

IT104 PRESENTATION GRAPHICS

<p>Required Media/Equipment/Software:</p> <p>Custom packaged ISBN: 9781256476160</p> <p>Gaskin, S.. <i>GO! with Microsoft PowerPoint 2010, Comprehensive w/ MyITLab & MS Office 180 Trial for Delta Career Education</i> 1st Edition. 2011 ISBN-13: 9780135098837, 9780132666404, & 9780132556583.</p> <p>Notebook, pen, pencil, highlighter, and floppy disk or USB drive (may be bundled with text).</p>
<p>Resources:</p> <p>Library materials, periodicals, newspapers, and Internet resources may be used for research and other purposes.</p>
<p>Course Objectives:</p> <p>Upon successful completion of this course, the student will be able to:</p> <ol style="list-style-type: none"> 1. Gain a working knowledge of presentation software 2. Create and deliver effective presentations. 3. Use available software enhancements to customize a presentation 4. Integrate presentations with other software program capabilities 5. Create alternate types of materials with presentation software 6. Develop skills to apply to certification.
<p>Topical Outline:</p> <ol style="list-style-type: none"> 1. Presentation Development 2. Presentation Customization 3. Developing Advanced Presentation Techniques 4. Making Presentations Available in other mediums 5. Planning and Presentation techniques

SESSION	<p align="center">IN CLASS HOURS</p> <p align="center">DISCUSSION TOPICS and/or LAB ACTIVITIES</p> <p align="center">Class Discussion topics may be pulled from your text, assigned websites, or other resources as determined by your instructor.</p> <p align="center">In class hours may include discussion, demonstration, review, presentation or lab activities</p>	<p align="center">OUT OF CLASS HOURS</p> <p align="center">STUDY/PREP/REVIEW</p> <p align="center">Please refer to the Study/Prep/Review hours identified on your syllabus to identify the additional hours outside class necessary to prepare for and demonstrate to your instructor your achievement of the course objectives.</p>	<p align="center">NOTES</p> <p align="center">DUE DATES</p>
1	<p>Welcome & Introduction</p> <p>Course Overview (Syllabus, Course Outline)</p> <p>Classroom Procedures</p> <p>Introduction to Book on CD capabilities, Introduce Textbooks, Review TOC as Course Guide: Review IC³ Certification Standard if offered and the Microsoft Specialist Certification opportunities</p>	<p>Determine how you will save and store your files for this class and other classes you may be taking. What is your backup plan?</p>	<p>Local access permissions may vary, check with IT</p> <p>Analyze student/ class background & capabilities</p> <p>Lab computers may deny access to control panel and installation capabilities. Material may be demonstrated by Instructor</p>

2	<p>Review Logon Procedures, Startup & Shutdown</p> <p>Review Storage/Download Procedures</p> <p>Set up Tracking disk</p> <p>Use & Care of USB flash drives – portable storage device or external storage device</p> <p>Online Testing/Assignments</p> <p>Procedures if applicable</p>	Project 1C: Tour Hawaii, pp. 86-88	
3	<p><i>Chapter 1. Getting Started with Microsoft Office PowerPoint</i></p> <ul style="list-style-type: none"> • Create a New Presentation • Edit a Presentation in Normal View • Add Pictures to a Presentation • Print and View a Presentation <p>In Class Activity: Project 1A: Company Overview, pp. 50-69</p> <p>MyITLab: PowerPoint Chapter 1 Project 1A Student Video</p>		
4	<p><i>Chapter 1. Getting Started with Microsoft Office PowerPoint</i></p> <ul style="list-style-type: none"> • Edit an Existing Presentation • Format a Presentation • Use Slide Sorter View • Apply Slide Transitions <p>In Class Activity: Project 1B: New Product Announcement, pp. 70-83</p> <p>MyITLab: PowerPoint Chapter 1 Project 1B Student Video</p>	<p>Matching and Multiple Choice, pp. 84-85</p> <p>Project 1D: Luau Information, pp. 89-91</p>	
5	<p><i>Chapter 2. Formatting PowerPoint Presentations</i></p> <ul style="list-style-type: none"> • Format Numbered and Bulleted Lists • Insert Clip Art • Insert Text Boxes and Shapes • Format Objects <p>In Class Activity: Project 2A: Employee Training Presentation, pp. 108-129</p> <p>MyITLab: PowerPoint Chapter 2 Project 2A Student Video</p>	Project 2C: Concerts, pp. 146-148	
6	<p><i>Chapter 2. Formatting PowerPoint Presentations</i></p> <ul style="list-style-type: none"> • Remove Picture Backgrounds and Insert WordArt • Create and Format a SmartArt Graphic 	<p>Matching and Multiple Choice, pp. 144-145</p> <p>Project 2D: Corporate Events, pp. 149-151</p>	

