

**Information Technology and Administrative Management Department**  
**www.cwu.edu/~ITAM**



**IT 288**  
**Business Presentation Applications**  
**Course Syllabus - 2 credits**



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**Course Description:** This course provides a comprehensive presentation of Microsoft PowerPoint 2007. The class is organized using primarily a web-based approach whereby the student will complete specific assigned materials either in the lab or outside of the lab and submit the assignments via Blackboard by a specific date (see Modules). Other than indicated exam dates, the student is not required to be in the lab; however, I will be available in the labs during the class hour on Tuesdays/Thursdays and from noon until 4 pm on Mondays and Wednesdays for assistance. Other than exam days, you may use the lab anytime during those hours regardless of your specific class time. Your CWU ID will be required on exam days.

**Course Objective:** Successful completion of this course ensures that students have acquired an extended knowledge and understanding of PowerPoint using Microsoft PowerPoint 2007.

**Learning Objectives:**

The objectives you will have accomplished by the end of the course include these.

- You will learn to create a presentation adding tables and clipart using PowerPoint 2007
- You will learn to create a presentation using a template and importing material using PowerPoint 2007
- You will learn to create presentations using shapes, smartart and wordart using PowerPoint 2007
- You will learn to create a photo album, insert movies and add sound using PowerPoint 2007
- You will learn to create presentations with charts and tables using PowerPoint 2007
- You will learn to create and modify slide masters and create a custom show using PowerPoint 2007
- You will learn to create presentations using hyperlinks, action buttons, and saving as a web page using Power Point 2007

**Learner Outcomes:**

Learner Outcome	Assessment
1. Demonstrate an understanding of using tables and clipart in presentations	Outcomes will be assessed through assignments and objective/application exams
2. Demonstrate an understanding of using a template and importing material into a presentation	Outcomes will be assessed through assignments and objective/application exams
3. Demonstrate an understanding of shapes, smartart, and wordart in presentations	Outcomes will be assessed through assignments and objective/application exams
4. Demonstrate an understanding of using movies and sound in a presentation	Outcomes will be assessed through assignments and objective/application exams

5. Demonstrate an understanding of using charts and tables in a presentation	Outcomes will be assessed through assignments and objective/application exams
6. Demonstrate an understanding of creating a custom show for a presentation	Outcomes will be assessed through assignments and objective/application exams
7. Demonstrate an understanding of using hyperlinks, action buttons, and saving a presentation as a web page	Outcomes will be assessed through assignments and objective/application exams

**Textbook and Other Required Materials:**

***Microsoft Office PowerPoint 2007, Exploring Series, Comprehensive***, Grauer, Krebs, Mulbery,; Pearson/Prentice Hall.

\*Access to CWU eLearning Blackboard web site (<http://courses.cwu.edu>)

\*Internet Access for MyItLab for practice tests and for application testing