# COURSE SYLLABUS
Spring 2020

**COURSE TITLE**:         **POFT 1328, Business Presentations**
**MEETING TIME:**         **Section 271; HYBRID**
                              **9:30AM Mondays only**

**INSTRUCTOR**:      Jeannie Coggins
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## OFFICE HOURS:

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|---|---|---|---|
|  | 9:30AM-12:30PM |  | 9:30AM-12:30PM | 9:30AM-11:30AM |

**COURSE DESCRIPTION:** Skill development in planning and conducting business presentations, including communication and media skills

## TEXT AND OTHER MATERIALS:
1.  *PowerPoint 2019,* David W. Beskeen, ©2020, Cengage Learning.
    ISBN: 9780357025710
2.  *Oh No! I Have to Give a Speech!!,* Jim D. Wilhelm,
    ISBN: 9781091193529

1GB+ Flash/Jump drive or Hard drive on a personal computer

## ATTENDANCE POLICY:
Students will check Blackboard at least twice weekly, although daily login is recommended. It is your responsibility to keep up with messages and announcements in Blackboard.

## EVALUATION POLICY:
You will have text reading assignments, text computer assignments, and PowerPoint project assignments. Each assignment will be posted on Blackboard with instruction. No late work will be accepted. Due dates for each assignment are firm. You will have PowerPoint Modules to complete and objective quizzes covering for both textbooks.  You will work from the two textbooks simultaneously, however; you will be asked to complete tasks separately. I will not make assignments in both books due at the same time. All quizzes will be completed via Blackboard. The two PowerPoint Presentations and the Final PowerPoint Project will be presented in class on a Monday morning. Additional detailed instruction will follow with each assignment.

**GRADING POLICY:**
Your semester grade will be calculated as follows:

| | | |
|---|---|---|
| Text 1: *PowerPoint 2019* | | |
| Textbook PowerPoint Modules 1-8 | 15% | |
| Modules 1-8 Quizzes | 15% | |
| Text 2: *Oh No! I Have to Give a Speech!!* | | |
| Chapters 1-9 Quizzes | 15% | |
| Application Challenges | 15% | |
| Other: | | |
| PowerPoint Presentations (2) | 20% | |
| Final PowerPoint Project | 20% | |
| Total | 100% | |

90 - 100 = A    80 - 89 = B    70 - 70 = C    60 - 69 = D    Below 60 = F

**ADA STATEMENT:**
**Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office through the Guidance and Counseling Centers at Reese Center (Building 8) 716-4606, or Levelland (Student Services Building) 716-2577.**

**COURSE OBJECTIVES:**

**PowerPoint 2019 Module 1 – Creating a Presentation**
After completing this module, you will be able to:
- Define presentation software
- Plan an effective presentation
- Examine the PowerPoint window
- Enter slide text
- Add a new slide
- Apply a design theme
- Compare presentation views
- Insert and resize a picture
- Spelling
- Print a PowerPoint presentation

**PowerPoint 2019 Module 2 – Modifying a Presentation**
After completing this module, you will be able to:
- Convert text to SmartArt

- Insert and style shapes
- Rearrange and merge shapes
- Edit and duplicate shapes
- Align and group objects
- Add slide footers
- Set slide transitions and timings

**PowerPoint 2019 Module 3 – Inserting Objects into a Presentation**
After completing this module, you will be able to:
- Insert a text box
- Crop and style a picture
- Insert a chart
- Enter and edit chart data
- Insert slides from other presentations
- Insert a table
- Insert and format WordArt
- Animate objects
- Insert and edit digital video

**PowerPoint 2019 Module 4 – Formatting Slide Masters and Backgrounds**
After completing this module, you will be able to:
- Apply design themes
- Modify masters
- Crop a picture to a shape
- Use slide show commands
- Use proofing and language tools
- Inspect a presentation

**PowerPoint 2019 Module 5 – Working with Advanced Tools and Masters**
After completing this module, you will be able to:
- Use advanced formatting tools
- Insert and modify a picture
- Adjust and format text objects
- Customize advanced animation effects
- Set advanced animation effects
- Use comments
- Combine reviewed presentations
- Insert Zoom links

**PowerPoint 2019 Module 6 – Enhancing Charts and Tables**
After completing this module, you will be able to:
- Insert text from Microsoft Word

- Change chart design and style
- Customize a chart
- Modify chart elements
- Embed an Excel chart
- Link an Excel worksheet
- Create a custom table
- Modify data in a table
- Add effects to table data

**PowerPoint 2019 Module 7 – Inserting Graphics, Media, and Objects**
After completing this module, you will be able to:
- Design a SmartArt graphic
- Enhance a SmartArt graphic
- Customize digital video
- Insert and trim audio
- Edit and adjust a picture
- Add action buttons
- Insert hyperlinks
- Insert and animate 3-D models

**PowerPoint 2019 Module 8 – Delivering Presentations**
After completing this module, you will be able to:
- Work with presentation views
- Customize Handout and Notes masters
- Set up a slide show
- Create a custom show
- Prepare a presentation for distribution
- Deliver a presentation online
- Create a photo album

**Oh No! I Have to Give a Speech!!**

Chapter 1 – Understanding Communication
Chapter 2 – Interviews
Chapter 3 – Small Groups and Meetings
Chapter 4 – Overcoming Speaking Anxiety
Chapter 5 – Progressive Presentations
Chapter 6 – Informative Presentations
Chapter 7 – Research, Stats, and Visual Aids
Chapter 8 – Persuasive Presentations
Chapter 9 – Ready for Anything

**GENERAL SAFETY ON CAMPUS**

South Plains College recognizes the importance of safety on campus. The protection of persons and property is a responsibility which we all share. Personal safety begins with the individual. The following guidelines are intended to assist you in protecting yourself and to encourage practices that contribute to a safe environment for our campus community.

1   Never leave your personal property unsecured or unattended.
2   Look around and be aware of your surroundings when you enter and exit a building.
3   Whenever possible, avoid walking alone, particularly after dark. Walk to your vehicle with other class members or request that the Security Guard walk you to your car.
4   When approaching your vehicle, keep your keys in your hand; look under your car and in the back seat and floorboard. Lock the doors as soon as you are inside your car.

**CHILDREN ON CAMPUS**

Many of the students attending classes at South Plains College are also parents who value the opportunity to participate in higher education. Sometimes students are faced with the decision of whether to remain at home with their children, bring children with them to class, or be absent from class. The following guidelines address concerns for the safety of children on campus and provide for an environment conducive to learning:

1.   **Students are not allowed to bring children to class** and will be asked to leave in the interest of providing an environment conducive for **all** students enrolled in the class. Students are responsible for adherence to the attendance requirements set forth by the instructor in the course syllabus.
2.   **Children may not be left unattended.** In order to provide for the safety of children on campus, parents or other guardians are responsible for supervising children while utilizing services or conducting business on campus.
3.   **Disruptive children will not be allowed to interfere with college business.** Parents or other guardians are responsible for supervising and controlling the behavior of children they have brought on campus.