CIS182 COURSE OUTLINE

Course Number: CIS182
Course Title: PC Application: Presentation
Credits: 3

Hours: Lecture/Lab: 2/2
Pre-requisite: IST101 or equivalent experience

Catalog description:
Students use Microsoft PowerPoint software to create and customize presentations, including insertion of tables, flowcharts and organization charts. Students work with objects, lines, fills and colors, text manipulation, drawing techniques, animation and slide show effects. 2 lecture/2 laboratory hours

Required texts/other materials:
Text: See syllabus for current textbook
Software: See syllabus for current software.
Supplies: Transportable storage media, such as zip, flash, or cloud storage.
Handouts: Instructor will provide information on obtaining this material.

Revision date: Fall 2016
Course coordinator: Kristen H. Callahan
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Course Competencies/Goals:
The student will be able to:
1. Understand what presentation software can be used for and specifically, how to use the most important and common features of Microsoft PowerPoint
2. Demonstrate effective and powerful use of presentation software
3. Successfully plan, create, and present a digital presentation.

Course-specific General Education Knowledge Goals and Core Skills.

General Education Knowledge Goals
Goal 1. Communication. Students will communicate effectively in both speech and writing.
Goal 4. Technology. Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.

MCCC Core Skills
Goal A. Written and Oral Communication in English. Students will communicate effectively in speech and writing, and demonstrate proficiency in reading.
Goal B. Critical Thinking and Problem-solving. Students will use critical thinking and problem solving skills in analyzing information.
Goal D. Information Literacy. Students will recognize when information is needed and have the knowledge and skills to locate, evaluate, and effectively use information for college level work. 

Goal E. Computer Literacy. Students will use computers to access, analyze or present information, solve problems, and communicate with others.

Goal F. Collaboration and Cooperation. Students will develop the interpersonal skills required for effective performance in group situations.

Units of study in detail:
CREATING A PRESENTATION

**Learning Objectives**
*The student will be able to…*

1. Open and view an existing PowerPoint presentation
2. Switch views and navigate a presentation
3. View a presentation in Slide view
4. Create a presentation using the AutoContent Wizard
5. Add, move, and delete slides
6. Promote and demote text in the Outline tab
7. Create speaker notes for slides
8. Check the spelling and style in a presentation
9. Preview and print slides
10. Print outlines, handouts, and speaker notes

APPLYING AND MODIFYING TEXT AND GRAPHIC OBJECTS

**Learning Objectives**
*The student will be able to…*

1. Create a presentation from a template
2. Apply a new template
3. Insert, resize, and recolor a clip-art image
4. Modify the design using the slide master
5. Insert a bitmap image on a slide
6. Reformat text and resize text boxes
7. Apply a second design template
8. Insert tab stops to align text
9. Change the layouts of existing slides
10. Reposition text boxes

APPLYING AND MODIFYING TEXT AND GRAPHIC OBJECTS

**Learning Objectives**
*The student will be able to…*

1. Create and modify a table
2. Create a diagram using the Diagram Gallery
3. Draw a simple graphic using AutoShapes
4. Modify and rotate on AutoShape graphic
5. Insert and rotate text boxes
6. Create a summary slide

CUSTOMIZING AND PREPARING A PRESENTATION

**Learning Objectives**
*The student will be able to…*
1. Insert slides from another presentation
2. Create and apply a custom design template
3. Apply graphics and sounds
4. Add a textured background

CUSTOMIZING AND PREPARING A PRESENTATION

*Learning Objectives*
*The student will be able to…*

1. Create a chart (graph)
2. Create an organization chart
3. Apply slide transitions and animations
4. Use the pointer pen during a slide show
5. Hide slides in a presentation
6. Prepare a presentation to run on another computer

PLANNING & DEVELOPING YOUR PRESENTATION

*Learning Objectives*
*The student will be able to…*

1. Write a statement of purpose for your presentation and determine your desired outcome
2. Analyze the needs and expectations of your audience
3. Assess the situation in which you’ll give your presentation
4. Select an appropriate medium for your presentation
5. Limit your topic to provide focus
6. Outline the general organization of a presentation
7. Develop an effective introduction, body, and conclusion

GIVING YOUR PRESENTATION

*Learning Objectives*
*The student will be able to…*

1. Select and create appropriate and effective visuals
2. Present visuals effectively
3. Choose an appropriate delivery method
4. Prepare for questions from the audience
5. Overcome nervousness and control your speaking anxiety
6. Improve delivery
7. Analyze nonverbal communication
8. Give a collaborative presentation
9. Set up for a presentation

INTEGRATING POWERPOINT WITH OTHER PROGRAMS AND COLLABORATING WITH WORKGROUPS

*Learning Objectives*
*The student will be able to…*

1. Apply a template from another presentation
2. Import, modify, and export a Word outline
3. Import graphics into a presentation
4. Embed and modify a table from Word
5. Link and modify an Excel chart
6. Add links to slides within a presentation and to other presentations
APPLYING ADVANCED SPECIAL EFFECTS IN PRESENTATIONS

**Learning Objectives**
The student will be able to…

1. Copy a slide to another application
2. Copy a slide to another slide as a picture object
3. Apply complex animation and sound effects to a presentation
4. Download clip art from Microsoft Office Online
5. Insert an audio track from a CD into a presentation
6. Record a narration
7. Manipulate background objects on a slide
8. Set up a self-running presentation
9. Use drawings and diagrams from other applications in a PowerPoint presentation
10. Apply callouts to a diagram
11. Create and edit a custom show

CREATING SPECIAL TYPES OF PRESENTATIONS

**Learning Objectives**
The student will be able to…

1. Create a banner and prepare a multiple-page and single-page poster
2. Insert revision marks and comments
3. Compare presentation versions
4. Review revisions to a presentation
5. Create a Web presentation using custom, animated action buttons

**Evaluation of student learning:**
There are frequent assignments, quizzes, and projects that require the student to demonstrate an understanding of concepts and mastery of skills.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Portion of Semester Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams</td>
<td>50%</td>
</tr>
<tr>
<td>Projects</td>
<td>40%</td>
</tr>
<tr>
<td>Homework and Participation</td>
<td>10%</td>
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</tbody>
</table>

**Academic Integrity Statement:**

Mercer County Community College is committed to Academic Integrity -- the honest, fair and continuing pursuit of knowledge, free from fraud or deception. Students are expected to be responsible for their own work. Academic Integrity is violated whenever a student:

A. Uses or obtains unauthorized assistance in any academic work.
B. Gives fraudulent assistance to another student.
C. Knowingly represents the work of others as his/her own, or represents previously completed academic work as current.
D. Fabricates data in support of an academic assignment.
E. Inappropriately or unethically uses technological means to gain academic advantage.

Violators of Academic Integrity will be penalized and in all cases, the instructor shall notify the Chair of the Academic Integrity Committee of the violation. Additional penalties may be imposed.

Refer to policy posted online for full statement: [http://www.mccc.edu/admissions_policies_integrity.shtml](http://www.mccc.edu/admissions_policies_integrity.shtml)

**Reasonable Accommodations for Students with Documented Disabilities:**

Mercer County Community College is committed to supporting all students in their academic and co-curricular endeavors. Each semester, a significant number of students document disabilities, which may require learning, sight, hearing, manual, speech, or mobility accommodations to ensure access to academic and co-curricular activities. The college provides services and reasonable accommodations to all students who need and have a legal entitlement to such accommodations.

For more information regarding accommodations, you may visit the Office of Academic Support Services in LB218 or contact them at 609.570.3422.