

# BUS 185 POWERPOINT FOR BUSINESS COURSE SYLLABUS

## Version 2000

### INTRODUCTION

Microsoft PowerPoint is a computer application program that helps the user design a series of slides that can include text, clip art, pictures, sound, media, and/or charts. A presentation program allows colorful, artistic presentations to be prepared for delivery on a computer or on 35mm slides or overhead transparencies; speaker's notes and audience handouts are easily prepared; and, template designs help to present attractive, effective slides for speeches, PowerPoint 2000 allows access to the Internet while building presentations.

Since this is a self-paced course, following written and verbal instructions is vital! Prior to completing exercises to be graded, read and study each chapter carefully to get the overall picture; be sure to work through all practice exercises illustrating the chapter concepts. Complete end-of-the-chapter review materials to enhance your learning. Then, read through all the steps in each graded exercise before doing it on the computer; this will help you grasp the overall picture of the exercise. If and when you run into problems, ask the instructor or lab assistant for help.

The entire textbook helps to prepare you for the MOUS (Microsoft Office User Specialist) Certification exam in PowerPoint. Palomar College is a test site for the exam at the Escondido Center by appointment only, call 744.1150 ext 8193. The tests are made available to students at a very reduced price of \$35 per exam, regular price is \$50-\$100. Also, visit the following website for more details about the certification exams: [www.mous.net](http://www.mous.net)

### TEXT AND MATERIALS NEEDED

**Text:** *MICROSOFT POWERPOINT 2000, Complete Edition*, by Sarah E. Hutchinson and Glen J. Coulthard, ISBN# 0-07-234809-7

### GRADING

Assignments (based on 4. system*) .....	60%	* 0 errors = 4. = A+
Tests .....	20%	1 " = 3.5 = A-
Final Exam or Project. ....	20%	2 " = 3. = B-
		3 " = 2. = C-
		4 " = 1. = D-

Exercises and tests will be graded using professional standards for business documents and for mastery of software features. Errors consist of not following problem directions, improper formatting, and spelling or typographical errors. You may correct errors and resubmit a graded exercise; the two grades will be averaged

### TRAINING MATERIALS

1. Microsoft PowerPoint 2000 Windows program
2. Data files are available from the publisher that you will copy to your hard drive or on a Zip Disk. Student data files can be downloaded from the publisher at <http://www.mhhe.com/cit/apps/adv>.
3. **E-mail is essential to communicate with you on your progress. Please follow these instructions**
  - a. Go to the Tools section of Blackboard
  - b. Click on Personal Information
  - c. Edit Personal Information and make sure your email address is correct.

## CHAPTERS AND EXERCISES

- A. In this introductory course, you will be completing Chapters 1-8, pages PP3-349, in the text, Microsoft PowerPoint 2000, Complete Edition.
- B. Read the "Preface, The Advantage Series," page vi for text goals and philosophy.
- C. Read "About the Book," page vii for text overview.
- D. Review the "Contents," pages xiii-xvi for an overview of the course.
- E. Peruse the back of your book for the Glossary, pages EM/PP-3 through 5; the Appendix on Microsoft Windows Quick Reference, pages EM/AP-7 through 13; and the Index, pages PP-14 through 21.
- F. Pages EM/PP-26 through 29 explain what is covered on the MOUS Certification test for PowerPoint.
- G. Study each chapter, one at a time, completing all practice exercises; these practice documents are not printed or graded. Your text will ask you to open documents that have already been created; these documents are on the lab network or on the publisher's web site at [www.mhhe.com/cit/apps/adv](http://www.mhhe.com/cit/apps/adv) Copy them to your data disk. **Just a note:** There may be some errors in the assignments. If you discover any, please tell your instructor or lab assistant.

### Submitting Assignments via the Digital Drop Box in the Tools section of Blackboard.

You will be completing 16 assignments for a grade. Submit your completed assignments to your digital drop box; your instructor will grade your assignments and record them in your grade book in a timely manner. If you have questions about your graded assignments, ask your instructor. This course takes approximately 32 hours of lab time to complete. You wish to complete all assignments within 8-weeks, plan to Submit 2-3 assignments per week. However, the more assignments per week you do Submit, the faster you will complete the course!

