



## **Course Syllabus**

### **ITSW 1410 – Introduction to Presentation Graphics**

**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:** none

**Semester Credit Hours:** 4

**Lecture Hours per Week:** 3

**Lab Hours per Week:** 3

**Extended hours:** none

**Contact Hours per Semester:** 96

**State Approval Code:** 11.0301

**Class section meeting time:** Online—students are expected to spend at least 4 hours per week reading, reviewing, and participating in assigned activities for successful completion of this course.

**Alternate Operations During Campus Closure:** In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Panola College to move to altered operations. During this time, Panola College may opt to continue delivery of instruction through methods that include, but are not limited to: online learning management system (CANVAS), online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor Panola College's website ([www.panola.edu](http://www.panola.edu)) for instructions about continuing courses remotely, CANVAS for each class for course-specific communication, and Panola College email for important general information.

#### **Instructional Goals and Purposes:**

Panola College's instructional goals include 1) creating an academic atmosphere in which students may develop their intellects and skills and 2) providing courses so students may receive a certificate/an associate degree or transfer to a senior institution that offers baccalaureate degrees.

The purpose of this course is to: 1) fulfill academic requirements of an Associate of Applied Science degree or a technical certificate at Panola College, 2) provide learners with a foundation of presentation graphics terminology and concepts, and 3) provide learners with fundamental skills necessary to use current presentation graphics software.

#### **Learning Outcomes:**

1. Identify presentation media terminology and concepts.
2. Create presentations using text, visual and/or sound elements.
3. Use effective compositions and style.
4. Prepare presentations for distribution on computers or other media text
5. Modify sequence and slide master.

### **Specific Course Objectives (includes SCANS):**

After studying all materials and resources presented in the course, the student will be able to:

- 1. Introduction to Microsoft PowerPoint 2019 (1ai, 1aii, 1bi, 1biv, 1bv, 1bvi, 2ci-2civ)**
  - a. Create a New Presentation
  - b. Edit a Presentation in Normal View
  - c. Add Pictures to a Presentation
  - d. Print and view a Presentation
  - e. Edit an Existing Presentation
  - f. Format a Presentation
  - g. Use Slide Sorter View
  - h. Apply Slide Transitions
- 2. Format PowerPoint Presentations (1ai, 1aii, 1bi-1bvi, 2ci-2civ)**
  - a. Format Numbered and Bulleted Lists
  - b. Insert Online Pictures
  - c. Insert Text Boxes and Shapes
  - d. Format Objects
  - e. Remove Picture Backgrounds and Insert WordArt
  - f. Create and Format a SmartArt Graphic
  - g. Insert a 3D Object
- 3. Enhance a Presentation with Animation, Video, Table, and Charts (1ai, 1biii, 1biv, 2ci-2civ, 2di- 2diii)**
  - a. Customize Slide Backgrounds and Themes
  - b. Animate a Slide Show
  - c. Insert a video
  - d. Create and Modify Tables
  - e. Create and Modify Charts
- 4. Format a Presentation Using Slide Masters; Review, Compare, Combine, and Protect Presentations. (1ai, 1aii, 1bi-1bvi, 2ci-2civ, 2di-2diii)**
  - a. Modify Slide Masters
  - b. Create a Custom Template
  - c. Create and Edit Comments
  - d. Compare and Combine Presentations
  - e. Prepare a Presentation for Distribution
  - f. Protect a Presentation
- 5. Apply Advanced Graphic Techniques and Insert Audio and Video (1ai, 1aii, 1bi1bvi, 2ci-2civ, 2di-2diii)**
  - a. Apply Picture Corrections
  - b. Add a Border to a Picture
  - c. Change the Shape of a Picture
  - d. Add a Picture to a WordArt Object and Merge Shapes
  - e. Enhance a Presentation with Audio and Video
  - f. Create a Photo Album
  - g. Edit a Photo Album and Add a Caption
  - h. Crop a Picture
- 6. Deliver a Presentation (1ai, 1aii, 1bi-1bvi, 1ci-1cv, 2bi-2bvi)**
  - a. Apply and Modify Slide Transitions
  - b. Apply Custom Animation Effects
  - c. Modify Animation Effects
  - d. Insert Hyperlinks
  - e. Create Custom Slide Shows
  - f. Present and View a Slide Presentation
- 7. Presentations Using Tables and Pie Charts (1ai, 1bi-1bvi, 2aiv, 2ci-2civ, 2di, 2diii)**
  - a. Add a Table to a Presentation
  - b. Add or Delete Table Rows, Columns, or Cells
  - c. Modify a Table
  - d. Insert a Section

