COMMUNITY COLLEGE OF RHODE ISLAND
PACE 1440 – Presentation Applications

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Course Description:

This course focuses on the use of computer software that incorporates presentation as well as analytical graphics. Students create informative report documents and visual presentations using charts, graphs and/or pictures. As this is the "capstone" class for the CAST program, participants will incorporate and showcase skills learned in the previous courses in an individual presentation that will be given during class on the last day.

Text and Materials:

New Perspectives Microsoft PowerPoint 2010
Zimmerman, Zimmerman, Pinard
Course Technology/Cengage Learning, 2011
ISBN: 978-0-538-75373-9

Handouts: Additional materials will be used. Instructor will provide this information during class.

Goals and Objectives:

Students will:

- Plan, design and create new presentations
  Presentations will include a title slide and a number of additional slides showing skills learned during class including but not limited to the following: title page, text boxes, bulleted lists, graphics, transitions, animations, footer text, speaker notes, video or audio, conclusion/summary.
- Understand and discuss strategies for preparing and making effective presentations
- Collaborate on a class presentation
- Prepare a presentation for delivery
- Deliver an individual presentation using PowerPoint and other materials

Grading and Policies:

This course is pass/fail. A possible 100 points can be attained by fully completing all assignments given. A minimum grade of 70 or higher is required to pass this course.

This course will take place on January 22, 23, 24, and 29 from 9 am to 2 pm. As a whole class, we will create presentations using PowerPoint to market / explain the CAST (Computer Applications Specialist Training) and PACE programs. Existing PowerPoint files, marketing materials, program curriculum, and syllabi for courses offered in this program will be used. All skills from the textbook will be demonstrated by instructor and included in our class PowerPoint files. Students will use lab time to plan, design, create and practice an individual presentation. Generic topics will be given to students. Students may choose their own topic with permission from the instructor.

Class	Topic(s)	Assignments
One – Tuesday, January 22	Planning and Designing a Presentation Chapter 1 - Creating a presentation	• Design and begin class presentation; submit file by 1/23 (10 points) • Proposal for Individual Presentation (5 points)
Two – Wednesday, January 23	Chapter 2 – Adding and Modifying Text and Graphic Objects Chapter 3 – Adding and Customizing Media and Charts	• Class presentation; submit file by 1/24 (20 points) • Work on Individual project
Three – Thursday, January 24	Chapter 4 – Integrating PowerPoint and Collaborating with others Preparing for presentations	• Class Presentation; submit file by 1/25 (10 points) • Work on individual project
Four – Tuesday, January 29	Chapter 5 – Applying Advanced Special Effects	• Class Presentation • Presentation of individual project (45 points) • Complete survey about CAST Program (5 points) • Class participation, attitude, attendance and handing in assignments by due date (5 points)

Handouts will be given to students delineating skills/concepts for the class project each day. Although we will not be going through the tutorials from the book as a class, the demonstrations each class will closely align with the textbook.

A checklist of required components for the individual presentation will be given to the students during the first class.

This syllabus is subject to change at the discretion of the instructor. Students are responsible for keeping current with changes made to the syllabus.