

Presentation Graphics (ITSW 1310)



Credit: 3 semester credit hours (2 hours lecture, 2 hours lab)

Prerequisite/Co-requisite: None

Course Description

Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development.

Required Textbook and Materials

1. *Microsoft Office PowerPoint 2010: Comprehensive Concepts and Techniques*, by Shelly and Sebok, 1st Edition
 - a. ISBN number is 9781439079034.
2. USB Flash Memory drive.
3. Access to PowerPoint 2010.

Course Objectives (with applicable SCANS skills after each)

Upon completion of this course, the student will be able to:

1. Identify presentation media terminology and concepts. (SCANS: C7, F1, F5)
2. Create presentations using text, visual and/or sound elements. (SCANS: C7, C8, F1, F2)
3. Use effective compositions and style (SCANS: C7, C8, F7)
4. Prepare presentations for distribution on computers or other media (SCANS C8, F7)
5. Modify sequence and slide master (SCANS: C7, C8, F1, F2)

SCANS Skills and Competencies

Beginning in the late 1980's, the U.S. Department of Labor Secretary's Commission on Achieving Necessary Skills (SCANS) conducted extensive research and interviews with business owners, union leaders, supervisors, and laborers in a wide variety of work settings to determine what knowledge workers needed in order to perform well on a job. In 1991 the Commission announced its findings in *What Work Requires in Schools*. In its research, the Commission determined that "workplace know-how" consists of two elements: foundation skills and workplace competencies.

Course Outline

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| A. Creating and Editing a Presentation <ol style="list-style-type: none">1. Starting PowerPoint2. The PowerPoint Window | <ol style="list-style-type: none">3. Choosing a Document Theme4. Changing Document Properties |
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- B. Enhancing a Presentation with Pictures, Shapes, and WordArt
 - 1. Change theme colors
 - 2. Insert a picture to create a background
 - 3. Format slide backgrounds
 - 4. Insert and size a shape
 - 5. Add text to a shape
 - 6. Apply effects to a shape
- C. Reusing a Presentation and Adding Media
 - 1. Color a picture
 - 2. Add an artistic effect to a picture
 - 3. Delete and move placeholders
 - 4. Align paragraph text
 - 5. Copy a slide element from one slide to another
- D. Working with Information Graphics
 - 1. Insert a SmartArt graphic
 - 2. Insert images from a file into a SmartArt graphic
 - 3. Convert text to a SmartArt graphic
- E. Collaborating on and Delivering a Presentation
 - 1. Combine slide shows
 - 2. Accept and reject a reviewer's proposed changes
 - 3. Insert, modify, and delete comments
 - 4. Reuse slides from an existing presentation
- F. Navigating Presentations using Hyperlinks and Action Buttons
 - 1. Combine slide shows
 - 2. Accept and reject a reviewer's proposed changes
 - 3. Insert, modify, and delete comments
 - 4. Reuse slides from an existing presentation
- G. Creating a Self-Running Presentation containing Animated Shapes
 - 1. Remove a picture background
 - 2. Crop and compress a picture
 - 3. Insert entrance, emphasis, and exit effects
- H. Customizing a Template and Handouts using Masters
 - 1. Insert a placeholder into a slide layout
 - 2. Apply a Quick Style to a placeholder
 - 3. Change text direction and character spacing
 - 4. Hide background graphics on individual slides
- I. Modifying a Presentation Using Graphical Elements
 - 1. Change a text box outline color, weight, and style
 - 2. Set text box formatting as the default for new text boxes
 - 3. Apply a gradient, texture, pattern, and effects to a text box
 - 4. Convert WordArt to SmartArt
- J. Developing a Presentation with Content from Outside Sources
 - 1. Insert an object from a file
 - 2. Draw and format a table
 - 3. Resize, split, distribute, and arrange table columns and rows
- K. Organizing Slides and Creating a Photo Album
 - 1. Create a section break
 - 2. Rename a section
 - 3. Reorder a section
 - 4. Create a custom slide show
 - 5. Set up a custom size
 - 6. Create a photo album

Grade Scale

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

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Course Evaluation

Final grades will be calculated according to the following criteria:

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| 1. Daily work | 40% |
| 2. Applications Exam | 30% |
| 3. Final | 30% |

Course Requirements

1. Create and modify files using PowerPoint 2010.
2. Purchase required materials including book and USB flash memory drive.
3. Use Blackboard to submit all assignments.
4. The final is passing one of the following exams:
 - a) Instructor comprehensive final
 - b) PowerPoint ExpertRating Certification Exam (Computer Information Systems (CIS) students only). Please submit certificate with score for grade.
 - c) PowerPoint Microsoft Office Specialist (MOS) exam. This exam will have to be scheduled in the Testing Center before the end of the semester. Please submit certificate with score for grade. (Computer Information Systems (CIS) students only)

