COLLIN COLLEGE

COURSE SYLLABUS

Course Information

Course Number: ITSW 1310

Course Title: Introduction to Presentation Graphics Software

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.

Course Credit Hours: 3
Lecture Hours: 2
Lab Hours: 2

Prerequisite: BCIS 1305 or COSC 1300 or consent of Instructor or Associate Dean

Student Learning Outcomes:

- **State-mandated Outcomes:** Upon successful completion of this course, students will:
  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.
  5. Modify sequence and slide master.
- **Additional Collin Outcomes:**
  1. Demonstrate competency in describing key terms and concepts of a PowerPoint software. (SCANS: F1, F2, F3, F5, F10, C11, C15)
  2. Demonstrate competency designing and creating a presentation using PowerPoint software. (SCANS: F1, F3, f6, F8, F9, F10, F11, C11, C12, C13, C14, C15, C17, C19)
  3. Demonstrate competency working with advanced functions of PowerPoint software which may include; animations, sound, video, and graphic objects. (SCANS: F1, F6, F7, F8, F9, F10, F11, C11, C12, C13, C14, C15, C16, C17, C18, C19, C20)
  4. Demonstrate competency researching and working with current PowerPoint software. (SCANS: F1, F6, F7, F8, F9, F10, F11, C11, C12, C14, C15, C16, C18, C19)

Secretary's Commission on the Acquisition of Necessary Skills (SCANS) - SCANS skills are a group of foundational skills and workplace competencies that the Secretary's Commission on the Acquisition of Necessary Skills established as vitally important for workplace success in the 21st century. In Collin's workforce programs, the SCANS skills are developed and reinforced throughout the curriculum to provide students with an opportunity to hone these skills/competencies in the context of their education. Over the course of an entire degree program, the successful student is expected to demonstrate all of the SCANS skills and competencies as part of their education. The SCANS Foundation Skills and Workplace Competencies are described at:
http://www.collin.edu/academics/programs/Workforce_SCANS_Skills_Syllabi_Code_Key.pdf

Withdrawal Policy: See the current *Collin Registration Guide* for last day to withdraw.

Collin College Academic Policies: See the current *Collin Student Handbook.*

Americans with Disabilities Act Statement: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.