

Central Ohio Technical College
Business, Engineering, Math & Technology
Business Management
Spring Quarter, 2007-2008
March 24, 2008 to June 8, 2008

Power Point I

Course Title: Power Point I

Course Number: 2205 A

Course Credit: 4

Contact Hours: 5 (1 hours lecture and 2-2 hour labs)

Instructor: Bonnie Buchanan
Business Management Instructor
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Faculty Web Page: <http://www.cotc.edu/bbuchanan/>

Course Prerequisites: Basic keyboarding skills, and knowledge of Windows XP.

Course Description: This course provides the student the opportunity to develop the skills necessary to create and efficiently use electronic presentation software (Power Point). It is designed to take the student step-by-step through the features of Microsoft Power Point 2003. Numerous practical in-depth presentations should be completed.

Required Resources:

Textbook(s): Zimmerman, Beverly B and S. Scott. Microsoft PowerPoint 2007, Comprehensive. Thomson Course Technology. 2008.
ISBN: 1-4239-0593-8 or 978-1-4239-0593-6

ITS Resources: Tech Connect
<http://www.newarkcampus.org/Departmental/TechConnectweb/default.htm>

Student Services: <http://cotc.edu/studentlife/>

Library: <http://www.newarkcampus.org/library/>

General Policies

Attendance: Since this course consists primarily of lab time, it is expected that you attend class regularly, be on time, and remain for the entire class period. When absent, it is the student's responsibility to check with classmates or the instructor to determine what was missed.

Student files: students are required to download student files from the textbook web site (there is a link on the instructor's faculty web site). Although not required, it is highly recommended that students purchase a USB (Flash) drive to save their files. Students taking more than one software class should make folders to keep students files separate.

Tests: Test materials will be drawn from lectures, text, and homework assignments.

Missing A Test: Make-up exams will only be given in exceptional circumstances. A student unable to take a scheduled test MUST notify the instructor PRIOR to the scheduled test time (a voicemail message or email is acceptable). To schedule a make-up test, the student must contact the instructor as soon as he/she returns to campus and make up the test within one week or his/her return if the instructor agrees. Failure to do so may result in a grade of zero.

Late assignments: All assignments will be assigned a due date. Late assignments will have their point values lowered by 30%. Class days are defined as Monday-Friday, including days the class is not scheduled to meet. Assignments will not be accepted beyond one week after the due date unless the student has just cause for the delay.

Make-up labs: Arrangements must be made with the instructor. Student must complete make up lab in an open lab.

Special Accommodations: If there is any student in class who has a documented need for special test-taking, note-taking or other accommodations, please self-identify to the instructor as soon as possible in order to receive effective and timely accommodations.

Academic Misconduct: Under the jurisdiction of the COTC Appeals Board, academic misconduct includes, but is not limited to the following:

Dishonesty with respect to examinations, assignments, or other activities of the classroom or laboratory.

Presentation of another person's work without the proper use of established or designated forms of acknowledgment such as footnotes, quotations, bibliographies, etc. (plagiarism).

Any form of academically unethical behavior involving misuse of the College computers.

Assessment Initiative: As part of COTC’s campus-wide assessment initiatives (quality assurance program), samples of student performance such as test results, papers, etc., may be used. The data gathered will not identify individual students and is not related to the students’ grade for the course, but will be used to improve student learning at COTC.

Course Evaluation: Grading will be based on the initiative of the student, the correctness of the solution, the accuracy of the solution, the completeness of the solution, and the quality of the presentation.

Grade Evaluation:

FINAL GRADE will be computed using the following point distribution:

93% to 100%	-	A
90% to 92%	-	A-
87% to 89%	-	B+
83% to 86%	-	B
80% to 82%	-	B-
77% to 79%	-	C+
73 % to 76%	-	C
70% to 72%	-	C-
67% to 69%	-	D+
63% to 66%	-	D
60% to 62%	-	D-
Less than 60%	-	E

Withdraw Date: The last day to drop or withdraw and receive a grade of "W" is located in the College Catalog.