- e. Create Pie Charts
- f. Modify Charts
- g. Change a Chart Type
- 8. Publish Presentations and Use Sway (1ai, 1bi-1bvi, 2aiv, 2ci-2civ, 2di, 2diii)**
  - a. Insert Outline Text from Another Program into a PowerPoint Presentation
  - b. Proof a Presentation
  - c. Format Text as Columns
  - d. Save a Presentation in Other Formats
  - e. Create a Sway Presentation
  - f. Add Content to a Sway Presentation

**Course Content:**

A general description of lecture/discussion topics included in this course are listed in the Learning Outcomes / Specific Course Objectives sections of this syllabus.

Students in all sections of this course will be required to do the following:

1. Complete reading activities.
2. Complete terms and concepts quizzes.
3. Complete simulation training.
4. Complete simulation assessment quizzes.
5. Complete skills projects homework.
6. Complete skill projects assessment quizzes.
7. Complete a MINIMUM of two proctored exams.
8. Complete a Final exam.

**Methods of Instruction/Course Format/Delivery:**

This course is offered online and all learners will have access to this course via the current Learning Management System (Canvas). All students are required to meet with the instructor or the proctor in a verified testing center for the two major Capstone Projects.

All assignments will be completed and submitted via the current Learning Management System or the MyLab IT online learning environment.

Learners should use the Canvas messaging system to communicate with the instructor and others in the learning community. If you are unable to contact the instructor using this method, you may use the instructor's Panola College email address.

**Major Assignments / Assessments:**

The following items will be assigned and assessed during the semester and used to calculate the student's final grade.

**Assignments**

1. Concept Quizzes  
For each chapter (or group of chapters) assigned, the learner may complete a quiz on the terms and concepts introduced.
2. Skill Activities  
For each chapter (or group of chapters) assigned, the learner may complete simulation training and a simulation assessment quiz on the skills introduced.

For each chapter (or group of chapters) assigned, the learner may complete a grader project homework activity and a grader project assessment quiz on the skills introduced.

**Assessment(s):**

1. Introductory Capstone Project (chapters 1-3)
2. Mid-Term Exam (chapters 1-3)
3. Comprehensive Capstone Project (chapters 4-8)
4. Final Exam (chapters 4-8)

**Course Grade:**

The grading scale for this course is as follows:

- Concept Quizzes 20%
- Skill Activities 40%
- Assessments 40%

**Texts, Materials, and Supplies:**

- *MyLab IT for GO! with Microsoft Office 365, 2019 Edition Introductory+ Technology in Action, 16th Edition Pearson access code: 9780135490181*
- *Access to a reliable computer and high-speed Internet*
- *Access to Microsoft PowerPoint 2019*
- *Student data file and lab instructions (details provided in Canvas and MyLab IT)*

**NOTE: Purchase ONE code.**

The GO! with Office 2019 + Technology in Action (with eText) will allow access to required materials the following courses:

- BCIS 1305 (Business Computer Applications)
- COSC 1301 (Intro to Computing)
- ITSW 1407 (Database)
- ITSW 1410 (Intro Presentation Graphics)

**Required Readings:**

- eText included with the GO! With Microsoft Office 365, 2019 Edition

**Recommended Readings:**

- none

**Other:**

- Courses conducted via video conferencing may be recorded and shared for instructional purposes by the instructor.
- For current texts and materials, use the following link to access bookstore listings: <https://www.panolacollegestore.com>
- For testing services, use the following link: <https://www.panola.edu/student-services/student-support/academic-testing-center>
- If any student in this class has special classroom or testing needs because of a physical learning or emotional condition, please contact the ADA Student Coordinator in Support Services located in the Charles C. Matthews Student Center or go to <https://www.panola.edu/student-services/student-support/disability-support-services> for more information.
- Withdrawing from a course is the student's responsibility. Students who do not attend class and who do not withdraw will receive the grade earned for the course.
- Student Handbook, *The Pathfinder*: <https://www.panola.edu/> (located at the bottom under students)

