

# COURSE SYLLABUS

## Spring 2019

**COURSE TITLE:** POFT 1328-001, Business Presentations  
**MEETING TIME:** Section 001; M 9:30AM – 10:45AM; LC112

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
By Appt.	9:00AM-12:00PM	By Appt.	9:00AM-12:00PM	9:00AM-11:00AM

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

### TEXT AND OTHER MATERIALS

*PowerPoint 2016*, David W. Beskeen, ©2017, Cengage Learning.  
ISBN: 9781305878174  
1GB+ Flash/Jump drive

### ATTENDANCE POLICY

Students are to be punctual and in attendance to each scheduled meeting. If a student accumulates three consecutive absences or a total of four absences, that student will be dropped. I will take roll at the beginning of each class and I do record tardies. Three tardies are equivalent to an absence. It is your responsibility to make sure an absence is correctly recorded as a tardy if you come in late. Students are expected to attend class the entire scheduled class meeting time.

### STUDENT CONDUCT

Students are expected to follow all guidelines of conduct as outlined in the *2018-2019 Student Guide*. If you do not have a copy of this publication you may pick one up on any campus or access it online. **Food or drinks will be allowed in designated areas only and are not permitted in classrooms or computer laboratories. Cell phones must be SILENT or TURNED OFF during class time.** Please do not take calls in the classroom. Classroom disruptions will not be tolerated.

If a student continues to be disruptive to class after receiving a warning, he/she will be asked to leave class. Your cooperation is certainly appreciated and will benefit the overall

learning environment. Cheating on exams or any assignment will result in the student receiving a failing grade. Smoking is not allowed in any SPC facility.

## **EVALUATION POLICY**

You will have textbook reading assignments, textbook computer assignments, and PowerPoint project assignments. Each assignments will be outlined on individual assignment worksheets. No late work will be accepted. Due dates for each assignment sheet are firm. You will have four objective exams covering the assigned textbook chapter material. Each exam will include questions from two textbook chapters plus any additional supplemental material provided. Simulation tasks are included in the textbook assignments to be completed throughout the course. Additional subjects and material in additional to the textbook may be added for various chapters.

## **GRADING POLICY**

Your semester grade will be calculated as follows:

Textbook PowerPoint Modules 1-4	20%
Modules 1-4 Quizzes	20%
PowerPoint Module Presentations (4)	40%
Final PowerPoint Project	<u>20%</u>
Total	100%

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

## **DIVERSITY STATEMENT**

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction.

Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

## **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](tel:716-4606), or Levelland (Student Services Building) [716-2577](tel:716-2577).**

## **COURSE OBJECTIVES**

### **PowerPoint 2016 Module 1 – Creating a Presentation in PowerPoint 2016**

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
- Print a PowerPoint presentation

### **PowerPoint 2016 Module 2 – Modifying a Presentation**

After completing this module, you will be able to:

- Enter text in outline view
- Format text
- Convert text to SmartArt
- Insert and modify shapes
- Rearrange and merge shapes
- Edit and duplicate shapes
- Align and group objects
- Add slide footers

### **PowerPoint 2016 Module 3 – Inserting Objects into a Presentation**

After completing this module, you will be able to:

- Insert text from Microsoft Word
- Insert and style a picture
- Insert a text box
- Insert a chart
- Enter and edit chart data
- Insert slides from other presentations
- Insert a table
- Insert and format WordArt

### **PowerPoint 2016 Module 4 – Finishing a Presentation**

After completing this module, you will be able to:

- Modify masters
- Customize the background and theme
- Use slide show commands
- Set slide transitions and timings
- Animate objects

- Use proofing and language tools
- Inspect a presentation
- Create an Office Mix

### **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.