


**TRINITY VALLEY COMMUNITY COLLEGE
ADMINISTRATIVE-MASTER SYLLABUS**

The Administrative- Master Syllabus is an administrative tool; it is **not intended to be distributed to students**. It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of TVCC, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction. The Administrative-Master Syllabus will demonstrate that there is consistency and comparability in course offerings.

Course Title: Introduction to Presentation Graphics Software

Course Prefix and Number: ITSW 1310

Department – Division: Computer Science

Course Type – select from one of the following categories.

- Academic General Education Course (from ACGM – but not in TVCC Core)
- Academic TVCC Core Course
- WECM Courses

Semester Credit Hours: Lecture Hours: Lab/other hours

Semester Credit Hours	Lecture Hours	Lab/Other* Hours
3	2	4

Other hours include practicum, clinical or other types of non-lecture instruction. *If other, please specify: _____

Course Catalog 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.

Prerequisites/co requisites: COSC 1301 or BCIS 1305

Topical Outline:

1. Creating and Editing a Presentation
2. Creating a Presentation with Illustrations and Shapes
3. Web Feature: Creating Web Pages Using PowerPoint
4. Creating a Presentation with Custom Backgrounds and SmartArt Diagrams
5. Working with Information Graphics
6. Collaboration Feature: Collaborating on and Delivering Presentations
7. Reusing a Presentation with Multimedia
8. Creating a Self-Running Presentation Containing Animated Shapes
9. Online Feature: Importing Files from the Microsoft Office Online Web Site
10. Project Planning Guidelines
11. Using Microsoft Office PowerPoint 2007 Help

Course Learning Outcomes: After completing the course, the student will be able to identify presentation media terminology and concepts; create presentations using text, visual and/or sound elements; use effective compositions and style; prepare presentations for distribution on computers or other media; and modify sequence and slide master.

Relationship to General Education Outcomes – In addition to the core competencies, Trinity Valley Community College has established ten general education goals which specify knowledge and skills that students should gain from completing courses in the various component areas of the core curriculum. Information regarding curriculum and assessment as a means for the improvement of student learning through the general education component. (Select all that apply.)

Mark with an "X"	General Education Outcome
X	A. To communicate clearly and effectively in both oral and written English.
	B. To improve reading skills focused on comprehending, analyzing, interpreting, and evaluating printed materials.
	C. To understand mathematical information and utilize mathematical skills.
	D. To demonstrate qualitative and quantitative critical thinking skills.

	E. To understand and appreciate cultural and ethnic diversity.
X	F. To utilize computer based technology in accessing information, solving problems, and communicating.
	G. To recognize and evaluate artistic achievements in the visual and performing arts.
	H. To improve basic understanding of political, economic, and social systems.
	I. To demonstrate knowledge of the physical universe and living systems.
	J. To develop skills and strategies to become an engaged learner.

Required Text(s): Microsoft Office PowerPoint 2007: Comprehensive Concepts and Techniques Gary B. Shelly, Thomas J. Cashman, Susan L. Sebok ISBN 13: 978-1-4188-4347-2, ISBN 10: 1-4188-4347-4

Optional Text(s): NA

Material/Technology to be supplied by the student: USB Flash drive

Course Requirements/Grading System NA

Approvals – the contents of this document have been reviewed and are found to be accurate.

Prepared by	Signature	Date
Department Head	Signature	Date
Division Chair	Signature	Date
Vice President	Signature	Date