.

Classroom disturbances will be dealt with through an escalating procedure as follows:

- One verbal warning from professor
- One E-mail notification from professor
- Meeting with the dean which may result in suspension or expulsion

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

Keyboarding proficiency is an integral component of the Office Administration–Executive program. Students who are unable to keyboard with touch type techniques should be practicing 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.

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. If required, work must be submitted in a labeled folder complete with a plastic CD pocket. 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.

Students are expected to be present to write all tests during regularly scheduled classes. 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. A missed test will receive a zero (0) grade.

Tests will not be "open book." Students must ensure that they have the appropriate tools to do the test.

Test papers may be returned to the student after grading in order to permit verification of the results and to review 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.