

POWERPOINT SYLLABUS

Program: Office Administration

Prerequisite: Keying speed of 30 wpm

Semester Credit Hours: 3

Length of Course: 16 weeks

Instructional Methodology:

- Tutorial (which is a task-oriented, step-by-step, and screen-by-screen approach to learning)
- Student guide to encourage independent work
- Instructor-assisted flex-entry computer lab
- Lab technician-assisted open computer lab

Course Rationale: This course will provide you with knowledge of specialized skills for a presentation media software application that will enable you to meet the current and future needs of the business world.

Course Description: Instruction in the utilization of presentation software to produce multimedia presentations for course work, professional purposes, and personal use. Graphics, text, sound, animation may be used in presentation development

Course Goals:

- create high-quality presentations for course work, professional purposes, and personal use.
- demonstrate the Microsoft Certified Application Specialist (MCAS) certification skill set. See Appendix G in this text for more information.

Textbook and Required Material:

- *Microsoft PowerPoint 2007 Comprehensive Concepts and Techniques* by Shelly Cashman Sebok, ISBN 13: 978-1-4188-4347-2 or ISBN 10: 1-4188-4347-4
- Textbook available at Eastview Campus Bookstore, 3401 Webberville Rd., Phone 927-1619. Reserve online at <http://austincec.bkstore.com>
- Flash drive

Recommended Materials:

- 1-inch binder
- Highlighter

SCANS (Secretary's [of Labor] Commission on Achieving Necessary Skills)

The following are skills that you will acquire from this course. These are skills that have been identified by industry as being necessary to success in the labor market. An example is given by each skill.

- Creative Thinking—develop your own sound and animation effects.
- Decision Making—evaluate and decide your best choice for clip art.
- Problem Solving—use Help system to figure out how to accomplish a task.
- Visualization—picture information in an attractive and useful format.
- Acquire and Evaluate Information—research and evaluate information from a Web site to create original text and graphics.
- Interpret and Communicate Information—read textual and numerical information and then transform it into a presentation.
- Use Computer to Process Information—use additional software programs such as Excel or Word to manipulate data.
- Select Technology—choose appropriate procedures, tools, or equipment to accomplish tasks.
- Apply Technology to Task—understand the overall intent and proper procedures for setup and operation of the equipment which includes the CPU, keyboard, and printer.
- Manage Self—monitor progress toward course goals and motivate self through goals achievement.

Course Evaluation/Grading:

In order to successfully complete the course, you must complete the assignments for 6 chapters, take 6 theory evaluations, 6 performance evaluations, and one final performance evaluation. A midsession deadline requires that three chapters and exams for the three chapters be completed by midsession. If this requirement is not met, you will be withdrawn from the course. See the Chapter and Evaluation Schedule & Grading Info in this guide.

Final grade will be computed as shown below:

6 Chapter Assignments	25%
6 Theory Evaluations	20%
6 Performance Evaluations	40%
6 Cases & Places	10%
Final Performance Evaluation (optional)	<u>5%</u>
	100%

(If you are satisfied with your grade average without the final, then you can choose to not take the final.)

Final Grade

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

59% & below = F