**COURSE SYLLABUS**

**FALL 2020**

**COURSE TITLE**: **POFT 1328, Business Presentations**

**MEETING TIME: Section 151; INTERNET**

**INSTRUCTOR**: Jeannie Coggins

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**FACE COVERINGS**

**It is the policy of South Plains College for the Fall 2020 semester that as a condition of on-campus enrollment or visitation, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation.**

**OFFICE HOURS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
|  | **9:00AM-12:30PM** |  | **9:00AM-12:30PM** | **10:00AM-11:00AM** |

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

**TEXT AND OTHER MATERIALS: (This course textbook is in Inclusive Access explained on Page 2.)**

*PowerPoint 2019,* David W. Beskeen, ©2020, Cengage Learning.

ISBN: 9780357025710

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

 *OR* Use OneDrive South Plains College

**Inclusive Access:**

* **Textbook:**The textbook and resources for this course are available in digital form through the Inclusive Access textbook program at South Plains College. That means the e-book edition of the textbook and/or all required resources are provided in the Blackboard portion of the course from the first day of class. The fee for the e-book/resources is included in the student tuition/fee payment, so there is no textbook or access card to purchase for this course.
* **E-book features:**Access to a cloud-based e-reader is provided by RedShelf via Blackboard. RedShelf e-book features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download up to 20% of the book for offline access. Visit <https://solve.redshelf.com/hc/en-us/requests/new> for e-book issues and support.
* **Upgrading to a physical textbook:** Students who prefer a printed textbook rather than an e-book may purchase a loose-leaf edition from the SPC Bookstore or the textbook publisher at a reduced price.
* **How to opt out of Inclusive Access:** As long as they meet the opt-out deadline, students may choose not to participate in the Inclusive Access program if they have a textbook from another source. They should check the course syllabus to see if the instructor also requires course work to be done in an online platform (like Mindtap or Connect). If so, the student would be required to have access or purchase access to that platform in addition to acquiring the e-book. To opt out of the Inclusive Access e-book/resources, students will need to locate the RedShelf tool in their Blackboard course and follow the instructions given there. Students who need assistance to opt out should contact their instructor or the SPC Bookstore. The Inclusive Access fee will be refunded to students who opt out after the twelfth class day.

**ATTENDANCE POLICY:**

Students will check Blackboard at least three times weekly, although daily login is recommended. It is your responsibility to keep up with messages and announcements in Blackboard. I will be recording attendance every week.

**EVALUATION POLICY:**

You will have text reading assignments, text computer assignments, and PowerPoint project assignments. Each assignment will be posted on Blackboard with instruction. You will have PowerPoint Modules to complete and objective quizzes covering the textbook. All quizzes will be completed via Blackboard. Each PowerPoint Module will have end of module Challenges to be completed. The PowerPoint Presentations and the Final PowerPoint Project in the will be recorded, independent presentations with assigned topics. Additional detailed instruction will follow for each assignment.

**GRADING POLICY:**

Your semester grade will be calculated as follows:

Textbook PowerPoint Module Activities 1-8 15%

Modules 1-8 Quizzes 15%

End of Module Application Challenges 20%

PowerPoint Presentations (3) 30%

Final PowerPoint Project 20%

Total 100%

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

It is important for you to meet scheduled due dates for all assignments. A Due Date List will be posted in Blackboard. Late assignments will be penalized with point deductions. A further explanation of penalty points will be included with each assignment.

**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

**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.