When submitting assignments in the drop box:

1. Go to "Check Grade" in Tools and print this document. This is where you will find your grades posted when an assignment has been graded.
2. **When submitting assignments in the drop box in the Title section, you must type in the label as it appears on the Check Grade for reference. That way your instructor will know what assignment you are submitting for a grade.**
3. You need not type in your name or date and time. Blackboard will include this information with every submission automatically.

### Class Schedule - 8 week course

This is only to keep you on task and to complete on time. However, you may choose to complete course assignments in advance and submit them. ***The most difficult part of the Online courses are organizational skills and time management skills.*** Should you fall behind this schedule, I suggest you consider dropping before the drop date! If you do not drop this course by February 18 or a grade of FW will be given to those who have submitted no work and a F to those who have submitted any portion of the assignments. If you do dropped the course, email your instructor Rose DeMarco at [rdemarco@palomar.edu](mailto:rdemarco@palomar.edu)

### Complete - By

Week 1 – Chapter 1 – January 26 – Saturday  
Week 1 – Chapter 2 – January 30 – Wednesday  
Week 2 – Chapter 3 – February 6 – Wednesday  
Week 3 – Chapter 4 – February 9 – Saturday  
Week 4 – Quiz 1 – February 16 – Saturday

Week 5 – Chapter 5 – February 23 – Saturday  
Week 6 – Chapter 6 – March 2 – Saturday  
Week 7 – Chapter 7 – March 6 – Wednesday  
Week 7 – Chapter 8 – March 9 – Saturday  
Week 6 – Quiz 2 – March 16 – Saturday

Final Exam – March 23 – Saturday

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<b>ASSIGNMENTS</b>				
<b>CHAPTER 1 CREATING A PRESENTATION pages PP3-46</b>				
<i>Chapter 1 is explained in great detail to set your standard of study for all succeeding Chapters.</i>				
<b>CHAPTER</b>	<b>PAGE</b>	<b>WHAT TO STUDY</b>	<b>SPECIAL INSTRUCTIONS</b>	
1	PP-5	Case Study	The PowerPoint Seminar covers Chapter 1 concepts.  Tristar Development. Read for overview of what you will learn and apply in Chapter 1.	
1.1	PP5-11	Getting Started with PP	Work through each subsection, studying the FEATURE and METHOD and completing the PRACTICE.	
1.1	PP-11	Self-Check	Answer this question for your own information. Answers to Self-Check questions are in the back of the book, beginning on page EM/PP-1.	
1.2	PP11-25	Creating A New Presentation	Follow your study procedure from above.	
1.2	PP-25	Self-Check	Answer this question for your own information. Answers to Self-Check questions are in the back of the book, beginning on page EM/PP-1.	
1.3	PP25-31	Managing Files	Follow your study procedure from above. Don't forget to answer the Self-Check question 1.3 for your review.	
1.4	PP31-34	Previewing and Printing	Follow your study procedure from above. Don't forget to answer the Self-Check question 1.4 for your review.	
1.5	PP35-37	Chapter Review	Excellent review of all commands and terms learned!	
1.6	PP38-40	Review Questions	The answers to the Review Questions are located in the Assignments Tab.	
<b>Complete and submit the following Chapter 1 Projects and Case Problems:</b>				
<b>CHAPTER</b>	<b>PAGE</b>	<b>FILENAME</b>	<b>SPECIAL INSTRUCTIONS</b>	<b>GRADE</b>
1.7.2	PP41-42	Monashee Open House		
1.7.3	PP42-43	Coldstream Marketing		
1.8	PP44-45	Kenyon Update	<b>Complete #1 (without the email), #2, and #3; submit, via the Digital Drop box in Tools, after #3.</b>	

