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COURSE DESCRIPTION

This is practical hands-on, self-paced, entry level, and fully online course. It provides beginning information and training in the use of desktop presentation (PowerPoint) software for business applications. Students create, modify, and enhance desktop presentations.

STUDENT LEARNING OUTCOMES

A successful student will be able to do the following by semester’s end:

- Define presentation software
- Create, save, retrieve, and print presentations using a variety of menus and commands
- Modify, arrange, and format text in existing presentations.
- Present data using tables, charts, animations, and transitions
- Enhance and insert clipart, SmartArt, and use slide show commands in presentations.

MATERIALS


- **Textbook:** Skills for Success with MS PowerPoint 2016, Introductory with myitlab for MS Office 2016 Access Code. Please purchase the required materials only from Saddleback College Bookstore, or myitlab.com. If you choose to purchase the required course materials from any other source, please be aware of the risk of purchasing wrong textbook and/or access code for lab materials. Neither the Publisher, nor your instructors will be able to help or issue the replacement materials.
- **USB drive:** recommended, 1GB is sufficient
- **The Internet:** You must have access to a computer with a reliable Internet connection, e-mail, Adobe Reader (free from adobe.com), a newer version of Internet Explorer or Firefox browser, and MS PowerPoint 2010. 3G/4G Internet connection might be insufficient.

CONTACT INFO

Email: ngrigoriants@saddleback.edu

Do not hesitate to email me if you need any help. When in doubt email! Email me immediately if you experience any course related problems. I will do my best to reply next school business day. In the subject line specify semester and course, your last and first name, and assignment number followed by brief description of an issue. For example, *213A Off Proc June 12 Jones, Lee B3 cannot print*. Review presentation on email etiquette (in Blackboard). Send emails only from your school email account. Attach a file if needed. Screen shots of a problem speed up problem resolution time process. Emails that do not follow the format above and email etiquette will be rejected.

POLICIES AND PROCEDURES

- **This course is recommended for self-disciplined students with strong time management skills.** Take a brief quiz to see if you are ready to take an online course: <http://www.saddleback.edu/de/DEquiz.html>
- **I want you to succeed!** We strongly recommend completing at least 3-4 assignments per week. Please get the textbook as soon as possible.
- The help is just an email away! Do not hesitate to email me if you **need any help**. If in doubt, do not delay and **email immediately**.
- Students are responsible for checking their emails and Blackboard account on the regular basis.
- **Due dates are posted in Blackboard and myitlab**, mostly Sundays at 11:59pm.
- **Late submissions** are subject to penalty, 1% per day late.
- Course outline and suggested course schedule are subject to revisions.
- **Important deadlines:** To find important deadlines, go to <http://www.saddleback.edu/>, then →Online Education → Class Schedule → Computer Information Management → locate your course → click on Details link. Use *Click on the  to set a personal reminder for that date* feature to set reminders. Once deadline for Drop with 'W' Grade passes a grade has to be given.
- **Withdrawals:** It is the student's responsibility to officially withdraw (drop) from the class by the appropriate dates.
- **Pass/No Pass:** Each student may elect, no later than the end of the first 30 percent of the term, whether the basis of evaluation is to be "pass-no pass" or a letter grade. Students enrolled in this class for Pass/No Pass must receive 70% or more of the total possible points to obtain credit. If you choose a letter grade, you do not have to do anything. To elect pass/no pass, contact Admissions and Record. For more details go to <http://tinyurl.com/pass-nopass> .
- **Auditing:** Auditing classes is prohibited. Only registered students are allowed to attend classes. For more details go to <http://tinyurl.com/saddleback-auditing>
- **Plagiarisms:** Your assignments must be your work ONLY. Copying someone else's assignment is considered cheating and is not acceptable. Any student who violates this rule will be given a failing grade for the assignment. If you need help, email and get it from me. But if you turn an assignment that is a copy of someone else's, do not expect full credit for it—even if you were the person who actually did it! Academic dishonesty, including, but not limited to falsification, plagiarism, cheating or fabrication, which compromises the integrity of an assignment, a college record or a program is in violation of Saddleback College's student Code of Conduct. Please review your Student Handbook to fully understand your responsibilities within this important college policy: <http://tinyurl.com/saddleback-handbook>
- **MyItLab Grader Project Projects:**
 - Grader Project Projects are automatically graded. Please only perform commands and actions outlined in the instructions file. Performing operations, commands, and actions that are not in the instructions will result in lower grade.
 - Each student must download his/her own starter file(s) through his/her own myitlab account. Failing to do so will be considered plagiarism and will result in a failing grade for the assignment.
 - Please be aware that the myITlab software embeds metadata (data about data) tags in all downloaded materials and compares the submitted work with the downloaded work. If the metadata tags do not match, the software flags the submission as a possible integrity violation. The instructor will promptly begin the appropriate proceedings.
 - In the event another student is involved in the honor code violation (and, yes, the metadata tags will identify your coconspirator to the instructor), both students will receive the same penalty. The software will identify the co-conspirator even if that student is in a different class with a different teacher.
 - "Borrowing a friend's computer" and accidentally submitting your friend's project file instead of your own is not an excuse. You and your friend will both fail the assignment.
 - Effective file management in this course and on your job is always the responsibility of the computer user. Failing to secure your files adequately has consequences in this course and on the job.
- **Computer Lab:** Computers are available in the Information Management Center (IMC) located in BGS 248. The IMC lab hours are: 8:30 a.m. to 8 p.m. Monday through Thursday, closed Friday, and 9 a.m. to 1 p.m. on Saturday. For more details go to <http://www.saddleback.edu/bsed/imc/> .

