SECTION I: THE CLASS AND THE INSTRUCTOR

Course Section and Title: INFO 1214 Business Presentations

Instructor Name: Sharyn Leigh

METHODS OF CONTACTING INSTRUCTOR:
In the Omaha Calling Area: 402.457.2870
Metro office telephone number with voicemail: 402.457.2870
Toll free number:1.800.228.9553 Use only during instructor's MCC office hours. Identify yourself as an online student and give the operator your instructor’s MCC office number.

Email: sleigh@mccneb.edu

Metro office location: Fort Omaha, Bldg.#17

Metro office hours: M-F, 8-5

Academic year/quarter: Fall 2009

Date course begins: 8/29/09

Date course ends: 11/16/09

College closed: September 5-7, 2009

Last date to drop course: 10/31/09

SECTION II: THE COURSE

COURSE DESCRIPTION:

The student learns to present data in a quick, concise, and effective manner using Microsoft' PowerPoint presentation software. The student creates text slides, uses drawing tools, adds clip art and prepares a full multi-slide presentation. The mid-term and final projects require the student to present a slideshow to the class, practicing professional behavior, dress, and speaking manner, as well as PowerPoint presentation skills. This course covers the certification objectives for the Microsoft Office Specialist certification.

COURSE PREREQUISITES:

INFO 1001 Information Technology and Literacy
Must be able to do the following:

COURSE OBJECTIVES:

Upon completion of the course, the student will be able to:

1. Prepare, edit, and arrange PowerPoint presentations to meet PowerPoint 2007 proficiency skills.
2. Format and design presentations using objects, autoshapes, color, and text bullets.
3. Enhance slide presentations using WordArt, hyperlinks, clip art, animation, sound effects, transitions, and special fonts.
4. Customize presentations using fill effects, custom color schemes, and graphical slide builds.
5. Plan and integrate sound, video, animation, and scanned image files into presentations.
6. Create slide images and produce them as slides, graphics files, Web pages, or online presentations.
7. Use strategies for merging and integrating source data from different applications using the commands for object linking and embedding of files.
8. Access the Internet and use the browse, search, and hyperlink capabilities of Web browsers.

REQUIRED/SUPPLEMENTAL MATERIALS:

Textbook and other print materials can be purchased through the South Omaha Campus bookstore.

Phone: 402.738.4508

Online: http://www.bkstr.com/

Textbook:


By Nita Rutkosky, EMC Paradigm Publishing

Required Software: PowerPoint 2007. As a credit student you may purchase the Microsoft Office 2007 Professional software package at a special price which includes Word, Access, Excel and PowerPoint. (See the “Start Here” section in the ONLINE course for the internet website for special Metro Community College academic suite pricing.)

You MUST backup your class files. You can use floppies, zip disks, portable USB drives or your hard drive.

COMPUTER REQUIREMENTS:

Your computer hardware, operating system, browser, and peripherals should accommodate reasonable access speed to the Internet, support JAVA and frames, and display a minimum of 256 colors. Information on which web browsers are supported by Angel can be found here: http://www.mccneb.edu/online/browsers.asp

Recommended PC Requirements:

at least a Pentium class processor 100Mhz or higher

32MB or more memory (RAM)

28.8 kbps or faster modem (You may find this connection is too slow and you may consider downloading files at school to a removable memory device that would work with your home computer.) Windows 95,98,NT,2000, XP or Vista
SECTION III: INSTRUCTOR RESPONSIBILITIES

METHODS OF INSTRUCTION:

Class will consist of lectures, demonstrations and collaborative work.

METHODS OF ASSESSING STUDENT PROGRESS:

Students will be evaluated on the basis of examinations, lab assignments, presentations, class participation and projects.

SELECTED TESTING/ASSESSMENT METHODS:

Theory tests, applications assessments, online quizzes and classroom participation will be used to assess your course progress.

LATE ASSIGNMENTS:

Assignments submitted past the due date will lose 10% per day for up to one week and will then receive a grade of 0. No assignments will be accepted after the test has been given.