	<p>In Class Activity: Project 2B: Event Announcement, pp. 130-143</p> <p>MyITLab: PowerPoint Chapter 2 Project 2B Student Video</p>		
7	<p>MyITLab: PowerPoint Chapter 1 Skill-Based Training MyITLab: PowerPoint Chapter 2 Skill-Based Training</p> <p>In Class Activity: Complete Project 1G: Volcano Tour, pp. 96-97 In Class Activity: Complete Project 2G: Orientation, pp. 156-157</p>		
8	Quiz		
9	<p><i>Chapter 3. Enhancing a Presentation with Animation, Video, Tables, and Charts</i></p> <ul style="list-style-type: none"> • Customize Slide Backgrounds and Themes • Animate a Slide Show • Insert a Video <p>In Class Activity: Project 3A: Informational Presentation, pp. 168-191 MyITLab: PowerPoint Chapter 3 Project 3A Student Video</p>	Project 3C: Lake, pp. 206-208	
10	<p><i>Chapter 3. Enhancing a Presentation with Animation, Video, Tables, and Charts</i></p> <ul style="list-style-type: none"> • Create and Modify Tables • Create and Modify Charts <p>In Class Activity: Project 3B: Summary and Analysis Presentation, pp. 192-203 MyITLab: PowerPoint Chapter 3 Project 3B Student Video</p>	<p>Matching and Multiple Choice, pp. 204-205</p> <p>Project 3D: School Enrollment, pp. 209-211</p>	
11	<p><i>Chapter 4: Creating Templates and Reviewing, Publishing, and Protecting Presentations</i></p> <ul style="list-style-type: none"> • Create Custom Template by Modifying Slide Masters • Apply a Custom Template to a Presentation <p>In Class Activity: Project 4A: Instructional Presentation, pp. 232-254 MyITLab: PowerPoint Chapter 4 Project 4A Student Video</p>	Project 4C: Night Owls, pp. 274-276	
12	<p><i>Chapter 4: Creating Templates and Reviewing, Publishing, and Protecting Presentations</i></p> <ul style="list-style-type: none"> • Create and Edit Comments • Prepare a Presentation for Distribution • Protect a Presentation 	<p>Matching and Multiple Choice, pp. 272-273</p> <p>Project 4D: Nagursky Taxes, pp. 277-278</p>	

	<p>In Class Activity: Project 4B: Commented Presentation, pp. 255-271</p> <p>MyITLab: PowerPoint Chapter 4 Project 4B Student Video</p>		
13	<p>MyITLab: PowerPoint Chapter 3 Skill-Based Training MyITLab: PowerPoint Chapter 4 Skill-Based Training</p> <p>Project 3G: Restaurants, pp. 216-217 Project 4G: Film Production, pp. 283-284</p>		
14	Quiz		
15	<p><i>Chapter 5. Applying Advanced Graphic Techniques and Inserting Audio and Video</i></p> <ul style="list-style-type: none"> • Use Picture Corrections • Add a Border to a Picture • Change the Shape of a Picture • Add a Picture to a WordArt Object • Enhance a Presentation with Audio and Video <p>In Class Activity: Project 5A: Overview Presentation, pp. 294-320</p> <p>MyITLab: PowerPoint Chapter 5 Project 5A Student Video</p>	Project 5C: Celtic Instruments, pp. 334-336	
16	<p><i>Chapter 5. Applying Advanced Graphic Techniques and Inserting Audio and Video</i></p> <ul style="list-style-type: none"> • Use Picture Corrections • Add a Border to a Picture • Change the Shape of a Picture • Add a Picture to a WordArt Object • Enhance a Presentation with Audio and Video <p>In Class Activity: Project 5E: Reggae Music, pp. 339-340</p>		
17	<p><i>Chapter 5. Applying Advanced Graphic Techniques and Inserting Audio and Video</i></p> <ul style="list-style-type: none"> • Create a Photo Album • Edit a Photo Album and Add a Caption • Crop a Picture <p>In Class Activity: Project 5B: Business Photo Album, pp. 321-331</p> <p>MyITLab: PowerPoint Chapter 5 Project 5B Student Video</p>	Project 5D: Celtic Album, pp. 337-338 Matching and Multiple Choice, pp. 332-333	
18	<p><i>Chapter 5. Applying Advanced Graphic Techniques and Inserting Audio and</i></p>	Project 5H: Caribbean Music and Strings and Album, pp.	

