

Saddleback College
Business Science Division
Course Syllabus
CIM 230 – Business Presentations: PowerPoint—DE

Instructor:	Joyce Quade	Semester:	2/23 through 4/9/12 Spring 2012
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COURSE DESCRIPTION:

Surveys the concepts, structures, and processes utilized in developing and managing professional business presentations using commercially available software packages. Students will create a variety of presentation formats.

COURSE OBJECTIVES:

Upon completion of this course, student will be able to:

1. Utilize software to create effective presentations, handouts, and slides.
2. Edit and print presentations.
3. Enhance a presentation with graphics.
4. Utilize tables, charts, and diagrams in a presentation.
5. Deliver a slide show presentation.

STUDENT RESOURCES:

Text (required): *Go! Microsoft PowerPoint 2010 Introductory* bundled with Myitlab Access Card; (Six Chapters) by Gaskin; Pearson/Prentice Hall; **ISBN:9780132708791**; Textbook bundled with access card for online lab materials required and available in Saddleback College Bookstore. You will need PowerPoint 2010 for the grader projects in myitlab.

POLICIES AND PROCEDURES:

Computers are available in the Information Management Center (IMC) in BGS 248. The IMC lab hours are: 8:30 a.m. to 10:00 p.m. Monday through Thursday, 9 a.m. to 4 p.m. on Friday, and 9 a.m. to 5 p.m. on Saturday.

No cell phones, children, food, or drinks (including water) are allowed in the IMC lab.

WITHDRAWAL: If necessary, it is the student's responsibility to withdraw from class by the appropriate dates.

Pass/No Pass: Students taking this class for Pass/No Pass must receive 70% or more of the total possible points to obtain credit.

Students enrolled in this course are expected to maintain the highest standards of academic integrity and honesty. All assignments submitted should be exclusive and original work of each student. Any copying, plagiarism, or other form of cheating on exams or homework will subject a student to failure in this course and sanctions stipulated by school disciplinary proceedings.

SPECIAL SERVICES: If you have specific disabilities and require accommodations, please contact the Special Services Office in the Student Services Center, Room 113, for additional information. All information will remain confidential.

This course schedule is subject to change and may be modified.

Week	Topic	Assignment/Activity
1	<p>Orientation – Read all Blackboard Announcements Introduction to Blackboard, Myitlab and MySite</p> <p>Chapter 1 – Getting Started with PowerPoint 2007</p> <ul style="list-style-type: none"> • Create a New Presentation • Edit a Presentation in Normal View • Add Pictures to a Presentation • Edit an Existing Presentation • Format a Presentation • Use Slide Sorter View • Apply Slide Transitions 	<p>Purchase textbook Read emails in MySite</p> <p>Reading assignment: Chapter 1</p> <p>Complete Chapter 1 assignments and exams in myitlab</p> <p>Project 1A & Project 1B</p> <p>Quiz and Exams</p> <p>Grader Project</p>
2	<p>Chapter 2 – Formatting PowerPoint Presentations</p> <ul style="list-style-type: none"> • Format Numbered and Bulleted Lists • Insert Clip Art • Insert Text Boxes and Shapes • Format Objects • Remove Picture Backgrounds and Insert WordArt • Create and Format a SmartArt Graphic 	<p>Reading assignment: Chapter 2</p> <p>Complete Chapter 2 assignments and exams in myitlab</p> <p>Project 2A & Project 2B</p> <p>Quiz and Exams</p> <p>Grader Project</p>
3	<p>Chapter 3 – Enhancing a Presentation with Animation, Tables and Charts</p> <ul style="list-style-type: none"> • Customize Slide Backgrounds and Themes • Animate a Slide Show • Insert a Video • Create and Modify Tables • Create and Modify Charts 	<p>Reading assignment: Chapter 3</p> <p>Complete Chapter 3 assignments and exams in myitlab</p> <p>Project 3A & Project 3B</p> <p>Quiz and Exams</p> <p>Grader Project</p>
4	<p>Chapter 4 – Creating Templates and Reviewing, Publishing, and Protecting Presentations</p> <ul style="list-style-type: none"> • Create a Custom Template by Modifying Slide Masters • Apply a Custom Template to a Presentation • Create and Edit Comments • Prepare a Presentation for Distribution • Protect a Presentation 	<p>Reading Assignment: Chapter 4</p> <p>Complete Chapter 4 assignments and exams in myitlab</p> <p>Project 4A & Project 4B</p> <p>Quiz and Exams</p> <p>Grader Project</p>
5	<p>Chapter 5 – Applying Advanced Graphic Techniques and Inserting Audio and Video</p> <ul style="list-style-type: none"> • Use Picture Corrections • Add a Border to a Picture • Change the Shape of a Picture • Add a Picture to a WordArt Object • Enhance a Presentation with Audio and Video • Create and Edit a Photo Album 	<p>Reading Assignment: Chapter 5</p> <p>Complete Chapter 5 exams and assignments in myitlab</p> <p>Project 5A & Project 5B</p> <p>Quiz and Exams</p> <p>Grader Project</p> <p>Volume 1 Grader Project</p> <p>CIM 230 Ends April 9</p>