CRITERIA FOR DETERMINING FINAL COURSE GRADE:

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<tbody>
<tr>
<td>Concept Checks</td>
<td>8 @ 10 pts</td>
<td>80</td>
</tr>
<tr>
<td>Skills Check Assessments</td>
<td>37 @ 10 pts</td>
<td>370</td>
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<tr>
<td>Intro PowerPoint</td>
<td>1 @ 20 pts</td>
<td>20</td>
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<tr>
<td>Quizzes</td>
<td>8 @ 20 pts</td>
<td>160</td>
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<tr>
<td>Midterm Exam</td>
<td>1 @ 100 pts</td>
<td>100</td>
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<tr>
<td>Final Exam</td>
<td>1 @ 100 pts</td>
<td>100</td>
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<tr>
<td>Final Rough Draft</td>
<td>1 @ 25 pts</td>
<td>100</td>
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<tr>
<td>Final Presentation</td>
<td>1 @ 75 pts</td>
<td>100</td>
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<tr>
<td>Discussion/Participation</td>
<td>18 @ 5 pts</td>
<td>70</td>
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*Extra credit opportunities may be made available during the quarter. Watch for them in the course readings, instructor emails or discussion postings.

MAINTENANCE OF STUDENT RECORDS:

The instructor will keep a record of exam grades, quiz, and assignment grades for one year.

SECTION IV: STUDENT RESPONSIBILITIES

METHOD OF LEARNING:

Read and study the textbook, use supplements as directed. Read and study the text material for each section. Take notes for yourself as you progress through the course outlining important ideas and examples.
Keep in touch with your instructor and your classmates. You are encouraged to be touch with the instructor by telephone and Internet as deemed necessary. See Section I of this syllabus.

Use the Angel course email to interact with your instructor and your fellow students one-on-one.

Quizzes and tests should be taken online during the time periods listed in the schedule, and grade deductions will be as listed in Section III under Grading Procedures.

Complete other assignments and embedded evaluations as specified by your instructor.

Metropolitan Community College uses Microsoft products as its standard software. We recommend that you submit your assignments in .ppt or .pptx and .doc and docx.

STUDENT WITHDRAWAL:

It is strongly suggested that you work with the course materials and web resources within the first few days of the class. As soon as you experience “challenges” you should contact your instructor to discuss options. If you cannot complete this course, you should officially withdraw by calling Central Registration, (402) 457-5231. Failure to officially withdraw will result in either an instructor withdraw (W) or failing (F) grade.

ACADEMIC HONESTY STATEMENT:

Students are reminded that materials used in connection with this course may be subject to copyright protection. Additional information about copyright is provided on the library web page at http://www.mccneb.edu/library, by your instructor, or by the College’s Copyright Officer. In response to incidents of student dishonesty (cheating, plagiarism, etc.), the College imposes specific actions that may include receiving a failing grade on a test, failure in the course, suspension from the College, or dismissal from the College. The disciplinary procedures are available in the Counseling/Advising Centers.

When you use the communication tools in this course it is vital that you respect the opinions and views of other students, refrain from slander and derogatory statements, and maintain the confidentiality of thoughts and ideas expressed by other students. You may wish to take the netiquette quiz and review the information at http://www.albion.com/netiquette

USE OF STUDENT WORK:

The ownership of student works submitted in fulfillment of classroom requirements shall remain with the student(s): By enrolling in classes offered by Metropolitan Community College, the student gives the College license to mark on, modify, and retain the work as may be required by the process of instruction, as described in the course syllabus. The institution shall not have the right to use the work in any other manner without the written consent of the student(s).

ASSESSMENT OF STUDENT LEARNING PROGRAM:

Metropolitan Community College is committed to continuous improvement of teaching and learning. You may be asked to help us to accomplish this objective. For example, you may be asked to respond to surveys or questionnaires. In other cases, tests or assignments you are required to do for this course may be shared with faculty and used for assessment purposes.
INFORMATION SOURCES:

Information about the college can be accessed through the College Web Site http://www.mccneb.edu

TECHNOLOGY RESOURCES:

By using the information technology systems at MCC (including the computer systems and phones) you acknowledge and consent to the conditions of use as set forth in the Metropolitan Community College Procedures Memorandum on Acceptable Use of Information Technology and Resources. It is your responsibility as a student to be familiar with these procedures. The full text of the Procedures Memorandum may be found at the following website: http://www.mccneb.edu/itprocedures.htm

EDUCATIONAL SERVICES PROGRAM AREA IDENTIFICATION:

Program Area: Computer Technology and Visual Arts

Dean: Tom Pensabene

Academic Dean's office phone: 402.457.2660

SECTION V: COURSE SCHEDULE INFORMATION:

All activity, test dates, and other important dates are also listed in the Angel course calendar. You should check the dates on the course calendar and coordinate it with your home/business calendar to successfully meet the requirements of this course.