

Pasadena City College, Spring 2009
BIT 109 Business Software Microsoft PowerPoint
Online Course Section 4819

Instructor: Ms. Alicia Vargas

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

Email: Use course email system

Conference Hours: TBA

Course Description and Student Learning Outcomes

This is an 8-week, two-unit course consisting of introductory through advanced Microsoft PowerPoint 2007 presentation features, including creating, formatting, and viewing presentations. ***The course begins on April 27 and concludes on June 20.*** You will not be able to log in to the course until April 27.

In this course you will use PowerPoint tools and features to construct business presentations that are accurate and well-organized and are appropriate to the audience and purpose.

Text, Materials, and Software

Before starting the course, you will need these items. The textbooks are available from the PCC bookstore. If you cannot come to the campus, you may purchase the text using the PCC online 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

1. Experience has shown that students who complete the work as scheduled on the Class Schedule have the most success with the course. Plan accordingly and notify the instructor immediately if you have difficulty completing assignments or quizzes. Students who do not submit assignments for more than a two-week period may be dropped from the class. ***If you specifically want to be dropped, however, it will be your responsibility to do so.***
2. If you have questions regarding the course, please post the question to the bulletin board. Your classmates may have the same question so when I respond, your classmates will all benefit!

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

1. The first class meeting for this course is scheduled on **Monday, February 23 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 if you were unable to 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 (820 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 for a total of 660 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 for a total of 70 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.

CLASS SCHEDULE (SUBJECT TO CHANGE)

IMPORTANT NOTE: This is an 8-week course!! In order to stay on schedule and complete all of your projects by the end of 8 weeks, plan to spend approximately 6 to 8 hours per week on this course.

Week	Assignments Due By Saturday:	Specific assignments will be posted in our online course in the Learning Modules page for each chapter
1	May 2	<ul style="list-style-type: none"> • Obtain your text and materials • Post your introduction to the discussion board • Complete the course survey.
2	May 9	<ul style="list-style-type: none"> • Go! with Microsoft PowerPoint 2007 Chapter 1: Getting Started with PowerPoint 2007 • Beyond Bullet Points—Chapter 1
3	May 16	<ul style="list-style-type: none"> • Go! with Microsoft PowerPoint 2007 Chapter 2: Designing a PowerPoint Presentation • Beyond Bullet Points—Chapter 2 • Submit Final Project Topic
4	May 23	<ul style="list-style-type: none"> • Go! with Microsoft PowerPoint 2007 Chapter 3: Enhancing a Presentation with Animation, Tables, and Charts • Beyond Bullet Points—Chapter 3
5	May 30	<ul style="list-style-type: none"> • Go! with Microsoft PowerPoint 2007 Chapter 4: Enhance a Presentation with Advanced Table, Chart, and Animation Techniques • Final project first draft due
6	June 6	<ul style="list-style-type: none"> • Go! with Microsoft PowerPoint 2007 Chapter 5: Delivering Custom Presentations • Beyond Bullet Points—Chapter 4
7	June 13	<ul style="list-style-type: none"> • Go! with Microsoft PowerPoint 2007 Chapter 6: Create Templates, Photo Albums, and Web Pages • Beyond Bullet Points—Chapters 5 and 6
8	June 20	Final Project Due at Midnight, April 18.

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?

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. This room is open Monday – Thursday from 9 a.m. to 8 p.m., on Friday from 9 a.m. – 3 p.m., and on Saturday from 8 a.m. – 12 noon.

What should I do during the first week of class?

1. Attend the first class meeting

- Attend the first class meeting **on Monday, February 23 from 5:30pm – 6:30pm in R206.**
- 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.

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.
- Post a brief message to the **Introductions** 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?

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 or visit me during office hour.

How do I email my instructor using Blackboard?

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.

You Can Earn a Certificate of Achievement in Business Information Technology

(As of 2008-09 College Catalog)

Certificates of Completion (12-16.5 Units)		
<p>Office Applications Specialist I (12 Units) BIT 128A Word Level 1 BIT 128B Word level 2 BIT 133A Excel Level 1 BIT 133B Excel Level 2 BIT 105A Access Level 1 BIT 105B Access Level 2 BIT 107 Windows BIT 109 PowerPoint</p>		<p>Office Applications Specialist II (12 Units) BIT 128A Word Level 1 BIT 128B Word level 2 BIT 133A Excel Level 1 BIT 133B Excel Level 2 BIT 108 Microsoft Outlook BIT 109 PowerPoint BIT 123 Microsoft FrontPage and Publisher</p>
<p>Office Assistant (16-16.5 Units) BIT 11A Keyboarding & Document Processing BIT 25 Survey of Computer Technology in Business BIT 102 Spreadsheet Basics (or BIT 133 A or B) BIT 107 Windows</p> <p>BIT 11B Advanced Document Processing BIT 128A Word Level 1 BIT 128B Word level 2 BIT 115 Business Records Skills BIT 124 Administrative Business Procedures</p> <p>See college catalog for recommended electives</p>		<p>Executive Assistant (16 units) BIT 104 Advanced Excel BIT 106 Microsoft Office BIT 107 Windows BIT 108 Microsoft Outlook BIT 122 Internet Research BIT 123 Microsoft FrontPage and Publisher BIT 132 Advanced Access</p>

Certificates of Achievement (18+ Units)		
<p>Data Entry Technician (18-19 Units) ACCTG 101 Bookkeeping-Accounting BIT 11A Keyboarding & Document Processing BIT 100 Word Processing Basics (or BIT 128A or B) BIT 107 Windows</p> <p>BUS 16 Office Machines BIT 25 Survey of Computer Technology BIT 102 Spreadsheet Basics (or BIT 133A or B) BIT 115 Business Records Skills BIT 124 Administrative Business Procedures</p>	<p>Business Software Specialist (25 Units) BIT 11A Keyboarding & Document Processing BIT 25 Survey of Computer Technology in Business. BIT 107 Windows BIT 109 PowerPoint BIT 128A Word Level 1 BIT 128B Word Level 2</p> <p>BIT 133A Excel Level 1 BIT 133B Excel Level 2 BIT 11B Advanced Document Processing BIT 105A Access Level 1 BIT 105B Access Level 2 BIT 108 Office Productivity Software BIT 122 Internet Research BIT 123 Microsoft FrontPage and Publisher</p>	<p>Administrative Assistant (35 Units) BIT 11A Keyboarding & Document Processing BIT 25 Survey of Computer Technology in Business. BUS 9 Introduction to Business BUS 112 Business English (or BUS 11A)</p> <p>BIT 11B Advanced Document Processing BIT 107 Windows BIT 115 Business Records Skills BIT 128A Word Level 1 BIT 128B Word Level 2 BIT 133A Excel Level 1 BIT 133B Excel Level 2 BIT 105A Access Level 1 BIT 105B Access Level 2 BIT 108 Office Productivity Software Tools BIT 109 Successful Office Presentations BIT 122 Internet Research BIT 123 Microsoft FrontPage and Publisher BIT 124 Administrative Business Procedures</p> <p>See college catalog for recommended electives</p>