

**Pasadena City College, Fall 2009**  
**BIT 109 Business Software Microsoft PowerPoint**  
**Online Course Sections 3255 and 3449**

**Instructor:** Ms. Alicia Vargas

**Office Phone and Location:** 626-585-7551, R302B

**Email:** Use course email system

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### ***Course Description***

This is a one-semester, two-unit course consisting of introductory through advanced Microsoft PowerPoint 2007 presentation features, including creating, formatting, and viewing presentations. ***The course begins on August 31 and concludes on December 19.***

### ***Text, Materials, and Software***

Before starting the course, you will need these items. Purchase your textbooks either on campus or online through the PCC bookstore.

1. ***GO! with Microsoft Office PowerPoint 2007 Volume 1*** by Gaskin and Vargas, published by Pearson Prentice Hall. ISBN 13: 978-0-13-244798-0
2. ***Beyond Bullet Points*** by Cliff Atkinson, published by Microsoft Press. ISBN 0-7356-2052-0
3. A **flash drive** on which to store your work.
4. This course requires that you have access to a computer with **Internet** capability and on which **Microsoft PowerPoint 2007** is installed. If you would like to work on campus, you may access this software in the BIT Computer Classroom in R202.

### ***Online Class Participation***

***Log into our course and check your email, announcements, and home page at least twice a week!***

Experience has shown that students who complete the work as scheduled on the Class Assignment Sheet have the most success with the course. Plan your schedule accordingly and notify the instructor immediately if you have difficulty completing assignments or tests. You may be required to participate in online class discussions or projects. ***Students who do not submit assignments for more than a two-week period or do not communicate with the instructor in BlackBoard can be dropped from the class by the instructor without notification to the student.***

### **Dropping the Class, W Grades, and Incomplete Grades**

- If you do not attend the orientation or do not communicate with the instructor during the first week of the class, you will be dropped as a No Show.
- If you specifically want to be dropped from the class, it will be your responsibility to do so.
- If you do not submit assignments or communicate with the instructor in BlackBoard for a two-week period, you will be dropped from the class with a W grade. The instructor is not required to notify you of such a drop.

- A grade of W is not computed in your grade-point average, and thus if you are dropped with a W without notice by the instructor, he or she is protecting your transcript from an F grade, which is computed in your GPA. A grade of W is, however, included in the computation of progressive probation.
- A grade of I (Incomplete) identifies unfinished work otherwise passing at a C or better level, indicating that important assignments, the final exam, or a term paper are missing **due to illness or emergency** but can be submitted to complete the course. You and the instructor must agree that an I grade is appropriate, and you must sign an Incomplete form. An I grade is not considered in your GPA but it is included in the computation of progressive probation. You have one year to complete the work; otherwise a default grade will be assigned—C, D, or F.

## ***Grading***

Your grade will be computed based on the points you earn on the assignments, quizzes, discussions, and the final project. The grading scale is as follows:

A = 90-100% of possible points

B = 80-89% of possible points

C = 70-79% of possible points

D = 60-69% of possible points

## ***First Week of the Semester***

***At least one of the following activities must be completed during the first week of the semester or you will be dropped from the course.***

1. During the first week of the semester, attend the first class meeting on **Monday, August 31 from 5:30pm – 6:30pm in R206**. Critical information regarding the final project and the course structure will be provided at this meeting. Contact Ms. Vargas either through the course email or at [axvargas@pasadena.edu](mailto:axvargas@pasadena.edu) if you cannot attend the first class meeting.
2. Post an introduction to the discussion board. To receive credit for this assignment, you must post your introduction by the end of the first week of the course.
3. Complete the course survey. To receive credit for this assignment, you must complete the survey by the end of the first week of the course.

