

Saddleback College
Business Science Division
Course Syllabus
CIMA 108 – Business Presentations: PowerPoint

Instructor:	Joyce Quade	Semester:	Fall 2015
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Email:	jquade@saddleback.edu	Time & Day:	Internet-based
Office:	BGS 217	Office Hours:	10 – 11:15 a.m. (virtual)
	10 a.m. – 11:15 a.m. Thursday (on campus)		Monday, Tuesday, Wednesday

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. (Formerly CIM 230)

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: ***Go! Microsoft PowerPoint 2013, Introductory bundled with Myitlab***; by Gaskin; Pearson/Prentice Hall. Textbook/ access card for online lab materials available in Saddleback College Bookstore .Textbook bundle also includes a trial version of Office 365.

If you purchase the textbook from a source other than the campus Bookstore, there is a risk that the textbook will not be the correct version and may not include access to the online lab materials.

If you prefer, you can purchase the ebook and myitlab access code directly from the publisher when you begin the course online in myitlab. A 14 day free trial is provided.

USB Drive: Recommended, 1 GB sufficient (you will be saving files for grader projects)

You must have access to a computer with a reliable Internet connection, email, Adobe Reader (free from Adobe.com), a newer version of Chrome (preferred) or Firefox browser, and MS PowerPoint 2013.

IMC: If you are using a Mac or do not have PowerPoint 2013 on your computer, you can utilize the computers in the campus lab to complete the grader projects at the end of each chapter.

PowerPoint 2013 and myitlab available on computers 69-74 in the Information Management Center (IMC) in BGS 248. Please bring your own headsets or earbuds to view myitlab videos.

Class Website: <http://socccd.blackboard.com> Click on “Logon” in Blackboard. Enter same username and password as MySite email.

Online Lab: myitlab.com

POLICIES AND PROCEDURES:

This course is recommended for self-disciplined students with strong time management skills. Take this brief quiz: <http://saddleback.edu/de/DEquiz.html>

Read Announcements in Blackboard (socccd.blackboard.com) and MySite (Saddleback College email) daily.

Regular online attendance is expected. Assignments/exams must be submitted by due date.

IMPORTANT DATES: **Drop without a “W” by – October 18**
 Pass/No Pass – October 22
 Last Day to Drop with a “W” – November 5

WITHDRAWAL: It is the student’s responsibility to withdraw from class by the appropriate dates.

ASSIGNMENTS AND EXAMS:

Exams will be posted online in myitlab.

Evaluation: **90 - 100% = A**
 80 - 89% = B
 70 - 79% = C
 60 - 69% = D

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 and sanctions stipulated by school disciplinary proceedings.

Privacy: The Family Rights and Privacy Act of 1974 restricts the release of certain student information such as grades. Please do not phone for grade information. Your grades will be available in an online gradebook.

This course meets the requirements set forth in the accessibility checklist and universal design grid provided by Special Services. The Web pages, video presentations, textbooks and class materials used in this course are accessible to students with disabilities. If you have specific disabilities and require accommodations, please contact the Special Services Office in the Student Services Center for additional information. All information will remain confidential.

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

	Lecture Topic	Lab Assignment/Activity
	<p>Chapter 1 - Introduction to Microsoft Office 2013 Features</p> <ul style="list-style-type: none"> • Use File Explorer to Download, Extract, and Locate Files and Folders • Use Start Search to Locate and Start a Microsoft Office 2013 Desktop App • Enter, Edit, and Check the Spelling of Text in an Office 2013 Program • Perform commands from a Dialog Box • Create a Folder and Name and Save a File • Insert a Footer, Add Document Properties, Print a File, and Close a Desktop App • Open an Existing File and Save It with a New Name • Sign in to Office and Explore Option for a Microsoft Office Desktop App • Perform Commands from the Ribbon and Quick Access Toolbar • Apply Formatting in Office Programs • Compress Files and Use the Microsoft Office 2013 Help System • Install Apps for Office and Create a Microsoft Account <p>Office Features end-of-chapter quiz due in myitlab by 8:59 p.m. on October 22</p>	<p>Purchase textbook/lab access card</p> <p>Read Announcements in Blackboard</p> <p>Read Syllabus in Blackboard</p> <p>Post Introduction in Discussion Board in Blackboard by midnight on Friday, October 16</p> <p>Register myitlab access code</p> <p>Run Browser Tuneup in myitlab</p> <p>Set Time Zone to Pacific in myitlab</p> <p>Read Chapter 1 Introduction to Microsoft Office 2013 Features in textbook. DO NOT complete projects in textbook. READ ONLY.</p> <p>View Office Features: Student Videos in myitlab</p> <p>Take Office Features: End-of-Chapter Quiz in myitlab.</p>