- **TechSupport**
 - Blackboard and email: scstudenthelp@saddleback.edu & <http://www.saddleback.edu/de/student-technical-support/>
 - Myitlab: Email me the detailed description of the problem immediately and include screenshots if possible. <http://www.pearsonmylabandmastering.com/northamerica/myitlab/students/support-office-2013/index.html>.
- **Special needs:** Students with specific disabilities, who believe they need accommodations in this class, are encouraged to contact both the instructor and Special Services (DSPS) as soon as possible to ensure that such accommodations are implemented in timely fashion. DSPS is available to facilitate the accommodation process. All information will remain confidential. DSPS is located in the Student Services Center, Room 113. DSPS website: saddleback.edu/dsps/
- **Accommodations:** *This course meets the requirements set forth in the accessibility check list and universal design grid provided by Special Services. The Web pages, video presentations, text books and class materials in this course are accessible to students with disabilities.*
- **Privacy:** The Family Rights and Privacy Act of 1974 restricts the release of certain student information such as grades. Therefore, please do not call for grade information. Your grades will be made available through the My Grades link found in Blackboard, and final course grade will be posted through MySite.

GRADING

Grade	Range, %
A	$\geq 90\%$
B	$\geq 80\%$ AND $< 90\%$
C	$\geq 70\%$ AND $< 80\%$
D	$\geq 60\%$ AND $< 70\%$
F	> 0 AND $< 60\%$

COURSE OUTLINE AND SUGGESTED COURSE SCHEDULE

Week	Topic	Assignment	Points
1	Understanding Basic Computer Hardware & File Management Concepts <ul style="list-style-type: none"> ▪ Input and output devices, processor and storage ▪ Create, rename, delete, restore, and compress folders ▪ Copy and move folders ▪ Navigate using Address bar and libraries 	Email Etiquette (Blackboard, Bb)	
		Hardware Concept Review Quiz (Bb)	
2	MS Office Fundamentals & File Managements <ul style="list-style-type: none"> ▪ Type and edit text; print and save documents ▪ Cut, copy, paste text; format text and paragraphs ▪ Open Data File and save copies using save as ▪ Use screen capture and snipping tool ▪ Shortcut menus; use MS Office Help 	Common Features Concept Review Quiz	
		Windows 10 Simulated Training (ST)	
		Windows 10 Simulated Exam (SE)	
		Windows 10 Quiz	
3	Introduction to PowerPoint <ul style="list-style-type: none"> ▪ Open, edit, and save an existing presentation ▪ Apply various formats to slides with text and images ▪ Check spelling and grammar ▪ Change layouts of slides ▪ Use Normal, Slide Sorter, Presenter, and Slide Show views ▪ Add and utilize speaker notes ▪ Use headers and footers on slides and handouts 	Chapter 1 ST	
		Chapter 1 SE	
		Chapter 1 Concept Review Quiz	
		Chapter 1 Grader Project	
4	Format a Presentation <ul style="list-style-type: none"> ▪ Create ppt with different design themes and variants ▪ Add images —to the slide layout and as slide backgrounds ▪ Manipulate fonts with colors, effects, and WordArt ▪ Format lists with bullets and numbers 	Chapter 2 ST	
		Chapter 2 SE	
		Chapter 2 Concept Review Quiz	
		Chapter 2 Grader Project	
5	Enhance Presentations with Graphics <ul style="list-style-type: none"> ▪ Collaborate and combine presentations by reusing slides from other presentations ▪ Use and modify graphics and videos to enhance your message ▪ Use and modify SmartArt graphics to create flow diagrams 	Chapter 3 ST	
		Chapter 3 SE	
		Chapter 3 Concept Review Quiz	
		Chapter 3 Grader Project	
6	Present Data Using Tables, Charts, and Animation <ul style="list-style-type: none"> ▪ Compile data into tables and format the information ▪ Compose charts, adding and editing data ▪ Design animations to retain the audience’s interest and increase understanding ▪ Generate a slide show with ink annotations 	Chapter 4 ST	
		Chapter 4 SE	
		Chapter 4 Concept Review Quiz	
		Chapter 4 Grader Project	
		PPT Capstone Grader Project	
FINAL (Comprehensive) will be open on the last day of the course 2:01am – 11:59pm			
<ul style="list-style-type: none"> ▪ ST – Simulated Training, blue icons, unlimited attempts ▪ SE – Simulated Exam, green icons, three attempts ▪ Quizzes – Multiple choice quizzes, orange icon, two attempts ▪ Grader Project – Grader Project Projects, orange clipboard icon, three attempts, ▪ Only the highest score is recorded in the gradebook ▪ All assignments and the final must be submitted by 11:59pm on the last day of the course 			
		Total	100%