

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

<b>Instructor:</b>	Joyce Quade	<b>Semester:</b>	2/16 through 3/30/10 Spring 2010
<b>Phone:</b>	(949) 582-4597	<b>Ticket No:</b>	15130
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<b>Office:</b>	BGS 217		

**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 1**; Gaskin; Pearson/Prentice Hall

**POLICIES AND PROCEDURES:**

Computers are available in the Information Management Center (IMC) in BGS 248. The IMC lab hours are: 9:00 a.m. to 10:00 p.m. Monday through Thursday, 9 a.m. to 6 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.

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, quizzes, or homework may 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 discuss your academic needs with me early in the semester. 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.

<b>Tkt #15130 SEMESTER SCHEDULE Spring 2010</b>		
<b>Week</b>	<b>Topic</b>	<b>Assignment/Activity</b>
1	Orientation (online) Introduction to Blackboard and MySite	Purchase textbook
	<b>Chapter 1 – Getting Started with PowerPoint 2007</b> <ul style="list-style-type: none"> <li>• Open, View, and Save a Presentation</li> <li>• Edit a Presentation</li> <li>• Format a Presentation</li> <li>• Create Headers and Footers</li> <li>• Print a Presentation</li> <li>• Create a New Presentation</li> </ul>	Reading assignment: Chapter 1, pgs. 1-47  <b>Project 1A &amp; Project 1B</b>  <b>Chapter 1 Exam</b>
2	<b>Chapter 2 – Designing a PowerPoint Presentation</b> <ul style="list-style-type: none"> <li>• Format Slide Elements</li> <li>• Insert and Format Pictures and Shapes</li> <li>• Apply Slide Transitions</li> <li>• Reorganize Presentation Text and Clear Formats</li> <li>• Create and Format a SmartArt Graphic</li> </ul>	Reading assignment: Chapter 2  <b>Project 2A &amp; Project 2B</b>  <b>Chapter 2 Exam</b>
3	<b>Chapter 3 – Enhancing a Presentation with Animation, Tables and Charts</b> <ul style="list-style-type: none"> <li>• Customize Slide Backgrounds and Themes</li> <li>• Animate a Slide Show</li> <li>• Create and Modify Tables</li> <li>• Create and Modify Charts</li> </ul>	Reading assignment: Chapter 3  <b>Project 3A &amp; Project 3B</b>  <b>Chapter 3 Exam</b>
4	<b>Chapter 4 – Enhance a Presentation with Advanced Table, Chart, and Animation Techniques</b> <ul style="list-style-type: none"> <li>• Format a Table</li> <li>• Use the Draw Borders Feature to Modify a Table</li> <li>• Create and Modify a Pie Chart</li> <li>• Apply custom Animation Effects</li> </ul>	Reading Assignment: Chapter 4  <b>Project 4A &amp; Project 4B</b>  <b>Chapter 4 Exam</b>
5	<b>Chapter 5 – Delivering Custom Presentations</b> <ul style="list-style-type: none"> <li>• Use Graphic Elements to Enhance a Slide</li> <li>• Work with Grouped Objects</li> <li>• Insert Hyperlinks</li> <li>• Create and Deliver Custom Shows</li> </ul>	Reading Assignment: Chapter 5  <b>Project 5A &amp; Project 5B</b>  <b>Chapter 5 Exam</b>

Course ends March 30