Chapter 1 – Getting Started with PowerPoint 2013

- 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

Chapter 1 due by 8:59 p.m. October 22

Read Chapter 1 in textbook. **DO NOT** complete projects in textbook. **READ ONLY.** Projects will be completed in myitlab. PowerPoint 2013 and data files will be provided in simulated trainings.

View Chapter 1 Presentation and Videos in myitlab

Complete Chapter 1 skill-based training, skill-based exam and end-of-chapter quiz.

Watch youtube video in myitlab on “How to Complete a Grader Project”

Complete Grader Project in myitlab. Download project files, complete project in PowerPoint 2013 on your computer or a computer in the lab in BGS 248 and upload to myitlab.

	<p>Chapter 2 – Formatting PowerPoint Presentations</p> <ul style="list-style-type: none"> • Format Numbered and Bulleted Lists • Insert Online Pictures • Insert Text Boxes and Shapes • Format Objects • Remove Picture Backgrounds and Insert WordArt • Create and Format a SmartArt Graphic <p>Chapter 2 due by 8:59 p.m. October 29</p>	<p>Read Chapter 2 in textbook. DO NOT complete projects in textbook. READ ONLY. Projects will be completed in myitlab. PowerPoint 2013 and data files will be provided in simulated trainings.</p> <p>View Presentation and Videos in myitlab</p> <p>Complete Chapter 2 skill-based training, skill-based exam, end-of-chapter quiz and grader project in myitlab</p>
	<p>Chapter 3 – Enhancing a Presentation with Animation, Video, 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>Chapter 3 due by 8:59 p.m. November 5</p>	<p>Read Chapter 3 in textbook. DO NOT complete projects in textbook. READ ONLY. Projects will be completed in myitlab. PowerPoint 2013 and data files will be provided in simulated trainings.</p> <p>View Presentation and Videos in myitlab</p> <p>Complete Chapter 3 skill-based training, skill-based exam, end-of-chapter quiz and grader project in myitlab</p>

	<p>Chapter 4 – Creating Templates and Reviewing, Publishing, Comparing, Combining, 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 • Compare and Combine Presentations • Prepare a Presentation for Distribution • Protect a Presentation <p>Chapter 4 due by 8:59 p.m. November 12</p>	<p>Read Chapter 4 in textbook. DO NOT complete projects in textbook. READ ONLY. Projects will be completed in myitlab. PowerPoint 2013 and data files will be provided in simulated trainings.</p> <p>View Presentation and Videos in myitlab</p> <p>Complete Chapter 4 skill-based training, skill-based exam, end-of-chapter quiz and grader project in myitlab</p>
	<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 and Merge Shapes • Enhance a Presentation with Audio and Video • Create a Photo Album • Edit a Photo Album and add a Caption • Crop a Picture <p>Chapter 5 due by 8:59 p.m. November 19</p> <p>Complete Vol 1 Grader Project in myitlab</p> <p>Due by 8:59 p.m. November 21</p> <p>Course Ends November 21</p>	<p>Read Chapter 5 in textbook. DO NOT complete projects in textbook. READ ONLY. Projects will be completed in myitlab. PowerPoint 2013 and data files will be provided in simulated trainings.</p> <p>View Presentation and Videos in myitlab</p> <p>Complete Chapter 5 skill-based training, skill-based exam, end-of-chapter quiz and grader project in myitlab</p>

