

ITSW 1310 Introduction to Presentation Graphics - PowerPoint

Course Syllabus

Program: Office Administration

Prerequisites: Keying 30 wpm on a 5-minute timed writing with 5 or fewer errors

Semester Credit Hours: 3

Length of Course: 16 weeks

Instructional Methodology:

- Tutorial (which is a task-oriented, step-by-step, and screen-by-screen approach to learning)
- Student guide to encourage independent work
- Flex-entry computer lab with instructors and lab assistants to provide guidance

Course Rationale: This course will provide you with knowledge of specialized skills for a presentation media software application that will enable you to meet the current and future needs of the business world.

Course Description: Instruction in the utilization of presentation software to produce multimedia presentations for course work, professional purposes, and personal use. Graphics, text, sound, and animation may be used in presentation development.

Course Objectives:

- Create high-quality presentations for course work, professional purposes, and personal use.
- Demonstrate the Microsoft Office Specialist (MOS) certification skill set.

Textbook and Required Materials:

- *Microsoft PowerPoint 2010 Complete*; Shelly, and Sebok; ISBN: 978-1-4390-7893-8
- Flash Drive

Textbook available **only** at Eastview Campus Bookstore (512) 927-1619. Reserve online at <http://austincc.bkstore.com>

Recommended Materials

- 1-inch binder
- Highlighter

SCANS (Secretary's [of Labor] Commission on Achieving Necessary Skills)

The following are skills that you will be expected to demonstrate in this course. These are skills that have been identified by the industry as being necessary to success in the labor market. An example is given by each skill.

- Creative Thinking—develop your own sound and animation effects.
- Decision Making—evaluate and decide your best choice for clip art.
- Problem Solving—use Help system to figure out how to accomplish a task.
- Visualization—picture information in an attractive and useful format.
- Acquire and Evaluate Information—research and evaluate information from a Web site to create original text and graphics.
- Interpret and Communicate Information—read textual and numerical information and then transform it into a presentation.
- Use Computer to Process Information—use additional software programs such as Excel or Word to manipulate data.
- Select Technology—choose appropriate procedures, tools, or equipment to accomplish tasks.
- Apply Technology to Task—understand the overall intent and proper procedures for setup and operation of the equipment which includes the CPU, keyboard, and printer.
- Manage Self—monitor progress toward course goals and motivate self through goals achievement.

Course Evaluation/Grading:

In order to successfully complete the course, you must complete the assignments for seven chapters; take seven theory evaluations, and seven performance evaluations. A midsession deadline requires that four chapters and evaluations for the four chapters be completed. If this requirement is not met, you will receive a grade of "0" for those chapters and evaluations not turned in and/or be withdrawn from the course. See the Chapter and Evaluation Schedule & Grading Info in your student guide.

Final grade will be computed as shown below:

| | |
|---------------------------|------------|
| 7 Chapter Assignments | 25% |
| 7 Theory Evaluations | 25% |
| 7 Performance Evaluations | 40% |
| 7 Cases and Places | <u>10%</u> |
| | 100% |

FINAL GRADE

A = 90 – 100%

B = 80 – 89%

C = 70 – 79%

D = 60 – 69%

F = 59% and below