

CIS R129 - PowerPoint 2007
Fall 2008

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Course Objectives

This course will provide students with a good understanding of the concepts and terminology relating to Microsoft Office PowerPoint 2007. This course will acquaint students with the proper procedures to create presentations suitable for coursework, professional purposes, and personal use. The student will discover the underlying functionality of PowerPoint 2007 to become more productive through hands-on lab time.

Grading

There are two components to the grading scale: Hours in the OC lab and the chapter assignments. Each chapter assignment is worth 10 points. Students must also complete 3 assessment assignments from SAM.

Grade A:

53 Lab hours PLUS all seven* chapter assignments completed with 70 chapter points

Grade B:

48 Lab hours PLUS minimum six chapter assignments completed with 60 chapter points

Grade C:

43 Lab hours PLUS minimum five chapter assignments completed with 50 chapter points

Grade D:

37 Lab hours PLUS minimum four chapter assignments completed with 40 chapter points

*Chapter 7 ONLINE Feature pg 448

EAC

The Educational Assistance Center (EAC) offers support services to insure inclusion, integration and full participation of people with disabilities. Please contact the EAC at 986-7642 for assistance.

Required text and material

Microsoft Office PowerPoint 2007 Comprehensive Concepts and Techniques

Authors: Shelly Cashman Sebok ISBN: 978-1-4188-4347-2

E-mail accounts and Lab material

Assignments

Read the chapter and perform the “steps” in the chapter. Save your work. Do not fall behind. Stay on track.

Your lab assignments are due on the due dates listed below.

Chapter 1 Cases and Places Pg 78 #1

Chapter 2 Cases and Places Pg 143 #2 Extra Credit (5pts) pgs 144 – 157

Chapter 3 Cases and Places Pg 224 #3

Chapter 4 Cases and Places Pg 295 #2 Extra Credit pgs (5pts) 298 -322

Chapter 5 Cases and Places Pg 376 #5

Chapter 6 Cases and Places Pg 446 #4

Chapter 7 (Online Feature) Perform the chapter Steps pgs 448 -492

E-mail your assignments as an attachment to me at: deberhardy_oc_pwpt@yahoo.com

DUE DATES

Chapter 1 – 4 to be completed and received by the instructor by November 3

Chapter 5 – 7 to be completed and received by the instructor by December 5

Three SAM assessments to be completed by December 5