Central Ohio Technical College
Business, Engineering, Math & Technology
Business Management
Syllabus Part II
Power Point I

Course Number: 2205

Course Goals:

1. Demonstrate knowledge of Power Point's features. Students will be able to use the basic features of presentation software to create, edit, and format an electronic presentation for a variety of uses
2. Demonstrate knowledge of developing a presentation. Students will be able to construct and apply basic and advanced development skills necessary for effective electronic presentations.
3. Demonstrate knowledge of customizing a presentation. Students will be able to apply various editing techniques in order to customize an existing presentation for a variety of audiences.

Student Performance Objectives:

Upon completion of this course the student should be able to:

- P.O. 1.01 Start Microsoft PowerPoint.
- P.O. 1.02 Navigate in PowerPoint.
- P.O. 1.03 Key text on a slide.
- P.O. 1.04 Use PowerPoint views.
- P.O. 1.05 Run a presentation as a slide show.
- P.O. 1.06 Name and save a presentation.
- P.O. 1.07 Print slides and handouts.
- P.O. 1.08 Close a presentation and exit PowerPoint.
- P.O. 1.09 Use the AutoContent Wizard.
- P.O. 1.10 Change sample text.
- P.O. 1.11 Use the spelling checker and style checker.
- P.O. 1.12 Use the find and replace features.
- P.O. 1.13 Rearrange slides; use Cut, Copy, and Paste; and delete slides.

- P.O. 1.14 Add headers and footers.
- P.O. 1.15 Choose printing options.
- P.O. 2.01 Create a new presentation.
- P.O. 2.02 Add new slides.
- P.O. 2.03 Promote and demote text.
- P.O. 2.04 Use the undo and redo commands.
- P.O. 2.05 Change slide layouts.
- P.O. 2.06 Change design templates and color schemes.
- P.O. 2.07 Work with speaker's notes.
- P.O. 2.08 Create a presentation using the outline pane.
- P.O. 2.09 Add a new slide in the outline pane.
- P.O. 2.10 Promote and demote outline entries.
- P.O. 2.11 Move bulleted items in the outline pane.
- P.O. 2.12 Move slides in the outline pane.
- P.O. 2.13 Create a summary slide.
- P.O. 2.14 Insert slides and import and export outlines.
- P.O. 2.15 Apply fonts and text attributes to text.
- P.O. 2.16 Apply text attributes to a placeholder.
- P.O. 2.17 Control presentation fonts.
- P.O. 2.18 Work with bullets.
- P.O. 2.19 Change text alignment.
- P.O. 2.20 Change the size and position of text placeholders.
- P.O. 2.21 Use master slides to format text.
- P.O. 3.01 Use clip art.
- P.O. 3.02 Use WordArt for special effects.

- P.O. 3.03 Add floating text boxes.
- P.O. 3.04 Rotate text.
- P.O. 3.05 Work with basic drawing tools.
- P.O. 3.06 Use basic AutoShapes.
- P.O. 3.07 Place text in an AutoShape.
- P.O. 3.08 Work with scanned images.
- P.O. 3.09 Change the line color and style of objects.
- P.O. 3.10 Change the fill color of objects.
- P.O. 3.11 Work with fill patterns, shading, and textures.
- P.O. 3.12 Use the Format Painter tool to copy formatting.
- P.O. 3.13 Apply design elements to master slides and backgrounds to create a custom template.
- P.O. 3.14 Change the colors of clip art.
- P.O. 3.15 Change a presentation color scheme.
- P.O. 3.16 Change black and white settings for better printing.
- P.O. 3.17 Select multiple objects.
- P.O. 3.18 Align, flip, and distribute objects.
- P.O. 3.19 Group and ungroup objects.
- P.O. 3.20 Work with layers of objects.
- P.O. 3.21 Apply object shadows and 3-D effects.
- P.O. 3.22 Use the Duplicate command.
- P.O. 3.23 Work with advanced clip art editing.
- P.O. 3.24 Customize and create toolbars.