## SCANS CRITERIA

### 1) **Foundation skills are defined in three areas: basic skills, thinking skills, and personal qualities.**

- a) **Basic Skills:** A worker must read, write, perform arithmetic and mathematical operations, listen, and speak effectively. These skills include:
  - i) Reading: locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules.
  - ii) Writing: communicate thoughts, ideas, information, and messages in writing, and create documents such as letters, directions, manuals, reports, graphs, and flow charts.
  - iii) Arithmetic and Mathematical Operations: perform basic computations and approach practical problems by choosing appropriately from a variety of mathematical techniques.
  - iv) Listening: receive, attend to, interpret, and respond to verbal messages and other cues.
  - v) Speaking: Organize ideas and communicate orally.
- b) **Thinking Skills:** A worker must think creatively, make decisions, solve problems, visualize, know how to learn, and reason effectively. These skills include:
  - i) Creative Thinking: generate new ideas.
  - ii) Decision Making: specify goals and constraints, generate alternatives, consider risks, and evaluate and choose the best alternative.
  - iii) Problem Solving: recognize problems and devise and implement plan of action.
  - iv) Visualize ("Seeing Things in the Mind's Eye"): organize and process symbols, pictures, graphs, objects, and other information.
  - v) Knowing How to Learn: use efficient learning techniques to acquire and apply new knowledge and skills.
  - vi) Reasoning: discover a rule or principle underlying the relationship between two or more objects and apply it when solving a problem.
- c) **Personal Qualities:** A worker must display responsibility, self-esteem, sociability, self-management, integrity, and honesty.
  - i) Responsibility: exert a high level of effort and persevere toward goal attainment.
  - ii) Self-Esteem: believe in one's own self-worth and maintain a positive view of oneself.
  - iii) Sociability: demonstrate understanding, friendliness, adaptability, empathy, and politeness in group settings.
  - iv) Self-Management: assess oneself accurately, set personal goals, monitor progress, and exhibit self-control.
  - v) Integrity and Honesty: choose ethical courses of action.

### 2) **Workplace competencies are defined in five areas: resources, interpersonal skills, information, systems, and technology.**

- a) **Resources:** A worker must identify, organize, plan, and allocate resources effectively.
  - i) Time: select goal-relevant activities, rank them, allocate time, and prepare and follow schedules.
  - ii) Money: Use or prepare budgets, make forecasts, keep records, and make adjustments to meet objectives.
  - iii) Material and Facilities: Acquire, store, allocate, and use materials or space efficiently. Examples: construct a decision time line chart; use computer software to plan a project; prepare a budget; conduct a cost/benefits analysis; design an RFP process; write a job description; develop a staffing plan.
- b) **Interpersonal Skills:** A worker must work with others effectively.
  - i) Participate as a Member of a Team: contribute to group effort.
  - ii) Teach Others New Skills.
  - iii) Serve Clients/Customers: work to satisfy customer's expectations.

- iv) **Exercise Leadership:** communicate ideas to justify position, persuade and convince others, responsibly challenge existing procedures and policies.
- v) **Negotiate:** work toward agreements involving exchange of resources, resolve divergent interests.
- vi) **Work with Diversity:** work well with men and women from diverse backgrounds.

Examples: collaborate with a group member to solve a problem; work through a group conflict situation, train a colleague; deal with a dissatisfied customer in person; select and use appropriate leadership styles; use effective delegation techniques; conduct an individual or team negotiation; demonstrate an understanding of how people from different cultural backgrounds might behave in various situations.

c) **Information:** A worker must be able to acquire and use information.

- i) **Acquire and Evaluate Information.**
- ii) **Organize and Maintain Information.**
- iii) **Interpret and Communicate Information.**
- iv) **Use Computers to Process Information.**

Examples: research and collect data from various sources; develop a form to collect data; develop an inventory record-keeping system; produce a report using graphics; make an oral presentation using various media; use on-line computer data bases to research a report; use a computer spreadsheet to develop a budget.

d) **Systems:** A worker must understand complex interrelationships.

- i) **Understand Systems:** know how social, organizational, and technological systems work and operate effectively with them.
- ii) **Monitor and Correct Performance:** distinguish trends, predict impacts on system operations, diagnose deviations in systems' performance and correct malfunctions.
- iii) **Improve or Design Systems:** suggest modifications to existing systems and develop new or alternative systems to improve performance.

Examples: draw and interpret an organizational chart; develop a monitoring process; choose a situation needing improvement, break it down, examine it, propose an improvement, and implement it.

e) **Technology:** A worker must be able to work with a variety of technologies.

- i) **Select Technology:** choose procedures, tools or equipment including computers and related technologies.
- ii) **Apply Technologies to Task:** understand overall intent and proper procedures for setup and operation of equipment.
- iii) **Maintain and Troubleshoot Equipment:** Prevent, identify, or solve problems with equipment, including computers and other technologies.

Examples: read equipment descriptions and technical specifications to select equipment to meet needs; set up and assemble appropriate equipment from instructions; read and follow directions for troubleshooting and repairing equipment.