## CHAPTER 2 DEVELOPING A PRESENTATION pages PP51-94

2	PP51-84		<p>Follow the detailed process you established in Chapter 1: study the introductory text under each specific section; study the FEATURE; study the METHOD that summarizes the concept; complete the PRACTICE. Don't forget to answer each Self-Check question at the end of each section and to complete the Chapter Review and Review Questions.</p> <p>PP-1 lecture covers the concepts in Chapters 2 and 3.</p>	
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### Complete and submit the following Chapter 2 Projects and Case Problems:

CHAPTER	PAGE	FILENAME	SPECIAL INSTRUCTIONS	GRADE
2.7.2	PP89-90	Monashee Animation		
2.7.5	PP92	Wally's Widgets		
2.8 Case Problems	PP92-94	Thesis	<b>Complete and save #1-4, but only submit, via the Digital Drop box in Tools, after #4.</b>	

## CHAPTER 3 WORKING WITH TEXT pages PP97-132

3	PP97-126		<p>Follow the detailed process you established in Chapter 1</p> <p>PP-1 Lecture covers the concepts in Chapters 2 and 3.</p>	
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### Complete and submit the following Chapter 3 Projects and Case Problems:

CHAPTER	PAGE	FILENAME	SPECIAL INSTRUCTIONS	GRADE
3.6.2	PP128-29	Staff Meeting		
3.6.6	PP131	Birdhouse Construction		
3.7 Case Problems	PP131-132	Shareholders	<b>Complete and save #1-4, but only submit, via the Digital Drop box in Tools, after #4.</b>	

## CHAPTER 4 JAZZING UP YOUR PRESENTATIONS pages PP137-168

4	PP137-162		<p>Follow the detailed process you established in Chapter 1.</p> <p>PP-2 Lecture covers the concepts in Chapters 4 and 5.</p>	
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### Complete and submit the following Chapter 4 Projects and Case Problems:

CHAPTER	PAGE	FILENAME	SPECIAL INSTRUCTIONS	GRADE
4.6.1	PP163-64	Cycling		
4.6.4	PP166	Design		
4.6.5	PP166	Monster	Have fun!	
4.7 Case	PP167-68	Walters	<b>Complete and save #1-4, but only submit, via the Digital Drop box in Tools, after #4.</b>	

Problems				
<b>TAKE QUIZ 1 COVERING CHAPTERS 1 through 4</b> (Multiple Choice, 35 points); see instructor or lab assistant. When you have completed the Quiz, please return it directly to the instructor or lab assistant				
<b>CHAPTER 5 PREPARING TO DELIVER A PRESENTATION pages PP173-205</b>				
5	PP173-199		Follow the detailed process you established in Chapter 1. PP-2 Lecture covers the concepts in Chapters 4 and 5.	
<b>Complete and submit the following Chapter 5 Projects and Case Problems:</b>				
CHAPTER	PAGE	FILENAME	SPECIAL INSTRUCTIONS	GRADE
5.6.3	PP202	Environment		
5.6.4	PP203	Spiderman Services	<b>Submit via the Digital Drop box in Tools.!</b>	
5.6.6 Case Problems	PP204	School Fair	This exercise assumes that you have completed 5.6.5. Apply different slide layouts; use clip art or graphics or photos. Be creative and use everything you have learned through Chapter 5! <b>Note:</b> You do <u>NOT</u> have to create the overhead transparencies. <b>Submit via the Digital Drop box in Tools.</b>	
<b>CHAPTER 6 CUSTOMIZING PRESENTATIONS pages PP209-268</b>				
6	PP209-261		Follow the detailed process you established in Chapter 1. PP-3 Lecture covers the concepts in Chapters 6 and 7.	
<b>Complete and submit the following Chapter 6 Projects and Case Problems:</b>				
CHAPTER	PAGE	FILENAME	SPECIAL INSTRUCTIONS	GRADE
6.7.2	PP263-264	Monashee Troubleshooting	<b>Submit via the Digital Drop box in Tools.</b>	
6.7.3	PP264-265	Coldstream Workplace Issues	<b>Submit via the Digital Drop box in Tools</b> the summary slide after #6 and the last slide with the linked Excel file after #16.	
6.7.5	PP266	Video Rentals	Create 5 slides. Be creative and practice everything you have learned through Chapter 6. <b>Submit via the Digital Drop box in Tools.</b>	
6.8	PP266-268	Jade Beach Juice-4	Complete #1-4 but only submit after #4. <b>Submit via the Digital Drop box in Tools.</b>	
<b>CHAPTER 7 DELIVERING PRESENTATIONS pages PP271-309</b>				
7	PP271-302		Follow the detailed process you established in Chapter 1. PP-3 Lecture covers the concepts in Chapters 6 and 7.	
<b>Complete and submit the following Chapter 7 Projects and Case Problems:</b>				
CHAPTER	PAGE	FILENAME	SPECIAL INSTRUCTIONS	GRADE
7.6.2	PP303-304		PRACTICE ONLY—do not submit!	

