



Figure 1: Owens Logo.

**Course Syllabus
SEMESTER
School of Business, Hospitality Management, and Public Safety**

<i>Course Name:</i>	Presentation Management- PowerPoint
<i>Course & Section Number:</i>	OAD 270-XXX
<i>Meeting Day(s) & Time(s):</i>	
<i>Credits:</i>	
<i>Contact Hours:</i>	
<i>Text:</i>	
<i>Instructor's Name:*</i>	
<i>Office Hours & Location:</i>	
<i>OCC Email:**</i>	
<i>Additional Contact Information:</i>	School of Business, Hospitality Management, and Public Safety 567-661-7280 HH106

*Please call me NAME; it is my preferred name. If you have a preferred name, please let me know so I can use it.

**Please use only Owens email for course communications.

Catalog Description:

Focuses on how to produce professional, effective presentations adapted to work environments needs using a presentation graphics software package. Whether promoting a product or giving a sales pitch, it enables the student to deliver a presentation on the computer and to print the presentation in a variety of formats. Since adequate planning and delivery are essential, these skills also will be addressed. A portfolio project is included.

Prerequisites: IST 100 or IST 131

Corequisites: None

Course Materials:

PowerPoint SIMnet Access Card (9781266776823) McGraw-Hill Education.

Graves, Mayhall, and Nordell, Microsoft PowerPoint 365 in Practice 2021 Edition, (9781266782060) McGraw-Hill Education, 2022.

Microsoft Office 2021

Headset with mic.

Flash drive

Computer Lab Hours and Software availability: <https://www.owens.edu/computerlabs/>

*If a **print book, e-book, or access code** is required for class, you can access the Owens Community College e-Campus Bookstore by accessing the online link, called “Find Books” on the course schedule for each course section. See the example below.*

OER and Owens Community College Library Resources (Open Educational Resources are free online materials for instructor and student use. Some OER material may be available in print in the Owens Community College Library.)

Inclusive Access (I.A.) Materials

Inclusive Access (I.A.) Materials are included in the cost of this course to provide students with day one access to required course materials and to save students money through lower negotiated rates with publishers. You should receive an email to your Owens Community College email from the Owens e-Campus Bookstore on the first day of class, if not before, with the subject line, “Your inclusive Access Materials.” Be sure to check your spam (junk email) if you do not find it in your inbox. To access the I.A. Materials, you must use a link provided in the Blackboard course. This link in Blackboard could be labeled “Course Materials by e-Campus” or it could be an online activity/assignment that the instructor has linked to Blackboard. Contact your instructor immediately if you are unable to access the I.A. Materials.

What You Will Learn in the Course

Course Objectives:

1. This course will address appropriate planning and delivery skills.
2. This course will provide guidelines on how to present professional, effective presentations using PowerPoint 2021.
3. This course will address the beginning, intermediate, and advanced functions of PowerPoint 2021.

Student Learning Outcomes:

Students will:

Outcome	Where Assessed
1. Apply advanced techniques to presentations such as charts, tables, transitions, and animations.	Chapters 4-7, Individual and Team Presentations
2. Design, arrange, format, and organize information to modify a slide using lines, fills, colors, slide layouts, and auto shapes.	Chapters 1-7, Individual and Team Presentations
3. Incorporate information from other sources, such as scanning, importing, or downloading from the Internet.	Chapters 1-7, Individual and Team Presentations
4. Demonstrate effective delivery skills in presenting individual and team presentations.	Individual and Team Presentations

Institutional General Education Competencies:

As a student at Owens Community College, you will take General Education courses as part of your degree program. While specific to the General Education courses, Institutional Competencies will be reinforced in many of your degree program major courses and may be measured in your capstone course(s) and others as identified.

Competency	Where Assessed (List assignments, exams, discussions; items must be graded.)
Communicate effectively.	Service-Learning Project, Chapter 6 Integrating, Reviewing, and Collaborating, Get Acquainted Presentation
Act with professional responsibility.	Service-Learning Project
Demonstrate sensitivity to others' beliefs and values.	Travel Project

Academic Support

Disability Services Resource Center: If you have a disability or acquire one, you may be entitled to receive reasonable accommodations intended to assure you an equal opportunity to participate in and benefit from the program. To receive more information or to register for accommodations, please contact the Disability Resource Center at 567-661-7007, email disability@owens.edu, visit <https://www.owens.edu/disability/>, or stop by College Hall 124.

Tutoring Services: Owens Community College offers academic tutoring and assistance in a variety of subjects including: accounting, computing, economics, mathematics, science, and writing. For more information go to: <https://www.owens.edu/successcenters/>.

Counseling Services: Counseling Services provides assistance to students experiencing personal, educational, interpersonal/relationship, family, social, or psychological difficulties. If you feel you may benefit from this service, please contact them at counselingservices@owens.edu. More information is at <https://www.owens.edu/counseling/>.