## ***Course Objectives and Assignments (Approximately 800 points)***

- **Using the Go! with Microsoft PowerPoint 2007 textbook, you will**
  1. Demonstrate application knowledge using a project-based approach to create, edit, and format PowerPoint 2007 presentations by applying the skills that you learn in each chapter. (6 chapters, 4-6 projects per chapter, each worth 20 points)
  2. Demonstrate content knowledge of Microsoft PowerPoint 2007 by completing quizzes at the end of chapters 1-5 consisting of 15 matching questions. (5 chapters, 1 quiz per chapter, each worth 15 points for a total of 75 points)

- **Using the Beyond Bullet Points textbook, you will**

1. Analyze presentation design by reviewing and discussing presentation design concepts. You will demonstrate your knowledge of these concepts by responding to discussion board questions and by completing quizzes. (Discussion questions and quizzes worth 10-20 points)

- **Other assignments**

1. Self introduction posted to the discussion board (5 points)
2. Course survey (10 points)
3. Extra credit projects and other assignments as required by the instructor

***Final Project (100 points)***

1. The final project consists of a presentation that you will develop using the skills and design ideas introduced in the course.
2. You may choose any topic in which you are interested. Some ideas include: places to visit, (museums, parks, landmarks, amusement parks, cities, countries), sports, education, ethnicity, art, demographics, industry, careers, recreation, famous people, etc. Many students choose topics that they are interested in for work or school.
3. There are three parts to the project: Choosing a topic (10 points), developing the first draft (30 points), and submitting the final presentation (60 points).
4. Your project must include at least 10 slides and should include appropriate formatting including graphics, colors, and sounds.
5. The project must include at least one table, chart, or diagram. You will learn how to format and create these PowerPoint elements throughout the course.
6. Examples and further information regarding the Final Project will be provided as the course progresses. Your project will be graded based on the following criteria.

| <b>BIT 109 Final Project Grading Rubric</b> |   |    |
|---|---|----|
| Content                                     | Includes a minimum of 10 slides that demonstrate adequate research of the chosen topic. Presentation story is evident with a beginning, middle, and end. Presentation is free of spelling and grammar errors. | 15 |
| Design                                      | Design is appropriate for the chosen topic. For example, if you have chosen a serious topic, the presentation design should not have a cartoon feel.  | 10 |
| Formatting                                  | Good use of fonts and color to create a consistent look and feel throughout the presentation.   | 10 |
| Table/chart/diagram                         | Includes the appropriate use and formatting of at least one table, chart, or diagram.   | 10 |
| Graphics/multimedia                         | Includes the appropriate use of graphics and/or multimedia to illustrate important concepts without cluttering the slides.  | 10 |
| Animation                                   | Animation and transitions applied in a manner that contributes to the flow of the presentation without distracting the viewer.  | 5  |

## Class Schedule (Subject to Change)

| Week | Assignments<br>Due By<br>Saturday: | Specific assignments will be posted in our online course in the<br>Learning Modules page for each chapter  |
|------|------------------------------------|--|
| 1    | September 5                        | Attend first class meeting on <b>Monday, August 31</b> . Obtain text and materials, post introduction to discussion board, complete course survey.                     |
| 2    | September 12                       | <b>Go! with Microsoft PowerPoint 2007</b><br>Chapter 1 Getting Started with PowerPoint 2007  |
| 3    | September 19                       | <b>Go! with Microsoft PowerPoint 2007</b><br>Chapter 2 Designing a PowerPoint Presentation   |
| 4    | September 26                       | <b>Go! with Microsoft PowerPoint 2007</b><br>Chapter 2 Designing a PowerPoint Presentation (continued)   |
| 5    | October 3                          | <b>Beyond Bullet Points</b> —Chapters 1 and 2  |
| 6    | October 10                         | <b>Go! with Microsoft PowerPoint 2007</b><br>Chapter 3 Enhancing a Presentation with Animation, Tables, and Charts   |
| 7    | October 17                         | <b>Go! with Microsoft PowerPoint 2007</b><br>Chapter 3 Enhancing a Presentation with Animation, Tables, and Charts<br>(continued)<br><b>Submit Final Project Topic</b> |
| 8    | October 24                         | <b>Go! with Microsoft PowerPoint 2007</b><br>Chapter 4 Enhance a Presentation with Advanced Tables, Charts, and Animation  |
| 9    | October 31                         | <b>Go! with Microsoft PowerPoint 2007</b><br>Chapter 4 Enhance a Presentation with Advanced Tables, Charts, and Animation<br>(continued)                               |
| 10   | November 7                         | <b>Beyond Bullet Points</b> —Chapters 3 and 4<br><b>Final project first draft due</b>  |
| 11   | November 14                        | <b>Go! with Microsoft PowerPoint 2007</b><br>Chapter 5 Delivering Custom Presentations   |
| 12   | November 21                        | <b>Go! with Microsoft PowerPoint 2007</b><br>Chapter 5 Delivering Custom Presentations (continued)   |
| 13   | November 28                        | <b>Beyond Bullet Points</b> —Chapters 5 and 6  |
| 14   | December 5                         | <b>Go! with Microsoft PowerPoint 2007</b><br>Chapter 6 Create Templates, Photo Albums, and Web Pages   |
| 15   | December 12                        | <b>Go! with Microsoft PowerPoint 2007</b><br>Chapter 6 Create Templates, Photo Albums, and Web Pages (continued)   |
| 16   | December 19                        | <b>Final Project Due at Midnight, December 19.</b>   |

