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 Office PowerPoint 2007 Volume I*; Gaskin; Pearson/Prentice Hall

POLICIES AND PROCEDURES:
Computers are available in the Information Management Center (IMC) in BGS 248.

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

Exams will be posted online.

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.
<table>
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<tr>
<th>Week</th>
<th>Topic</th>
<th>Assignment/Activity</th>
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| 1 & 2 | Orientation (online)  
Introduction to Blackboard and MySite | Purchase textbook |
| **Chapter 1 – Getting Started with PowerPoint 2007** |  |
| 1 | Open, View, and Save a Presentation  
Edit a Presentation  
Format a Presentation  
Create Headers and Footers  
Print a Presentation  
Create a New Presentation | Reading assignment: Chapter 1, pgs. 1-47  
Project 1A & Project 1B  
Chapter 1 Exam |
| 3 | **Chapter 2 – Designing a PowerPoint Presentation**  
Format Slide Elements  
Insert and Format Pictures and Shapes  
Apply Slide Transitions  
Reorganize Presentation Text and Clear Formats  
Create and Format a SmartArt Graphic | Reading assignment: Chapter 2  
Project 2A & Project 2B  
Chapter 2 Exam |
| 4 | **Chapter 3 – Enhancing a Presentation with Animation, Tables and Charts**  
Customize Slide Backgrounds and Themes  
Animate a Slide Show  
Create and Modify Tables  
Create and Modify Charts | Reading assignment: Chapter 3  
Project 3A & Project 3B  
Chapter 3 Exam |
| 5 | **Chapter 4 – Enhance a Presentation with Advanced Table, Chart, and Animation Techniques**  
Format a Table  
Use the Draw Borders Feature to Modify a Table  
Create and Modify a Pie Chart  
Apply custom Animation Effects | Reading Assignment: Chapter 4  
Project 4A & Project 4B  
Chapter 4 Exam |
| 6 | **Chapter 5 – Delivering Custom Presentations**  
Use Graphic Elements to Enhance a Slide  
Work with Grouped Objects  
Insert Hyperlinks  
Create and Deliver Custom Shows | Reading Assignment: Chapter 5  
Project 5A & Project 5B  
Chapter 5 Exam |

COURSE ENDS JULY 4