

PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

**POWERPOINT CBT
OST 1006**

Class Hours: 0.0

Credit Hours: 1.0

Laboratory Hours: 3.0

Date Revised: Fall 09

NOTE: This course is not designed for transfer credit.

Catalog Course Description:

Features, commands, and capabilities of PowerPoint: fundamentals of creating business presentations for delivery via overhead transparencies, electronic slide shows, and paper-based printouts. The course is created specifically to meet the Microsoft Certified Application Specialist program guidelines. It is delivered through Computer Based Training materials; some basic computer-use knowledge is required.

Entry Level Standards:

Basic knowledge of a personal computer and its operation

Prerequisite:

OST 1100 or equivalent

Textbook(s) and Other Course Materials:

- **Microsoft PowerPoint 2007 Complete Concepts and Techniques**; Shelly, Cashman, Sebok, Course Technology, 2007.
- **CaseGrader for Microsoft Office 2007**; Course Technology, 2008

I. Week/Unit/Topic Basis:

Week	Topic
1-3	Email Assignment, Online Entrance Quiz, Chapter 1 in textbook, and Case 1 using CaseGrader Read and complete assignments for Chapter 1 as stated on Class Map.
4-6	Chapter 2 in textbook and Case 2 using CaseGrader Read and complete assignments for Chapter 2 as stated on Class Map.
7-11	Chapter 3 and Chapter 4 in textbook and Case 3 using CaseGrader Read and complete assignments for Chapter 3 and 4 as stated on the Class Map.
12	Study for Application Test
13	Take the Application test at the Main Campus Testing Center over Projects 1, 2, 3 and 4.

II. Course Objectives*:

- A. Demonstrate use of Microsoft PowerPoint. I, II, VI, X
- B. Create and edit presentations using PowerPoint. I, III, VI, IX, X
- C. Print presentations using PowerPoint. I, III, VI, X, XI

*Roman numerals after course objectives reference goals of the OST program.

III. Instructional Processes*:

Students will:

1. Use technology to promote the objectives of this course; specifically, the Internet, email, and presentation graphics applications. *Technological Literacy Outcome*
2. Use email to communicate problems, questions, and issues to instructor. *Communications Outcome*
3. Use a personal computer, browser software, and the Internet, to read and respond to tutorials on how to use the application packages presented in this course to gain user proficiency. *Technological Literacy Outcome*
4. Use the skills and applications taught in exercises from the textbook that simulate real-world applications. *Transitional Strategy*
5. Download applications from the Web and install the applications on the student's personal computer to complete research activities required in exercises. *Active Learning Strategy*

*Strategies and outcomes listed after instructional processes reference TBR's goals for strengthening general education knowledge and skills, connecting coursework to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

IV. Expectations for Student Performance*:

Upon successful completion of this course, the student should be able to:

1. Use Internet resources. (A)
2. Use correspondence tool: email. (A)
3. Copy and download files and programs. (A)
4. Start an application program in Windows 98 or higher. (A)
5. Create, edit, and run a presentation. (A,B)
6. Create a multi-level bulleted list slide. (A,B)
7. Change line spacing on the slide master. (A,B)
8. Print presentation using different print options. (C)
9. Use the PowerPoint help system. (A,B)

10. Use outline view. (A,B)
11. Change the slide layout. (A,B)
12. Insert and modify clip art into a slide. (A,B)
13. Apply animation to text and clip art. (A,B)
14. Apply slide transition effects. (A,B)
15. Add header and footer. (A,B)
16. Create and modify embedded visuals (organizational charts, tables, clip art, etc.). (A,B)
17. Import an outline created in Microsoft Word. (A,B)
18. Use WordArt. (A,B)
19. Create an interactive document. (A,B)
20. Use action buttons and hyperlinks. (A,B)
21. Hide a slide. (A,B)
22. Change the order of slides. (A,B)

*Letters after performance expectations reference the course objectives listed above.

V. Evaluation:

A. Testing Procedures:

70 Percent – Application Test (Test must be taken at the Main Campus Testing Center

Evaluation will consist of an application test. This test will consist of problems similar to the exercises in the textbook. A test disk will be provided and collected which will be used to grade this test.

This test CANNOT be taken past the due date as listed on the calendar.

B. Laboratory Expectations:

N/A

C. Field Work:

N/A

D. Other Evaluation Methods:

- 10 percent - Email assignment, online entrance quiz, and online exit quiz. These three items will be averaged together and will count 10 percent of the total grade. **No late work will be accepted and a grade of zero will be applied to work not submitted by due dates listed on the calendar.**
- 20 percent – Complete the online practice test for each chapter. These tests will consist of multiple choice questions taken directly from the material in the textbook. They can be

retaken until desired score is achieved. The average of these online practice tests will count 20 percent of the total grade. Half-credit will be awarded for any practice test taken after the due date as listed on the calendar up to one week. **No late work will be accepted and a grade of zero will be applied to work not submitted by due dates listed on the calendar.**

E. Grading Scale:

A	93-100
B+	90-92
B	85-89
C+	80-84
C	75-79
D	70-74
F	69 and below

VI. Policies:

A. Attendance Policy:

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of Learning, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Learning. (*Pellissippi State Online Catalog*)

B. Academic Dishonesty:

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular Pellissippi State procedures as a result of academic misconduct, the instructor has the authority to assign an F or a zero for the exercise or examination or to assign an F in the course. (*Pellissippi State Online Catalog*)

C. Accommodations for disabilities:

Students who need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Services for Students with Disabilities (SSWD) in order to receive accommodations in this course. Services for Students with Disabilities may be contacted by going to Goins 134 or 126 or by phone: 694-6751 (Voice/TTY) or 539-7153. More information is available at www.pstcc.edu/departments/swd/.

D. Other:

Computer Usage Guidelines: College-owned or operated computing resources are provided for use by students of Pellissippi State. All students are responsible for the usage of Pellissippi State's computing resources in an effective, efficient, ethical and lawful manner. (*Pellissippi State Online Catalog*)

Technology requirements:

You need to know how to use your computer and how to use the internet:

To complete this course, the following hardware/browser/software are recommended: (As a registered student, you can use the open computer labs at PSTCC.)

Minimum hardware requirements:

See <http://www.microsoft.com/office/evaluation/sysreqs.asp>

Minimum browser requirements:

See <http://www.pstcc.edu/online/specs.html>

Minimum software requirements:

- Windows XP or higher
- MS Office 2007