7.6.3	PP304-305	Coldstream Presentation Ideas	<b>Submit via the Digital Drop box in Tools after #9.</b>	
7.6.5	PP307	Bellissimo	Be creative and practice everything you have learned through Chapter 7. <b>Submit via the Digital Drop box in Tools.</b>	
7.7	PP307-309	Web Genealogy	Complete #1-3; submit after #3. <b>Submit via the Digital Drop box in Tools.</b>	

**CHAPTER 8 DEVELOPING APPLICATIONS IN POWERPOINT pgs PP313-349**

**NOTE ON THIS CHAPTER:** Section 8.3 Customizing Your Workspace, pages 329-336—do NOT practice these steps on the lab computers; practice only on your home or work computers—thanks! Section 8.3.4 is OK to practice in the labs.

**If you practice 8.6.2, 8.6.3, and 8.6.4, do so on your own computers, NOT the lab computers—thanks!**

8	PP313-342		Follow the detailed process you established in Chapter 1. PP-4 Lecture covers the concepts in Chapter 8.	
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**Complete and submit the following Chapter 8 Projects:**

CHAPTER	PAGE	FILENAME	SPECIAL INSTRUCTIONS	GRADE
8.6.1	PP343-344		<b>Submit via the Digital Drop box in Tools,</b> the macro codes after #8.	
8.6.5	PP347	Favorite Macros	Create 3 different macros from the suggested topics; <b>Submit via the Digital Drop box in Tools</b> the macro codes for each (make sure the macros work!)	
8.7	PP347-349		More macro practice if you need it, but nothing to submit.	

**TAKE QUIZ 2 COVERING CHAPTERS 5-8 (Multiple Choice; 33 points); Online Test**

**CHOOSE ONE OF THE OPTIONS BELOW TO COMPLETE THIS COURSE:**

**NOTE:**

**FINAL EXAM**

WHEN ALL WORK HAS BEEN SUBMITTED AND GRADED\*,  
Phone THE INSTRUCTOR OR LAB ASSISTANT to schedule THE FINAL EXAM at 744.1150 Ext. 2497  
**Must be completed at the San Marcos Campus in B-22 by Friday March 22 at 12 pm.**

\*Be sure to check with your instructor prior to taking the final exam to make sure that all of your assignments have been graded and recorded.

**OR**

**PROJECT OPTION :** If you choose to submit a project, you don't have to come into the lab! You can submit it online! You must obtain approval for this project.

- 1. Do you have a presentation you would like to create for work? a professional meeting? a volunteer organization? something else that can utilize many of the features learned in this course? Discuss your ideas with your instructor and complete this project instead of taking the final exam.**
- 2. You can also create a presentation on the topic: "How to use Blackboard for Online Learning" either from the students perspective or the instructor. Your project must contain the following elements:**

- a. At least one slide for each tab on Blackboard: Announcements, Course Documents, Tools, etc.**
- b. Graphics and Sound clips**
- c. Slide Transitions – Self-Running**
- d. Hyperlinks**
- e. Speaker Notes**
- f. Embedded Excel chart and Word documents**