Course Policies

1. No food, drinks, or use of tobacco products in class.
2. Beepers, telephones, headphones, and any other electronic devices must be turned off while in class.
3. Do not bring children to class.
4. No late assignments will be accepted.
5. Tests. Students that miss a test are not allowed to make up the test. Students that miss a test will receive a grade of '0'.
6. If you wish to drop a course, the student is responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an 'F' in the course.
7. Exams will be closed book/note and will test information in assigned chapters and material discussed in class. Any student being disruptive during an exam will be required to terminate their exam and leave the classroom.
8. Grades will be posted under the My Grades icon on the Blackboard class web site.
9. If you need to contact the instructor, you may leave a voice mail or e-mail in Blackboard or the instructor's LIT e-mail (preferred). Your call or e-mail will be

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answered within 24 hours Monday – Thursday and within 72 hours Friday - Sunday. If leaving a voice mail, be sure to leave a phone number that can be understood.

10. All assignments will be submitted using Blackboard. Assignment may NOT be submitted via email. All due dates will be posted on the Blackboard.
11. The textbook (and all items included ISBN bundle number) and the flash drive are mandatory. A student not acquiring these mandatory materials will not be able to PASS this course.
12. Data files can be located on the CD provided with the textbook or on the publisher's resource website.
13. Tests and a Final exam will be taken during the semester. DO NOT miss any exams. Makeup exams will not be given unless you make arrangements in advance with the instructor.
14. Attendance: students should be present and punctual for all classes. If tardy, enter quietly and do not disturb the class. Regular class attendance will maximize your computer skills for your personal and professional future. If you are taking the course via the Web, submission of assignments by the due date is a measure of attendance. Students that are tardy or miss a class are responsible for all work and/or discussion missed. The student is responsible to obtain missed material from a classmate. **Do not expect your instructor to repeat a lecture.**
15. Do not talk, type, or print while the instructor is talking to the class or when a student is asking a question that pertains to the class.
16. Refrain from "surfing" the Web during class, unless directed by your instructor.
17. Additional class policies as defined by the individual course instructor.
18. A grade of "C" or better must be earned in this course for credit toward degree requirement.

Disabilities Statement

The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409) 880-1737 or visit the office in Student Services, Cecil Beeson Building.

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Course Schedule

Refer to Blackboard for actual assignments and due date

Week of	Topic	Reference
Week 1	Course introduction and policies, Blackboard	
Week 2	PowerPoint Chapter 1: Creating and Editing a Presentation with Clip Art	pp. 1-54
Week 3	PowerPoint Chapter 2: Enhancing a Presentation with Pictures, Shapes and Word Art	pp. 73-122
Week 4	PowerPoint Chapter 3: Reusing a Presentation and Adding Media	pp. 137-190
Week 5	PowerPoint Chapter 4: Working with Information Graphics	pp. 201-250
Week 6	Exam One	
Week 7	PowerPoint Chapter 5:Collaborating and Delivering a Presentation	pp. 265-317
Week 8	PowerPoint Chapter 6:Navigating Presentations using Hyperlinks and Action Buttons	pp. 329-385
Week 9	PowerPoint Chapter 7:Creating a Self-Running Presentation Containing Animation	pp. 401-451
Week 10	PowerPoint Chapter 8:Customizing a Template and Handouts using Masters	pp. 465-513
Week 11	Exam Two	
Week 12	PowerPoint Chapter 9:Modifying a Presentation Using Graphical Elements	pp. 529-580
Week 13	PowerPoint Chapter 10:Developing a Presentation with Content from Outside Sources	pp. 593-638
Week 14	PowerPoint Chapter 11:Organizing Slides and Creating a Photo Album	pp. 657-710
Week 15	Review	
Week 16	Final Exam	

Semester Schedule:

First class day	August 23	First Class Day
Labor Day	September 6	No Classes
Non-Payment Removal	September 8	Last day to receive refund; students dropped for non-payment
Non-Payment Removal	September 20	students dropped for non-payment
Drop/Withdraw	September 27	Last day to D/W without academic Penalty

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Drop/Withdraw	November 1	Last day to D/W with academic penalty
Graduation Application	November 2	Last day to apply for graduation
Registration	November 8-10	Registration begins for students with disabilities and graduating students
Registration	November 11	Open Registration
Thanksgiving Holiday	November 24-26	No classes
Last Class Day	December 8	
Final Exams	December 9-15	Per schedule
Graduation	December 16	Montagne Center