	<p><i>Video</i></p> <ul style="list-style-type: none"> • Create a Photo Album • Edit a Photo Album and Add a Caption • Crop a Picture <p>In Class Activity: Project 5F: CD Cover, pp. 341-342</p>	345	
19	<p>MyITLab: PowerPoint Chapter 5 Skill-Based Training</p> <p>In Class Activity: Project 5G: Jazz Origins and Percussion Album, pp. 343-344</p> <p>In Class Activity: Project 5I: Salsa Music and Latin Album, pp. 346-347</p>		
20	Quiz		
21	<p><i>Chapter 6. Delivering a Presentation</i></p> <ul style="list-style-type: none"> • Apply and Modify Slide Transitions • Apply Custom Animation Effects • Modify Animation Effects <p>In Class Activity: Project 6A: Informational Presentation, pp. 354-377</p> <p>MyITLab: PowerPoint Chapter 6 Project 6A Student Video</p>	Project 6C: Vintage Car, pp. 408-410	
22	<p><i>Chapter 6. Delivering a Presentation</i></p> <ul style="list-style-type: none"> • Apply and Modify Slide Transitions • Apply Custom Animation Effects • Modify Animation Effects <p>In Class Activity: Project 6E: Race Car, pp. 415-416</p>		
23	<p><i>Chapter 6. Delivering a Presentation</i></p> <ul style="list-style-type: none"> • Insert Hyperlinks • Create Custom Slide Shows • Present and View a Slide Presentation <p>In Class Activity: Project 6B: Advertisement Presentation, pp. 378-405</p> <p>MyITLab: PowerPoint Chapter 6 Project 6B Student Video</p>	Project 6D: Safety, pp. 411-414 Matching and Multiple Choice, pp. 406-407	
24	<p><i>Chapter 6. Delivering a Presentation</i></p> <ul style="list-style-type: none"> • Insert Hyperlinks • Create Custom Slide Shows • Present and View a Slide Presentation <p>In Class Activity: Project 6F: Custom Detail, pp. 417-418</p>	Project 6H: Staff, pp. 421	

25	<p>MyITLab: PowerPoint Chapter 6 Skill-Based Training</p> <p>In Class Activity: Project 6G Repairs, pp. 419-420</p> <p>In Class Activity: Project 6I: Auto Show, pp. 422-423</p>		
26	Quiz		
27	<p><i>Chapter 7. Presentations Using Tables and Pie Charts</i></p> <ul style="list-style-type: none"> • Add a Table to a Presentation • Add or Delete Table Rows, Columns, or Cells • Move and Size a Table • Modify a Table <p>In Class Activity: Project 7A. Tabular Presentation, pp. 434-457</p> <p>MyITLab: PowerPoint Chapter 7 Project 7A Student Video</p>	Project 7C: Job Fairs, pp. 476-479	
28	<p><i>Chapter 7. Presentations Using Tables and Pie Charts</i></p> <ul style="list-style-type: none"> • Add a Table to a Presentation • Add or Delete Table Rows, Columns, or Cells • Move and Size a Table • Modify a Table <p>In Class Activity: Project 7E. Surveys, pp. 483-484</p>		
29	<p><i>Chapter 7. Presentations Using Tables and Pie Charts</i></p> <ul style="list-style-type: none"> • Create and Modify Pie Charts • Create and Apply a Chart Template • Apply Animation to a Chart <p>In Class Activity: Project 7B. Chart Presentation, pp. 458-473</p> <p>MyITLab: PowerPoint Chapter 7 Project 7B Student Video</p>	Project 7D: Attendee Survey, pp. 480-482 Multiple Choice and Matching, pp. 474-475	
30	<p><i>Chapter 7. Presentations Using Tables and Pie Charts</i></p> <ul style="list-style-type: none"> • Create and Modify Pie Charts • Create and Apply a Chart Template • Apply Animation to a Chart <p>In Class Activity: Project 7F. Statistics, pp. 485-486</p>	Project 7H: Job Portfolio, pp. 489	
31	MyITLab: PowerPoint Chapter 7 Skill-Based Training		