## Getting Started in BIT 109

*The information below should help you get started in this course. Please be sure to read it carefully and contact me by email or phone if you have any questions. I'm looking forward to meeting you online and facilitating your learning in this course! – Ms. Vargas.*

### What are the computer requirements for my course?

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Be sure that you have a computer available to you that has an Internet connection. Additionally, you will need a Windows operating system and **Microsoft PowerPoint 2007**. If you do not have access to a computer with appropriate software you may work in Room R202 at PCC. R202 is open Monday – Thursday 9 a.m. – 8 p.m.; Friday, 9 a.m. – 1 p.m.; Saturday, 9 a.m. – 12 noon.

### What should I do during the first week of class?

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#### 1. Attend the first class meeting

- Attend the first class meeting **on Monday, August 31 in R206 from 5:30 to 6:30 pm.**
- Use the course email to send me a message if you cannot attend the first class meeting. If you are unable to log into the course using the following information, then send me an email at [axvargas@pasadena.edu](mailto:axvargas@pasadena.edu).

#### 2. Log in to your course:

- Go to <http://pcc.blackboard.com>
- Enter your User name. Your User name is your Network ID printed at the bottom of your fee receipt. It is your three initials, in all uppercase letters, followed by the last four digits of the number on your Lancer ID Card (or possibly the last four digits of your Social Security number).
- Enter your Password. Your password is the 4-digit PIN that you used to register.
- In your course list, click BIT 109 to view your course homepage.
- **If you have difficulty logging on, please call the PCC Help Desk at 626-585-7523.**

#### 3. Display and read the information in the Start Here page:

- On the BIT 109 course home page, click **Start Here**.
- Display and read all of the documents on the Start Here page and send me an email if you have any questions regarding any of the documents.

#### 4. Complete your assignments for Week 1

- **Course Survey Assignment.** Check your email for instructions on completing this assignment.
- **Introduction.** Post a brief message to the discussion board introducing yourself to your classmates.
  - a. On the menu at the left side of the course home page window, click the **Discussions** tool.
  - b. Click **Introductions**, click **Create Message**, and type your name in the **Subject** line.
  - c. Type your message, and then click **Post**. Be sure to check the discussion board frequently so that you can read your classmates introductions.

### How do I communicate with my instructor?

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The best way to contact me is through the course email since I check it once or twice a day. You can also call me at 626-585-7551, visit me during office hours, or stop by R202 on Mondays between 2:30 and 5:00 pm.

### How do I email my instructor using Blackboard?

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1. In the course menu on the left side of the course window, click the **Mail** tool.
2. Click **Create Message**, and then in the *To* box, type my name: **Alicia Vargas**
3. Click in the *Subject* box and enter the subject of your email, and then click in the *Message* box and type your message (**you cannot send an email without entering a subject or message!**).
4. Click the **Send** button to send the email.