Campus and Community Connections: The Center for Campus and Community Connections (College Hall 123) is a walk-in office created to provide retention support through resource stability initiatives and community connections. Go here for more information: <https://www.owens.edu/connection/> or contact connections@owens.edu

Owens Library: The Owens Library offers two locations (Toledo and Findlay) as well as online resources. For more information visit <https://www.owens.edu/library/>.

Students can find more information on campus resources, student support, student life, and security at this [link](#).

General Information

Student Code of Conduct: All students are expected to follow Owens Community College's Student Code of Conduct, which includes academic honesty, encompassing plagiarism. See the Board Policy for more information.

Anti-Discrimination and Harassment & Title IX/Sexual Misconduct: All students, faculty, and staff are expected to follow Owens Community College's Anti-Discrimination and Harassment Policy and the College's Title IX Policy/Sexual Misconduct Procedures and Guidelines. The College strictly prohibits and will not tolerate harassment, discrimination, intimidation, or hostile/offensive working or learning environments.

Religious Accommodations: A student seeking an accommodation for an absence permitted under Ohio's Testing Your Faith Act must provide the instructor with a written email notice with the specific dates for an absence and must do so not later than fourteen (14) days after the first day of instruction. Alternative accommodations are not retroactive, and no academic penalty will be imposed for an absence under the policy*. The request for an alternative accommodation will be kept confidential. Students with questions about a religious accommodation under Ohio's Testing your Faith Act may contact the College's Office of Academic Affairs: provost@owens.edu. The policy may be found on the Owens website: [3358:11-2-63 Accommodation](#) for a Student Absence for the Observance of Religious Beliefs and Practices Policy

Document Collection: Throughout the semester, your instructors may ask for a variety of assignments including tests and/or quizzes for student learning of institutional general education competencies or program assessment. Please save all your class materials until the end of the semester.

Classroom Admittance: OCC classes shall only be attended by the officially registered OCC students or perspective students, instructor of record, guest lecturer, or substitute. Visitors are not permitted to be in the classroom and should not be invited to attend or participate in the class. See [FERPA](#) regulations for more information.

Use of AI Tools: This course requires you to complete various assignments that assess your understanding and application of the course content. You are expected to do your own work and cite any sources you use properly. You are not allowed to use any artificial intelligence (AI)

tools, such as chatbots, text generators, paraphrasers, summarizers, or solvers, to complete any part of your assignments. Any attempt to use these tools will be considered academic misconduct and will be dealt with according to the Owens Community College academic integrity policy. Students are expected to complete all work independently and without the assistance of AI-generated content. If you have any questions about what constitutes acceptable use of AI tools, please consult with the instructor *before* submitting your work.

Student Responsibilities & Instructor Expectations

Make-Up Policy:

Contact the Owens Help Desk **(567) 661-7120** if you are experiencing technical issues with your username and/or password or having navigational issues in Blackboard.

If you have an excused absence, please e-mail me the doctor's note and I am happy to reschedule your assignment for you.

NOTE: DATE is the **last day students can drop the course without receiving an official letter grade.** Please consult with your academic advisor prior to end of semester to review options.

Instructor Expectations:

If you have questions after reviewing the materials for an assignment, do not hesitate to e-mail me.

Grading Timeline:

All assignments and tests will be graded within **one week** of the posted due date.

E-mail Communication:

I aim to respond to emails **within 24 hours Monday through Friday**. Emails received over the weekend may take **48 hours** for a response. When emailing, please **include your course name and section number** to help me respond efficiently.

How Grades are Determined and Major Assignments

The final course grade is to be computed using the following weights.

Evaluation Measure	Value	Points
2 Tests	7%	100
2 Projects Including Presentations	15%	220
30 Assignments	78%	1190

Grading Scale

Grade	Points
A	900-1000
B	800-899
C	700-799
D	600-699
F	0-599

Grading Procedure:

Grades will be calculated on the following scale.

90% and Above	A
80% to Less than 90%	B
70% to Less than 80%	C
60% to Less than 70%	D
Less Than 60%	F

Important Dates to Remember: SEMESTER	
DATE	Semester Begins
DATE	Last day to ADD classes (w/o faculty signature)
DATE	Last day to DROP (100% refund)
DATE	Last day to DROP (60% refund)
DATE	Last day to DROP (50% refund)
DATE	Exam Week
DATE	Last Day of Classes
DATE	Last Day to Drop Course Without a Letter Grade
DATE	Commencement

Tentative Class Assignments:

Week	SLO	Topic	Due Dates
1	2	Class Meeting on Zoom 6:00 PM Intro to Course, Syllabus, Blackboard, SIMnet Discuss Presentation 1 and Rubric Read: Chapter 1 – Creating and Editing Presentations Review: PowerPoint Slides Download: Project Data Files .zip Download: Pause & Practice Data Files .zip Complete: Chapter 1 Pause & Practice	
2	2	Complete: SimNet Guided Project 1-2 Complete; SIMnet Independent Project 1-6 Complete; SIMnet Advanced Project 1-7	Due: DATE
3	2	Read: PPT Chapter 2 – Illustrating with Pictures and Information Graphics Review: PowerPoint Slides Download: Pause & Practice Data Files .zip Complete: Chapter 2 Pause & Practice 2-4 Download: Project Data Files .zip Complete: SIMnet Guided Project 2-3 Complete: SIMnet Independent Project 2-6 Complete; SIMnet Advanced Project 2-7	Due: DATE
4	2, 3	Read: PPT Chapter 3 – Preparing for Delivery and Using a Slide Presentation Review: PowerPoint Slides Download: Pause & Practice Data Files .zip Complete: Chapter 3 Pause & Practice 3-3 & 3-4 Download: Project Data Files .zip Complete: SIMnet Guided Project 3-1 Complete: SIMnet Independent Project 3-5 Complete; SIMnet Advanced Project 3-7	Due: 9/20/25
5	1, 2, 3	Read: PPT Chapter 4 – Customizing Images, Illustrations, and Themes Review: PowerPoint Slides Download: Pause & Practice Data Files .zip Complete: Chapter 4 Pause & Practice 4-1	Due: 9/27/25

Week	SLO	Topic	Due Dates
		& 4-5 Download: Project Data Files .zip Complete: SIMnet Guided Project 4-2 Complete: SIMnet Independent Project 4-5 Complete; SIMnet Advanced Project 4-7	
6		Study/practice for Chapters 3 & 4 Test <i>Start work on Individual Presentation (Getting Acquanted) due 10/20/25</i>	Chapters 3 & 4 Test SIMnet Due: DATE
7	1, 2, 3	Read: PPT Chapter 5 – Working with Advanced Animation, Hyperlinks, and Rich Media Review: PowerPoint Slides Download: Pause & Practice Data Files .zip Complete: Chapter 5 Pause & Practice 5-3 Download: Project Data Files .zip Complete: SIMnet Guided Project 5-3 Complete: SIMnet Independent Project 5-5 Complete; SIMnet Advanced Project 5-7	Due: DATE
8	1, 2, 3	Read: PPT Chapter 6 – Integrating, Reviewing, and Collaborating Review: PowerPoint Slides Download: Pause & Practice Data Files .zip Complete: Chapter 6 Pause & Practice 6-3 Download: Project Data Files .zip Complete: SIMnet Guided Project 6-1 Complete: SIMnet Independent Project 6-4 Complete; SIMnet Advanced Project 6-7	Due: DATE
9	1, 2, 3, 4	Individual Presentation-Getting Acquanted Create a simple get acquainted presentation. May include objectives, family, interests, job goals, etc. Complete: In Practice Application Capstone Project (Chs. 1-3)	Due: Individual Presentations DATE
10	1, 2, 3	Read: PPT Chapter 7 – Using Account Settings, Record Options, and Online Apps including OneDrive, PowerPoint Online, and Sway Review: PowerPoint Slides Download: Pause & Practice Data Files .zip Complete: Chapter 7 Pause & Practice 7-	Due: DATE

Week	SLO	Topic	Due Dates
		1a&b, 7-3a&b	
11	1, 2, 3	Chapter 5, 6 and 7 Exam in SIMnet	Due: DATE
12	1, 2	Consider the Black Belt Certification. Complete: SIMnet Advanced Project 3-7 ALT This week, contact me if you have any assignment that you did not get completed. I will reset 2 assignments for you to make up. If you have a medical reason or other allowable reason for missing assignment(s) we can work on setting those up also.	Due: DATE
13		For this week, practice what you have learned starting from a blank PowerPoint and decide about taking the Black Belt Certification. The Black Belt Certification when passed with a 90% or better will earn you the certification and can be added to your resume and your LinkedIn account. It is not required but strongly suggested. It does not hurt to try since it is not graded for this class. You get 99 tries. Each attempt is timed (90 minutes).	
14		TBD	
15		Work on Team Presentation this week	
16	1, 2, 3, 4	FINAL EXAM-Team Presentations	Due DATE
16	1, 2, 3, 4	Black Belt Certification (90 min.) in SIMnet This is not required. It is a choice, and you can use the badge in your LinkedIn. You get 99 tries to pass it with a 90% or better but each time it is timed for 90 minutes. This is available until DATE.	Due DATE

Disclaimer: The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course. Please note that while unlikely, there is a possibility courses might need to change the delivery method due to external issues like public health concerns, weather issues, etc. If this happens, the college will communicate any changes via email and/or other communication methods.