	<p>In Class Activity: Project 7G: Fair Types, pp. 487-488</p> <p>In Class Activity: Project 7I: Interview Primer, pp. 490-491</p>		
32	Quiz		
33	<p><i>Chapter 8. Presentations Using Tables and Publishing Presentations</i></p> <ul style="list-style-type: none"> • Draw Tables • Modify a Table Using the Draw Borders Features <p>In Class Activity: Project 8A. Tabular Presentation, pp. 498-513</p> <p>MyITLab: PowerPoint Chapter 8 Project 8A Student Video</p>	Project 8C: Recruiting, pp. 534-537	
34	<p><i>Chapter 8. Presentations Using Tables and Publishing Presentations</i></p> <ul style="list-style-type: none"> • Draw Tables • Modify a Table Using the Draw Borders Features <p>In Class Activity: Project 8E: Retention Rates, pp. 541-543</p>		
35	<p><i>Chapter 8. Presentations Using Tables and Publishing Presentations</i></p> <ul style="list-style-type: none"> • Insert Outline Text from Another Program into a PowerPoint Presentation • Create a Video • Copy a Presentation to a CD, DVD, Network, or Local Drive <p>In Class Activity: Project 8B. Outline-Based Presentation, pp. 514-531</p> <p>MyITLab: PowerPoint Chapter 8 Project 8B Student Video</p>	Project 8D: LCCC Academics, pp. 538-540 Matching and Multiple Choice, pp. 532-533	
36	<p><i>Chapter 8. Presentations Using Tables and Publishing Presentations</i></p> <ul style="list-style-type: none"> • Insert Outline Text from Another Program into a PowerPoint Presentation • Create a Video • Copy a Presentation to a CD, DVD, Network, or Local Drive <p>In Class Activity: Project 8F: LCCC Staffing, pp. 544-545</p>	Project 8H: Service Learning, pp. 548	
37	<p>MyITLab: PowerPoint Chapter 8 Skill-Based Training</p> <p>In Class Activity: Project 8G: Student Clubs, pp. 546-547</p> <p>In Class Activity: Project 8I: Enrollment Trends, pp. 549-550</p>		
38	Quiz		

39	Business Case Activities <i>In Class Activity:</i> Business Running Case 1: Chapters 1–3, pp. 227-230 <i>In Class Activity:</i> Business Running Case 2: Chapters 4–6, pp. 429-431 <i>In Class Activity:</i> Business Running Case 3: Chapters 7–8, pp. 557-559	Organize your portfolio to turn in during the last class session.	
40	Course Wrap Up		

Portfolio Project Assignment

You will be creating a PowerPoint Presentation that you will present to the class.

In selecting your topic for the Presentation, be sure to focus on something that will benefit you in your career. For instance, if you are a Medical Assisting student perhaps you may focus on a training presentation for staff members in a medical office. Any program has an opportunity to create a possible training presentation. Listed below are just some possible suggestions. Brainstorm with your classmates and your instructor to discover additional topics that would be appropriate.

Your final presentation will be something that you will keep in your Professional Portfolio binder. You will be printing copies of this presentation as well as storing on a USB drive. In addition, you will be completing a reflective piece to discuss how the knowledge gained in this class is beneficial to your career.

If you have any questions, please ask your instructor.

Brainstorming:

Career Focus - Programs	Training
Accounting	Filing/paperwork/month end closing
Business Management	Restructure of Business/ Marketing/ Moving to new location
Criminal Justice	Policies/Procedures for storing evidence. Hazardous materials and exposure
Dental Assisting	Cleaning/Storage of equipment Safety
Early Childhood Education	Upcoming events/ special programs
Health Information Technology	Upgrade to ICD-10 Certification Path and continuing education
Information Technology	Policy/Procedures for reporting technical issues Software Upgrades to newest operating system/application software
Medical Assisting	OSHA training First Aid Training Certification path Benefits of being member of AAMA
Massage Therapy	Techniques Spa services available/Promotional
Paralegal	Types of services law firm provides Procedure for handling customer complaints/calls
Surgical Technology	Available options in the area for employment – think of it as a way to encourage others to see this degree
Any of the above suggestions may apply to any of the programs and please do not limit yourself to only those listed here.	

See supplemental Portfolio Template form provided by instructor

**IT104
Presentation Graphics**

NOTES TO INSTRUCTOR

**(not for student distribution)
Modified 4/11**

SAM site <http://sam2010.course.com> ID# T2033642

- **Portfolio Template form is available on the Intranet – under the Ed Services Department and in the Shared Documents folder.**
- There is a lot of material to cover in this course in order to complete the text and objectives.
- New and improved Instructor's Materials that include an Instructor's Manual with ***embedded*** PowerPoint Presentation slides for convenience and ease of usage; PowerPoint Presentation
- The CD can be browsed rather than installed on a local hard drive for security purposes. However all materials are available online. Contact Cengage representative for password to site.
- An online companion center for students with Additional Internet assignments and “CourseCasts”, a downloadable MP3 newsletter. SAM assessment and training set may provide an alternative to Certiport practice exams for the MS Application Specialist.
- Additional projects available. Choose as time allows.
- You may find it helpful to **print copies of Project Instructions and Assessment rubrics ahead of time.**
- Coverage of the text is an appropriate measure for a student to complete the Microsoft Office Certification. The Appendix will be helpful to assist student review.
- Time is framed for Individual student presentations. Depending on the size of the class, topic length may need to be restricted for individual presentations. In larger classes or as an alternative, presentations can be developed and shown en mass with concurrent peer review
- Full installation of the PowerPoint Program is necessary to accommodate all graphics and Templates. Check with your IT or Program Director.
- Depending on student privileges on local network, Templates from the Internet may not be downloaded. They may be made available from shared storage area.